

Shobrooke Parish Council Meeting

You are hereby summoned under the Local Government Act 1972 Sch.12s.10, to attend the AGM and the monthly meeting of Shobrooke Parish Council for the purpose of transacting the following business. Agenda for the AGM/meeting of Shobrooke Parish Council to be held at the Village Hall on Wednesday 8th May 2024 at 7:30pm

Dated: 30th April 2024

Signed: *M. Clarke*

Clerk to the Parish Council

Mrs. Clarke

shobrookepc@gmail.com

Tel: 07886004919

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 (3 mins per person).

Formal Business

(Members of the public may not take part in the formal business of the Parish Council except under special circumstances).

01/05/24 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
- 1.2 To receive nominations for Vice Chairman
- 1.3 Chairpersons speech.

02/05/24 Apologies - To receive apologies

03/05/24 Declaration of Interest

- 3.1 Register of Interests (ROI). Councillors to update as required
- 3.2 Personal Interests (PI). Councillors must declare any personal interest in items on the agenda and their nature.
- 3.3 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.

04/05/24 Minutes of the last AGM meeting held on Wednesday 10th May 2023 and minutes of the meeting held on the 10th April 2024-To be agreed and signed as a true record

05/05/24 To consider any applicants for co-option – four posts are available

Standing orders to be suspended to allow discussion with potential candidates
To consider publicity plans to attract candidates

06/05/24 Reports from DCC and MDDC Councillors

07/05/24 Parish Matters/Reviews:

- 7.1 D Day
- 7.2 School Close replacement of felled trees.
- 7.3 Reviews -
 - 7.3.1 Bank signatories – to add and remove signatories
 - 7.3.2 Dates for meetings in 2025
 - 7.3.3 Asset register
 - 7.3.4 Review the Insurance Policy
 - 7.3.5 Risk Assessments

08/05/24 Mid Devon District Council Planning Matters.

8.1 Planning Applications:

8.2 Planning Decisions: none

8.3 Planning appeals/Enforcements:

09/05/24 Election of officers/representatives, other than existing representatives.

Neighbourhood Watch Officer

Playing Fields Liaison Officer

10/05/24 Road and Footpaths

10.1 Outstanding Road and Footpath issues

10.2 New issues identified

11/05/24 Finance

11.1 Parish Council receipts Current Account: MDDC Precept -

11.2 Approve the following Parish Council payments:

Item	Payee	Purpose	Amount £
1.2.1	Ionus	Website hosting	£1.20
1.2.2			
1.2.3			
1.2.4			
1.2.5			

11.3 Balances:

11.4 Parish Council Current Account balance: £

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

11.6 Parish Council Reserve Account balance: £

11.7 Financial Statement and Budget Monitor

11.8 AUDIT 2023 – 2024

11.8.1 To approve and sign the Certificate of Exemption from limited assurance review.

11.8.2 To approve and sign the Summary of Receipts and Payments for year ended 31st March 2024.

11.8.3 To agree and approve the Fixed Asset Register for the year ended 31st March 2024.

11.8.4 To agree and approve the Fixed Asset Risk Assessment for the year ended 31st March 2024.

11.8.5 To note the Annual Return Explanation of Variance.

11.8.6 To approve the Statement of Internal Control for the year ending 31st March 2024.

12/05/24 Councillor's Reports

12.1 To consider any Councillor reports for areas of responsibility

12.2 Playing Fields and grant application

12.3 To note weekly inspection reports

13/05/24 Clerk's Report - Parish Council

13.1 To consider any training needs for councillors.

14/05/24 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.

15/05/24 Date of next meeting: Wednesday 12th June 2024 in the Village Hall at 7.30 pm

End of formal business

Shobrooke Parish Council

Meeting dates for 2025

Wednesday 8th January

Wednesday 12th February

Wednesday 12th March

Wednesday 9th April

Annual Parish Meeting – Wednesday 14th May

Wednesday 14th May (Parish Council Annual General Meeting)

Wednesday 11th June

Wednesday 9th July

Wednesday 10th September

Wednesday 8th October

Wednesday 12th November (Budget and precept)

Wednesday 10th December