

Shobrooke Parish Council

Minutes of Annual Parish Council meeting held in the Village Hall on Wednesday 18 May 2022

The meeting commenced at 7.45pm

Members Present

Cllr C Furse (Chair)	Cllr L Pilgrim
Cllr L Balkwill	Cllr M Squires
Cllr G Barnell	

In attendance:

J Hole, Parish Clerk

Business to be Transacted - Formal Business

01/05/22 Election of Chairman and Vice Chairman

- 1.1 To receive nominations for Chairman and to receive the Chairman's declaration of acceptance of office form
Cllr C Furse was proposed by Cllr G Barnell and seconded by Cllr M Squires and agreed unanimously. The declaration of acceptance of office form was duly signed
- 1.2 To receive nominations for Vice Chairman
Cllr A Jones was proposed by Cllr G Barnell and seconded by Cllr L Balkwill and agreed unanimously. The Declaration of Acceptance of Office form would be signed at the next meeting

Public Participation – standing orders suspended

There was none

Standing orders reinstated

02/05/22 Apologies

Cllr A Jones

03/05/22 Declaration of Interest

None noted

04/05/22 Minutes of the last meeting held on Wednesday 20 April 2022

Agreed and signed as a true record

05/05/22 To consider any applicants for co-option

There were none

06/05/22 Mid Devon District Council

6.1 Planning Applications:

22/00403/FULL - Erection of cabin for use as a holiday let at Brambly Hedge, Efford Shobrooke – no comment

6.2 Planning Decisions:

21/02552/FULL - Retention of Mongolian Ger, tool cupboard, tool shed and lean to for agricultural equipment at Wyke Hill, Shobrooke – refuse permission

22/00371/FULL - Erection of dwelling following demolition of Dutch barn and stable and formation of vehicular access at West Efford Farm, Efford, Shobrooke – grant permission

22/00423/LBC - Listed Building Consent to replace tiled roof of house and guttering and repoint chimney at Zephyr Cottage, Shobrooke – grant permission

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

Cllr G Barnell reported that Crediton Town Council had organised a meeting on the 28 May to discuss planning issues in Crediton and surrounding areas with MDDC Officers. Cllr C Furse was unable to attend so would ask if Cllr A Jones could attend.

Following the presentation at the Annual Parish Meeting on Affordable Housing, it was agreed to set up a Group to look further at Community based housing. Cllr L Balkwill agreed to work with Cllr G Barnell to set up a meeting of interested parishioners to which MDDC Officers would be invited to attend

07/05/21 **To review: (on website unless stated otherwise)**

- 7.1 Standing Orders – no update required
- 7.2 Financial Regulations. It was resolved that BACS payments could be used.
- 7.3 Code of Conduct Code of conduct – It was resolved to adopt MDDC updated Code of Conduct
- 7.4 Training and Development Policy – no update required
- 7.5 Publications Policy (FOI) - no update required
- 7.6 Complaints procedure – no update required
- 7.7 Risk Assessments – no update required
- 7.8 Parish Council Action plan - no update required
- 7.9 Bank signatories – no update required
- 7.10 Dates for meetings in 2023 – agreed as the third Wednesday each month
- 7.11 Asset register – this had been circulated and was noted
- 7.12 To confirm Insurance Policy – details had been circulated and were agreed

08/05/21 **Election of officers/representatives**

- 8.1 Neighbourhood Watch Officer – Cllr L Piligram
- 8.2 Raddon Hills representative x 2 – Cllr C Furse and Cllr A Jones
- 8.3 Snow Warden – post vacant
- 8.4 Defibrillators (to include reporting for defib). Village defibrillator and Kiosk Officer – Cllr A Jones, Efford defibrillator – Mark Banfield
- 8.5 Delegated responsibility: Playing Fields Liaison Officer – Ben Jacobs
Footpath Warden – Carole Maher
Website Officer - Clerk

09/05/22 **Finance**

9.1 **Parish Council receipts Current Account: None**

9.2 **Parish Council payments current account**

It was resolved to renew the ICO fee by direct debit as this would save £5 per year
These were agreed as

Item	Payee	Purpose	Amount £
9.2.1	BHIB	Insurance	263.17
9.2.2	ICO	Data Protection	35.00
9.2.3	Shobrooke Parish Church	Grant for maintenance	500.00
9.2.4	J Hole	Reimbursement for seeds for jubilee	87.75
9.2.5	J Hole	Salary and expenses	240.85
9.2.6	HMRC	PAYE (cheque payment)	14.20

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

Cllr C Furse and Cllr L Balkwill

- 9.4 Balances:**
- 9.4.1 Parish Council Current Account balance: £6,837.78
- 9.4.2 Parish Council Footpath balance (in above current account figure): £311.74
- 9.4.3 Parish Council Reserve Account balance: £7,799.10 (£4,000.00 ringfenced for play equipment)
- 9.5 Financial Statement and Budget Monitor**
- Noted
- 9.6 Annual Return**
- The Annual Return had been circulated and was on the website
- 9.6.1. To note completion of Internal Audit**
- Noted – no issues identified
- 9.6.2 To approve Part 1 Annual Governance Statement 2021/22**
- Part 1 was approved and signed by the Chair
- 9.6.3 To approve Part 2 Accounting Statements 2021/22**
- Part 2 was approved and signed by the Chair
- 9.6.4 To sign Certificate of Exemption stating that during 2021/22 the higher of the authority's income for the year or gross annual expenditure did not exceed £25,000. To note the date for public inspection as 13 June to 22 July 2022**
- The Certificate of Exemption was noted and signed by the Chair
- 10/05/22 Road and Footpaths**
- 10.1 Outstanding Road and Footpath issues**
- There was no update on outstanding issues. Cllr M Squires reported that the pot holes at Exeter Hill Cross were scheduled to be dragon patched.
- 10.2 New issues identified**
- There were no new issues
- 11/05/22 Parish Council**
- 11.1 Review of Annual Parish Meeting held earlier – to agree/review any actions required**
- This had been discussed in 6.3 above
- 11.2 To consider parish questionnaire re 20mph zone**
- A draft questionnaire had been circulated and was agreed. Clerk to provide copies for Jubilee weekend.
- 11.3 To note seeds are available for collection by parish children under 16**
- A note had been put in The Brooke asking that parents contact the Parish Clerk or a Councillor to arrange collection of the seed packets
- 11.4 To note information has been sent to DCC requesting Hedgehog warning signs**
- A parishioner had sent the Clerk photos showing suggested locations for warning signs and the Clerk had forwarded these to DCC.
- 12/05/22 Councillor's Reports**
- 12.1 To consider any Councillor reports for areas of responsibility**
- 12.1.1 Notes from Raddon Hills meeting – these had been circulated and were noted
- 12.2 Playing Fields**
- 12.2.1 To note weekly inspections reports**
- Noted. No new issues were identified
- 12.2.1 Update on grant application to Viridor**
- Due to the increased cost of the play equipment a grant application for £10,000.00 for toddler multiplay equipment only had been made with a Parish Council contribution of £668.00 and £1,000.00 from Cllr M Squires. It was hoped that the remained of the ringfenced Parish Council

money could be used to purchase the toddler swings with installation by a local contractor rather than the manufacturer. A representative from Viridor would be visiting the play park to assess the application.

13/05/22 Clerk's Report – None

14/05/22 Devon County Council

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

There was no report

15/05/22 Miscellaneous Correspondence

Various newsletters circulated.

16/05/22 Minor Matters and Items for Future Agenda

Maintenance of war memorial grass

17/05/22 Date of next meeting: Wednesday 15 June 2022, at 7.30 pm, at the Village Hall

End of formal business

The meeting finished at 8.48pm