

Shobrooke Parish Council

Minutes of Parish Council meeting held in the Village Hall on

Wednesday 15 December 2021

The meeting commenced at 7.30pm

Members Present

Cllr C Furse (Chair)

Cllr L Balkwill

Cllr A Jones

In attendance:

J Hole, Parish Clerk

Public Participation

There was none

Formal Business

01/12/21 Apologies

Cllr G Barnell (personal), Cllr M Squires (another meeting), Cllr L Pilgram (apology received after meeting)

02/12/21 Declaration of Interest

None noted

03/12/21 Minutes of the last meeting held on Wednesday 17 November 2021

Agreed and signed as a true record

04/12/21 To consider any applicants for co-option

There were no candidates.

05/12/21 Mid Devon District Council

5.1 Planning Applications:

None

5.2 Planning Decisions:

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 – grant permission

5.3 To note consultation on Crediton Neighbourhood Plan

Details had been circulated and were noted

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

There was no report. The Clerk had not been able to put a notice in The Brooke to ask about interest in affordable housing as the submission deadline had passed. This would be carried over to the next edition.

06/12/21 Finance

6.1 Parish Council receipts Current Account: None

6.2 Parish Council payments Current account

Since the agenda had been sent out, another invoice for Cllr training had been received so the total amount payable to DALC was £84.00

Payments were agreed as:

Item	Payee	Purpose	Amount £
6.2.1	DALC	Training course for new Cllrs	84.00
6.2.2	J Hole	Salary and expenses	233.58
6.2.3	HMRC *	PAYE	13.20

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

Cllr C Furse and Cllr A Jones

6.4 Balances:

6.4.1 Parish Council Current Account balance: £1,879.08

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

6.4.3 Parish Council Reserve Account balance: £7,798.85 (£3,250.00 ringfenced for play equipment)

6.5 Financial Statement and Budget Monitor

Noted

6.6 Quarterly Bank Reconciliation – for signatories to sign

Duly signed by signatories

6.7 Update on internet banking and to sign form to add Cllr L Balkwill to internet account

Internet banking was working well. Cllr L Balkwill had been added as a signatory and the forms were signed to request access to internet banking

6.8 To consider grant to Mid Devon Mobility and Citizens Advice

Grant requests had been circulated. Following discussion, it was resolved to grant £100.00 to Mid Devon Mobility and £50.00 to Citizens Advice, both to be paid next month.

6.9 To agree budget and precept for 2022/23

A draft budget had been circulated and was carefully considered. After discussion, it was resolved to increase the precept by £1,000.00 to £7,518.00

07/12/21 Road and Footpaths

7.1 Outstanding Road and Footpath issues – Update on salt for new salt bins

The new salt bins had yet to be filled

7.2 New issues identified

None noted

08/12/21 Parish Council

8.1 Update on Community Emergency plan

Cllr L Balkwill would circulate a draft for the next meeting.

8.2 Update on meeting re Broadband coverage

The Clerk had email Matt Barrow to request a meeting but had not received a reply

8.3 Update on Defibrillator installation

Installation was due shortly

09/12/21 Councillor's Reports

9.1 To consider any Councillor reports for areas of responsibility

Update on appointment of Snow Warden and storage of towable gritter - there was no update on the appointment of a Snow Warden. Clerk to email parishioner who is storing the towable gritter to arrange for its return to the parish

Cllr L Balkwill reported that the new Councillor training course was useful

9.2 Playing Fields

9.2.1 To note weekly inspections reports

Clerk to request weekly inspection report from volunteer

9.2.2 Update on meeting with MDDC to carry out risk assessment.

A meeting had taken place with MDDC on Monday 13 December to risk assessment the play park. Notes had been circulated and would be copied to the volunteer who checks the playpark. MDDC did not have any major concerns or issues regarding the park and its management. It was noted that a new balance beam was required and this would be considered in the spring. Slippery surfaces would be power washed/cleaned.

9.2.3 Update on grant application to Viridor Credits – suggest that new toddler swing is included in grant application. Two companies will visit in new year to give quote, one has visited already. It was agreed to include the cost of a new metal toddler swing in the grant application. Cllr M Squires may be able to provide some funding

10/12/21 Clerk's Report

10.1 To agree Christmas cards to volunteers (by email)

Clerk to send cards by email/post

11/12/21 Devon County Council

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

There was no report

11.2 To note DCC Autumn briefing with Cllr J Hart

Details had been circulated and Cllrs could attend if they wished

12/12/21 Miscellaneous Correspondence

Various newsletters and correspondence had been circulated. An email had been received from the applicant of a planning application and would be considered once consultation request had been received by the Parish Council.

13/12/21 Minor Matters and Items for Future Agenda

New defibrillator pads were required.

14/12/21 Date of next meeting: Wednesday 19 January 2022, at 7.30 pm, at the Village Hall

End of formal business

The meeting finished at 8.22pm

Shobooke Parish Council - Budget and Precept Calculation 2022 to 2025

	Item	Last year 2020/21 actual for comparison	Current year 2021/22 budget (a)	Year to date date (b)	Additional Projected to Y/E (c)	Estimated Year Total (b+c)	Agreed Budget 2022/23 Budget	2023/24 Forecast Budget	2024/25 Forecast Budget
Grants	Grants to be Given	£600.00	£600.00	£500.00	£150.00	£650.00	£650.00	£700.00	£700.00
	Churchyard maintenance	£400.00	£500.00	£500.00	£0.00	£500.00	£500.00	£400.00	£400.00
	War memorial/grass maintenance	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00	£100.00
	Community Transport	£100.00	£100.00	£0.00	£100.00	£100.00	£100.00	£100.00	£100.00
	Other organisations	£0.00	£0.00	£0.00	£50.00	£50.00	£50.00	£100.00	£100.00
	Item	Last year 2020/21 actual for comparison	Current year 2021/22 budget (a)	Year to date date (b)	Additional Projected to Y/E (c)	Estimated Year Total (b+c)	Agreed Budget 2022/23 Budget	2023/24 Forecast Budget	2024/25 Forecast Budget
Administration and running costs	Total Admin & running costs	£3,451.18	£3,983.00	£2,880.34	£1,005.00	£3,885.34	£3,967.00	£3,887.00	£3,987.00
	Election	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£2,870.50	£3,012.00	£2,179.25	£717.00	£2,896.25	£3,006.00	£2,956.00	£3,056.00
	Salary incl PAYE	£2,762.50	£2,850.00	£2,062.25	£678.00	£2,740.25	£2,850.00	£2,800.00	£2,900.00
	Home Office Allowance	£108.00	£162.00	£117.00	£39.00	£156.00	£156.00	£156.00	£156.00
	Total Expenses	£79.03	£165.00	£116.04	£30.00	£146.04	£165.00	£175.00	£185.00
	Clerk's Expenses	£60.28	£140.00	£102.64	£30.00	£132.64	£140.00	£150.00	£160.00
	Other Expenses (Chairman allowance)	£18.75	£25.00	£13.40	£0.00	£13.40	£25.00	£25.00	£25.00
	Room Expenses - Hall rent	£47.96	£126.00	£11.99	£126.00	£137.99	£126.00	£126.00	£126.00
	Insurance	£236.69	£270.00	£239.05	£0.00	£239.05	£270.00	£280.00	£290.00
	Fees and Subscriptions	£204.50	£300.00	£214.01	£132.00	£346.01	£250.00	£210.00	£220.00
	Training	£12.50	£110.00	£120.00	£0.00	£120.00	£150.00	£140.00	£110.00
	Training Clerk's	£12.50	£50.00	£0.00	£0.00	£0.00	£50.00	£50.00	£50.00
	Training Councillors	£0.00	£60.00	£120.00	£0.00	£120.00	£100.00	£90.00	£60.00
	Item	Last year 2020/21 actual for comparison	Current year 2021/22 budget (a)	Year to date date (b)	Additional Projected to Y/E (c)	Estimated Year Total (b+c)	Agreed Budget 2022/23 Budget	2023/24 Forecast Budget	2024/25 Forecast Budget
Repairs & Maint.	Total Repairs and Maintenance	£852.57	£2,646.74	£900.37	£50.00	£950.37	£2,221.74	£2,635.00	£2,635.00
	Grass cutting play park (hire of mower/fuel)	£700.00	£700.00	£700.00	£0.00	£700.00	£700.00	£700.00	£700.00
	Playground inspections	£131.50	£135.00	£119.50	£0.00	£119.50	£130.00	£135.00	£135.00
	Playground maintenance	£0.00	£700.00	£60.87	£0.00	£60.87	£500.00	£700.00	£700.00
	BT Kiosk/defib maintenance	£0.00	£100.00	£0.00	£50.00	£50.00	£100.00	£100.00	£100.00
	General maintenance	£0.00	£300.00	£0.00	£0.00	£0.00	£200.00	£300.00	£300.00
	Signs/noticeboards	£21.07	£100.00	£0.00	£0.00	£0.00	£100.00	£100.00	£100.00

	Item	Last year 2020/21 actual for comparison	Current year 2021/22 budget (a)	Year to date date (b)	Additional Projected to Y/E (c)	Estimated Year Total (b+c)	Agreed Budget 2022/23 Budget	2023/24 Forecast Budget	2024/25 Forecast Budget
Misc.	Total misc	£4,737.02	£643.55	£3,622.21	£0.00	£3,622.21	£1,300.00	£800.00	£800.00
	PC equipment/related	£0.00	£100.00	£0.00	£0.00	£0.00	£100.00	£100.00	£100.00
	Emergency spending	£0.00	£200.00	£0.00	£0.00	£0.00	£200.00	£200.00	£200.00
	Spending covered by grant	£500.00	£0.00	£921.66	£0.00	£921.66	£0.00	£0.00	£0.00
	New play equipment	£0.00	£0.00	£1,502.00	£0.00	£1,502.00	£1,000.00	£500.00	£500.00
	Purchase of defibrillator	£0.00	£0.00	£855.00	£0.00	£855.00	£0.00	£0.00	£0.00
	S106	£3,485.44	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	VAT	£751.58	£343.55	£343.55	£0.00	£343.55	£0.00	£0.00	£0.00
Totals:		£9,640.77	£7,873.29	£7,902.92	£1,205.00	£9,107.92	£8,138.74	£8,022.00	£8,122.00
							C		
Actual income/CF 2021/2022					£9,696.00	A			
Total estimated expenditure to March 2022					£9,107.92				
Estimated income to March 2022					£343.55	(VAT)			
Estimated carry forward					£931.63				
Of which footpath					£311.74				
Estimated carry forward minus footpath					£619.89	B			
Actual Income/cf 21/22		£9,696.00	A	Reserve Account					
Projected carry forward minus FP		£619.89	B	£7,794.69					
Projected expenditure 2021/22		£8,138.74	C	£2,000.00 40% of precept to be kept in reserve (£2,000)					
Amount required from precept		£7,518.85		£3,250.00 Ringfenced for play equipment					
Use from reserve		£0.00		£2,544.69 Available to use					
Precept		£7,518.85							
Precept calculation				2021/22	2022/2023	Note			
Net Precept to be raised by Council Tax			A	£6,518.00	£7,518.85	An increase of £1,000 increases precept by	£	4.95	
Number of Band D at 97.5% collection (96% for 21/22)			B	196.90	201.87	which is per week:	£	0.10	
Band D Parish Charge A divided by B			A / by B	£33.10	£37.25				
Income excluding Precept									
Item				2022/2023	2023/2024	2024/2025			
PROW grant				£0.00	£0.00	£0.00			
DCC Locality				£0.00	£0.00	£0.00			
DCC Community Enhancement				£0.00	£0.00	£0.00			