

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 Tuesday 8 December 2020 at **7.30pm via Zoom**

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 3 December 2020

Signed



Clerk to the Parish Council

Jane Hole

shobrookepc@outlook.com

01392 851148

Public Participation – please email the Parish Clerk by 6pm on Tuesday 8 December for details of how to join the zoom meeting

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)

01/12/20 Apologies

To receive apologies

02/12/20 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.

03/12/20 Minutes of the last meeting held on Tuesday 10 November 2020 (previously circulated)

To be agreed and signed as a true record

04/12/20 Mid Devon District Council

4.1 Planning Applications:

None

4.2 Planning Decisions:

20/01634/HOUSE - Erection of garden room at Trew House, Chilton – grant permission

4.3 Report from MDDC Councillor, Cllr Graeme Barnell on MDDC business relevant to the parish. Email re estate walkabout circulated

05/12/20 Finance

5.1 Parish Council receipts Current Account:

DCC - £500.00 Covid-19 support grant

5.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
5.2.1	WDEG	Grant to support Covid work	500.00
5.2.2	J Hole	Salary and expenses	241.59
5.2.3	HMRC	PAYE	13.20

5.3 To approve signatures for this month's cheques

5.4 Balances:

5.4.1 Parish Council Current Account balance: £2,506.76

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

5.4.3 Parish Council Reserve Account balance: £7,7967.94 (£3,250.00 ringfenced for play equipment)

5.5 Financial Statement and Budget Monitor - attached

5.6 Quarterly Bank Reconciliation for agreement and signature

5.7 To agree budget and precept for 2021/22 – circulated separately. To consider donation to Citizens advice

06/12/20 Road and Footpaths

6.1 Outstanding Road and Footpath issues

New Salt bins – DCC chased

6.2 New issues identified

07/12/20 Parish Council

7.1 To consider any projects suitable for funding from Cllr M Squires DCC Locality budget

08/12/20 Councillor's Reports

8.1 To consider any Councillor reports for areas of responsibility

8.2 Playing Fields

8.2.1 To review re-opening of park – to agree signage – previously circulated

8.2.2 To note S106 funding has been agreed. Monkey Bars and matting and 1 x 2 seater springy and 1 x 4 seater springy – details circulated separately. To agree delivery and installation

09/12/20 Clerk's Report

9.1 To resolve that criteria are in place for application to Local Council Award Scheme – Quality level – details circulated separately

10/12/20 Devon County Council

10.1 Report from DCC Councillor, Cllr M Squires on DCC business relevant to the parish – circulated separately

11/12/20 Miscellaneous Correspondence

A list will be available at the meeting

12/12/20 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.

13/12/20 Date of next meeting: Wednesday 20 January 2021, at 7.30 pm, via zoom

End of formal business

Agenda Item 5.5

Shobooke Parish Council

Financial Statement and Budget Monitor 2020- 2021

Income

Opening Balance (c/f from 19/2020)	£1,027.80	
Precept	£5,518.00	
Prow grant	£0.00	
DCC Locality grant	£0.00	
VAT	£0.00	£47.29 To claim
DCC Community Enhancement grant	£0.00	
MDDC S106 grant	£0.00	
Other grant	£500.00	
Communities Together Fund (TAP)	£0.00	
Total	£7,045.80	

Expenditure as at December 2020

Item	Budget	To date	Balance	19/20 actual
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To date figures are minus VAT. VAT paid is shown in misc

Grants	Total Parish Council Grants	£700.00	£500.00	£200.00	£700.00
	Churchyard	£400.00	£400.00	£0.00	£400.00
	Maintenance of war memorial	£100.00	£100.00	£0.00	£100.00
	Community Transport	£100.00	£0.00	£100.00	£200.00
	Other organisations	£100.00	£0.00	£100.00	£0.00

Current Account

Total income YTD	£7,045.80
Withdrawn/Transf	£2,802.95
Less O/S Cheques	£1,736.09
Balance (incl Footpath)	£2,506.76

Footpath account: £311.74

Reserve Balance £7,798.00

Required reserve	£2,000.00
Ringfenced for play equip	£3,250.00
Available balance	£2,548.00

Administration & running costs	Total Admin & running costs	£3,699.00	£2,639.18	£1,059.82	£3,561.48
	Elections	£0.00	£0.00	£0.00	£147.35
	Total Clerks Wages	£2,808.00	£2,109.00	£699.00	£2,582.34
	Salary incl PAYE	£2,700.00	£2,028.00	£672.00	£2,474.34
	Home office allowance	£108.00	£81.00	£27.00	£108.00
	Total Expenses	£175.00	£64.50	£110.50	£146.65
	Clerk's Expenses	£150.00	£45.75	£104.25	£132.03
	Other Expenses	£25.00	£18.75	£6.25	£14.62
	Room expenses	£126.00	£0.00	£126.00	£126.00
	Insurance	£270.00	£236.69	£33.31	£235.92
	Fees and Subscriptions	£210.00	£216.49	-£6.49	£203.22
	Total Training (inc. ref. materials)	£110.00	£12.50	£97.50	£120.00
	Training Clerk's	£50.00	£12.50	£37.50	£0.00
	Training Councillors	£60.00	£0.00	£60.00	£120.00
	Newsletter and printing	£0.00	£0.00	£0.00	£0.00

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

Repairs & maintenance	Total Repairs & maintenance costs	£2,746.74	£852.57	£1,894.17	£1,434.22
	Grass cutting in play park	£700.00	£700.00	£0.00	£700.00
	Playground Inspections	£135.00	£131.50	£3.50	£135.00
	Playground maintenance	£800.00	£0.00	£800.00	£0.00
	General maintenance	£300.00	£0.00	£300.00	£14.00
	Signs/noticeboards	£100.00	£21.07	£78.93	£296.77
	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	£88.45
	Playground fencing	£0.00	£0.00	£0.00	£200.00

Misc	Total misc costs	£1,047.29	£547.29	£1,000.00	£4,539.98
	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	£2,000.00
	Emergency spending	£200.00	£0.00	£200.00	£0.00
	Spending covered by grant	£0.00	£500.00	£0.00	£1,962.74
	New play equipment	£500.00	£0.00	£500.00	£0.00
VAT	£47.29	£47.29	£0.00	£577.24	

Totals:	£8,193.03	£4,539.04	£4,153.99	£10,235.68
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Shobrooke Parish Council

Clerks wages and expenses breakdown

December 2020

Salary for November 20 hours' x £11.30 £226.00

PAYE £13.20

£212.80

Expenses

Item	Quantity	Charge
Home office allowance*	1	£ 9.00
Envelopes 4p each	3	£ 0.12
Large envelope	0	
2 nd class stamp (61p)	3	£ 1.83
2 nd class stamp large	0	
Printing 5p per sheet	15 sheets	£ 0.75
Mileage x 1 visit	6 miles	£2.70
Zoom Subscription		£14.39

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal **£28.79**

Total **£241.59**

Shobrooke Parish Council

Minutes of Annual Parish Council meeting held in the Village Hall on Wednesday 10th May 2023

The meeting commenced at 7.30pm

Members Present

Cllr C Furse (Chair)
Cllr L Balkwill
Cllr G Barnell

In attendance: Parish Clerk

Public Participation – standing orders suspended

There was no public participation.

Standing orders reinstated

01/05 Apologies - none

02/05 Declaration of Interest -None noted

03/05 Minutes of the last meeting held on Wednesday - 12th April 2023 were agreed and signed as a true record.

04/05 Parish Council – Matters arising:-

04.01 Dates for 2024 all on a Wednesday (10th Jan, 14th Feb, 13th March, 10th Apr, 8th May, 12th June, 10th July, 11th Sept, 16th Oct, 13th Nov, 10th Dec)

04.02 Affordable Housing – Upton Pyne. An email had been received from Mr. S. Wass in which a couple of questions for the council were raised and the discussion will be relayed back to Mr. Wass. The chair indicates we would like to be placed on their list.

04.03 Grant update for playground equipment- The clerk sought letters of support and the councillors provided details of who would write the various letters.

04.04 Gritter update, Cllr Jones provided an update on the gritter being relocated and any necessary work that may need doing in the short term. Bags of grit were also brought back with the gritter.

04.05 Insurance renewal – The clerk has received two invitations to renew the insurance but at slightly different rates. So we will renew at the lower price until otherwise informed by the insurance company. The chair requested the clerk check with the insurance company how often the checks have to be made on the playground equipment.

05/05 To consider any applicants for co-option

A discussion was held about the two people who will be coming in future months.

06/05 Mid Devon District Council

6.01 Planning Applications: none

6.02 Planning Decisions: none

6.03 Report from MDDC Councillor: None - Due to the recent elections there was no attendance from a MDDC.

07/05 Finance**Parish Council receipts Current Account:** None**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
7.01	Mr. A. Jones	Retrieval of the Gritter	£25.00
7.02	Clerk	PAYE	£225.57
7.03	HMRC	PAYE	£48.20
7.04	Insurance	Yearly	£239.05

Balances:

07.05 Parish Council Current Account balance: to be updated

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

07.07 Parish Council Reserve Account balance: £ (£4,000.00 ring fenced for play equipment)

07.08 Agar forms signed and agreed.

10/05 Road and Footpaths – Wraddon to White Cottage needs to be reported as there are pot holes, the clerk will do this. No report on the footpaths as they are fine apart from being wet and muddy.

11/05 Clerks Report -

11.01 River Exe details distributed to council members.

11.02 Shobrooke Harvest celebration would like to be considered for a grant to replace tents etc.

The council discussed the matter and will consider it when costs are provided.

11.03 Farming charity for grants for farmers seeking donations.

11.04 The Brooke an update was provided to the council.

12/05 Minor Matters and Items for Future Agenda

12.01 How often does the playground equipment need checking, as the council believe the insurance company has requested it is weekly. The clerk will check.

12.02 Agar and approval of the accounts will need to be on the June agenda.f

13/05 Date of next meeting: Wednesday 14th June 2023, at 7.30 pm, at the Village Hall**End of formal business**

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 20 July 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 14 July 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)

01/07/22 Apologies

To receive apologies

02/07/22 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.

03/07/22 Minutes of the last meeting held on Wednesday 16 June 2022 (previously circulated)

To be agreed and signed as a true record

04/07/22 To consider any applicants for co-option

Standing orders to be suspended to allow discussion with candidates.

05/07/22 Mid Devon District Council

5.1 Planning Applications:

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

5.2 Planning Decisions:

22/00233/FULL-Variation of condition 2 of planning permission 21/01430/FULL to allow the provision of an integrated garage and an external chimney - Erection of an agricultural workers dwelling at land at NGR 289026 99967 (West Of Shute Cross) Shobrooke - grant permission

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

06/07/22 Finance

6.1 Parish Council receipts Current Account: None

6.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
6.2.1	J Hole	Salary and expenses	237.39
6.2.2	HMRC	PAYE	14.20

- 6.3 To approve authorisers/signatories for this month's online payments
- 6.4 Balances:
- 6.4.1 Parish Council Current Account balance: £6,310.14
- 6.4.2 Parish Council Footpath balance (in above current account figure): £311.74
- 6.4.3 Parish Council Reserve Account balance: £7,799.23 (£4,000.00 ringfenced for play equipment)
- 6.5 Financial Statement and Budget Monitor – attached.

07/07/22 Road and Footpaths

- 7.1 Outstanding Road and Footpath issues
- 7.2 New issues identified

08/07/22 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 from Police – circulated separately
- 8.3 To agree scheme of delegation for the Clerk to reply applications submitted between July and September meetings after email correspondence with Cllrs.

09/07/22 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
- 9.2.2 To note the grant to Viridor has been successful. To note time scales for installation
- 9.2.3 To consider maintenance of grass area between boundary fence and neighbours gardens

10/07/22 Clerk's Report - none

11/07/22 Devon County Council

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

12/07/22 Miscellaneous Correspondence

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

13/07/22 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.

14/07/22 Date of next meeting: Wednesday 20 July 15 September 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	£0.00	
VAT	£0.00	£34.98 To claim
DCC Community Enhancement grant	£0.00	
MDDC S106 grant	£0.00	
Other grant	£0.00	
Communities Together Fund (TAP)	£0.00	
	£8,482.31	

Expenditure as at July 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

Administration & running costs	Total Admin & running costs	£3,967.00	£1,444.44	£2,522.56	£3,789.92
	Elections	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£3,006.00	£972.00	£2,034.00	£2,955.55
	Salary incl PAYE	£2,850.00	£920.00	£1,930.00	£2,799.55
	Home office allowance	£156.00	£52.00	£104.00	£156.00
	Total Expenses	£165.00	£67.27	£97.73	£143.32
	Clerk's Expenses	£140.00	£46.77	£93.23	£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	£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	£0.00	£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	£2,172.17	£5,089.30	£9,096.43	

Added in Queens Jubilee

Current Account

Total income YTD	£8,482.31
Withdrawn/Transf	£1,920.58
Less O/S Cheques	£251.59
Balance (incl Footpath)	£6,310.14

Footpath account: £311.74

Reserve Balance	£7,799.23
Required reserve	£2,000.00
Ringfenced for play equip	£4,000.00
Available balance	£1,799.23

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

July 2022

Salary for June	20 hours' x £11.50	£230.00
	PAYE	£14.20
		£215.80

Expenses

Item	Quantity	Charge
Home office allowance*	1	£13.00
Envelopes 4p each	0	£0.12
Large envelope	0	£0.00
2 nd class stamp (68p)	1	£0.68
1 st class stamp (95p)	1	£0.95
Printing 8p per sheet	18 sheets	£1.44
Mileage x 2 visits	12 miles	£5.40

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal **£21.59**

Total **£237.39**

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 19 January 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 13 January 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)

01/01/22 Apologies

To receive apologies

02/01/22 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.

03/01/22 Minutes of the last meeting held on Wednesday 15 December 2021 (previously circulated)

To be agreed and signed as a true record

04/01/22 To consider any applicants for co-option

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

05/01/22 Mid Devon District Council

5.1 Planning Applications:

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

5.2 Planning Decisions:

None

5.3 To note consultation Parish Review by MDDC – details circulated separately

5.4 To note MDDC Planning Training – 20 January, 2pm via zoom

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

06/01/22 Finance

6.1 Parish Council receipts Current Account: None

6.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
6.2.1	Mid Devon Mobility	Grant	100.00
6.2.2	Citizens Advice	Grant	50.00
6.2.3	Primary Care Supplies	Replacement Defib Pads	83.94
6.2.4	J Hole	Salary and expenses	260.26
6.2.5	HMRC *	PAYE	2.00

- 6.3 To approve authorisers/signatories for this month's online payments/Cheques*
- 6.4 Balances:
- 6.4.1 Parish Council Current Account balance: £1,813.08
- 6.4.2 Parish Council Footpath balance (in above current account figure): £311.74
- 6.4.3 Parish Council Reserve Account balance: £7,798.91 (£3,250.00 ringfenced for play equipment)
- 6.5 Financial Statement and Budget Monitor – attached.

07/01/22 Road and Footpaths

- 7.1 Outstanding Road and Footpath issues – to note completion of P3 Survey
- 7.2 New issues identified

08/01/22 Parish Council

- 8.1 Update on Community Emergency plan
- 8.3 To note installation of defibrillator at Efford

09/01/22 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
- 9.2.2 Update on grant application to Viridor

10/01/22 Clerk's Report

None

11/01/22 Devon County Council

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

12/01/22 Miscellaneous Correspondence

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

13/01/22 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.

14/01/22 Date of next meeting: Wednesday 16 February 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 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
DCC Community Enhancement grant	£0.00
MDDC S106 grant	£0.00
Other grant	£0.00
Communities Together Fund (TAP)	£0.00
	£9,696.00

£357.54 To claim

Expenditure as at January 2022

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	£650.00	-£50.00	£600.00
	Churchyard	£500.00	£500.00	£0.00	£400.00
	Maintenance of war memorial	£0.00	£0.00	£0.00	£100.00
	Other	£100.00	£150.00	-£50.00	£100.00

Administration & running costs	Total Admin & running costs	£3,983.00	£3,122.60	£860.40	£3,451.18
	Elections	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£3,012.00	£2,429.55	£582.45	£2,870.50
	Salary incl PAYE	£2,850.00	£2,299.55	£550.45	£2,762.50
	Home office allowance	£162.00	£130.00	£32.00	£108.00
	Total Expenses	£165.00	£128.00	£37.00	£79.03
	Clerk's Expenses	£140.00	£114.60	£25.40	£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	£214.01	£85.99	£204.50
	Total Training (inc. ref. materials)	£110.00	£100.00	£10.00	£12.50
	Training Clerk's	£50.00	£0.00	£50.00	£12.50
Training Councillors	£60.00	£100.00	-£40.00	£0.00	

Repairs & maintenance	Total Repairs & maintenance costs	£2,646.74	£970.32	£1,676.42	£852.57
	Grass cutting in play park	£700.00	£700.00	£0.00	£700.00
	Playground Inspections	£135.00	£119.50	£15.50	£131.50
	Playground maintenance	£700.00	£60.87	£639.13	£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	£20.00	£280.00	£0.00
	P3 Footpaths	£311.74	£0.00	£311.74	£0.00
	BT Kiosk/defib maintenance	£100.00	£69.95	£30.05	£0.00

Misc	Total misc costs	£857.54	£3,636.20	£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	£921.66	£0.00	£500.00
	Installation of play equipment	£0.00	£1,502.00	£0.00	£0.00
	Purchase of defibrillator	£0.00	£855.00	£0.00	£0.00
	S106	£0.00	£0.00	£0.00	£3,485.44
VAT	£357.54	£357.54	£0.00	£751.58	

Totals:	£8,087.28	£8,379.12	£2,986.82	£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	£7,882.92
Less O/S Cheques	£496.20
Balance (incl Footpath)	£1,316.88

Footpath account: £311.74

Reserve Balance

Required reserve	£2,000.00
Ringfenced for play equip	£3,250.00
Available balance	£2,548.91

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

January 2022

Salary for October	20 hours' x £11.30	£226.00
	Extra hour	£11.30
	PAYE	£2.00

£235.30

Expenses

Item	Quantity	Charge
Home office allowance*	1	£13.00
Envelopes 4p each	3	£0.12
Large envelope	0	£0.00
2 nd class stamp (66p)	3	£1.98
2 nd class stamp large	0	£0.00
Printing 8p per sheet	22 sheets	£1.76
Mileage x 3 visits	18 miles	£8.10

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal **£24.96**

Total **£260.26**

Extra hour was meeting at play park on 13 December 2021

Shobrooke Parish Council

Notice of Annual Meeting of Parish Council

Dear Councillors

I hereby give notice that the meeting of the above-named Parish Council will be held on Wednesday 18 May 2022 at 7.45pm

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 12 May 2022

Signed

Jane Hole



Clerk to the Parish Council

shobrookepc@outlook.com

01392 851148

Business to be Transacted - Formal Business

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

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
- 1.2 To receive nominations for Vice Chairman

Public Participation – standing orders suspended

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.

Standing orders reinstated

02/05/22 Apologies

To receive apologies

03/05/22 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.

04/05/22 Minutes of the last meeting held on Wednesday 20 April 2022 (previously circulated)

To be agreed and signed as a true record

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

Standing orders to be suspended to allow discussion with candidates.

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

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

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

- 7.1 Standing Orders
- 7.2 Financial Regulations
- 7.3 Code of Conduct Code of conduct – To agree to adopt MDDC updated Code – available to read at: <https://www.middevon.gov.uk/media/353419/approved-code-of-conduct-october-2021.pdf>
- 7.4 Training and Development Policy
- 7.5 Publications Policy (FOI)
- 7.6 Complaints procedure
- 7.7 Risk Assessments
- 7.8 Parish Council Action plan
- 7.9 Bank signatories
- 7.10 Dates for meetings in 2023 – see below
- 7.11 Asset register – circulated separately
- 7.12 To confirm Insurance Policy – circulated separately

08/05/21 Election of officers/representatives

- 8.1 Neighbourhood Watch Officer
- 8.2 Raddon Hills representative x 2
- 8.3 Snow Warden
- 8.4 Playing Fields Liaison Officer
- 8.5 Defibrillator/Kiosk Officer (to include reporting for defib)
- 8.6 Delegated responsibility: Footpath Warden/Website Officer

09/05/22 Finance

- 9.1 Parish Council receipts Current Account: None
- 9.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
9.2.1	BHIB	Insurance	263.17
9.2.2	ICO	Data Protection (£35 if direct debit is set up)	40.00
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	14.20

- 9.3 To approve authorisers/signatories for this month's online payments
- 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 – attached.
- 5.6 Annual Return - copy circulated separately
 - 5.6.1. To note completion of Internal Audit
 - 5.6.2 To approve Part 1 Annual Governance Statement 2021/22
 - 5.6.3 To approve Part 2 Accounting Statements 2021/22
 - 5.6.4 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

10/05/22 Road and Footpaths

- 10.1 Outstanding Road and Footpath issues
- 10.2 New issues identified

11/05/22 Parish Council

- 11.1 Review of Annual Parish Meeting held earlier – to agree/review any actions required
- 11.2 To consider parish questionnaire re 20mph zone – see below
- 11.3 To note seeds are available for collection by parish children under 16 – note put in Brooke
- 11.4 To note information has been sent to DCC requesting Hedgehog warning signs

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 – circulated separately
- 12.2 Playing Fields
- 12.2.1 To note weekly inspections reports
- 12.2.1 Update on grant application to Viridor

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

15/05/22 Miscellaneous Correspondence

Various newsletters circulated.

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

16/05/22 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.

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

End of formal business

Shobrooke Parish Council

Meeting dates for 2023

Wednesday 18 January

Wednesday 15 February

Wednesday 15 March

Wednesday 19 April

Annual Parish Meeting – Wednesday 17 May

Wednesday 17 May (Parish Council Annual Meeting)

Wednesday 21 June

Wednesday 19 July

Wednesday 19 September

Wednesday 18 October

Wednesday 15 November

Wednesday 20 December (Budget and precept)

Agenda item 11.2

Shobrooke Parish Council – Parish Consultation

Shobrooke Parish Council would like to find out if there is support in the Parish for a 20mph speed zone in the centre of the village where the current 30mph zone is.

If there is sufficient support then a request will be made to Devon County Council



<input type="checkbox"/>	YES– I would support a 20mph speed zone	Reason for support:
<input type="checkbox"/>	NO – I would not support a 20mph speed zone	Reason for not supporting:

Would you be interested in working with the Parish Council to develop a Community Housing Scheme for local people? YES/NO

Would be interested in becoming a Parish Councillor? YES/NO

Name: _____ Contact details: _____

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	£0.00	
VAT	£0.00	£34.98 To claim
DCC Community Enhancement grant	£0.00	
MDDC S106 grant	£0.00	
Other grant	£0.00	
Communities Together Fund (TAP)	£0.00	
Total	£8,482.31	

Expenditure as at May 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

Administration & running costs	Total Admin & running costs	£3,967.00	£916.80	£3,050.20	£3,789.92
	Elections	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£3,006.00	£486.00	£2,520.00	£2,955.55
	Salary incl PAYE	£2,850.00	£460.00	£2,390.00	£2,799.55
	Home office allowance	£156.00	£26.00	£130.00	£156.00
	Total Expenses	£165.00	£25.63	£139.37	£143.32
	Clerk's Expenses	£140.00	£25.63	£114.37	£129.92
	Other Expenses	£25.00	£0.00	£25.00	£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	£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	£0.00	£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	£1,644.53	£5,616.94	£9,096.43	

Added in Queens Jubilee

Current Account

Total income YTD	£8,482.31
Withdrawn/Transf	£126.00
Less O/S Cheques	£1,518.53
Balance (incl Footpath)	£6,837.78

Footpath account: £311.74

Reserve Balance

Reserve Balance	£7,799.10
Required reserve	£2,000.00
Ringfenced for play equip	£4,000.00
Available balance	£1,799.10

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

May 2022

Salary for April	20 hours' x £11.50	£230.00
	PAYE	£14.20
		£215.80

Expenses

Item	Quantity	Charge
Home office allowance*	1	£13.00
Envelopes 4p each	0	£0.00
Large envelope	1	£0.08
2 nd class stamp (66p)	0	£0.00
2 nd class stamp large	1	£1.29
Printing 8p per sheet	66 sheets	£5.28
Mileage x 2 visits	12 miles	£5.40

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal **£25.05**

Total **£240.85**

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 16 March 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 10 March 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)

01/03/22 Apologies

To receive apologies

02/03/22 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.

03/03/22 Minutes of the last meeting held on Wednesday 16 February 2022 (previously circulated)

To be agreed and signed as a true record

04/03/22 To consider any applicants for co-option

Standing orders to be suspended to allow discussion with candidates.

05/03/22 Mid Devon District Council

5.1 Planning Applications:

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

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

5.2 Planning Decisions: None

5.3 To agree comments on MDDC Local Plan

5.4 Feedback on Affordable Housing

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

06/03/22 Finance

6.1 Parish Council receipts Current Account: None

6.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
6.2.1	Lynsay Balkwill	Reimbursement for purchase of jubilee tree	TBA
6.2.2	Shobrooke Village Hall	Room rent	126.00
6.2.3	Play Safely	Play park inspection (to be paid in April)	126.00
6.2.4	J Hole	Salary and expenses	284.86
6.3.5	HMRC	PAYE	9.40

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

6.4 Balances:

6.4.1 Parish Council Current Account balance: £649.56

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

6.4.3 Parish Council Reserve Account balance: £7,798.98 (£3,250.00 ringfenced for play equipment)

6.5 Financial Statement and Budget Monitor – attached.

07/03/22 Road and Footpaths

7.1 Outstanding Road and Footpath issues

7.2 New issues identified

08/03/22 Parish Council

8.1 To agree final version of Community Resilience plan – circulated separately

8.2 Update on plans for the Queens Platinum Jubilee

8.3 Update on arrangements for Annual Parish Meeting (7pm 18 May)

09/03/22 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

9.2.2 To note annual inspection report from ROSPA – circulated separately

9.2.3 To agree grant application to Viridor - including management and maintenance document and PC contribution of £4,000.00 (up from £3,250.00)

10/03/22 Clerk's Report - None

11/03/22 Devon County Council

11.1 To consider supporting the "20 is plenty" campaign by passing a resolution to normalise the 20mph speed limit throughout the village (or areas to be agreed). See below for details

11.2 To note DCC 20mph Community Self Assessment form and to consider completion. See below for details

11.3 Report from DCC Councillor, Cllr M Squires on DCC business relevant to the parish – see report below

12/03/22 Miscellaneous Correspondence

Various newsletters circulated.

MDDC State of the District Debate 5 April, 6pm via zoom

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

13/03/22 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.

14/03/22 Date of next meeting: Wednesday 20 April 2022, at 7.30 pm, at the Village Hall

End of formal business

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
DCC Community Enhancement grant	£0.00
MDDC S106 grant	£0.00
Other grant	£0.00
Communities Together Fund (TAP)	£0.00
	£9,696.00

£357.54 To claim

Expenditure as at March 2022

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	£650.00	-£50.00	£600.00
	Churchyard	£500.00	£500.00	£0.00	£400.00
	Maintenance of war memorial	£0.00	£0.00	£0.00	£100.00
	Other	£100.00	£150.00	-£50.00	£100.00

Current Account

Total income YTD	£9,696.00
Withdrawn/Transf	£8,626.18
Less O/S Cheques	£420.26
Balance (incl Footpath)	£649.56

Footpath account: £311.74

Reserve Balance

Required reserve	£7,798.98
Ringfenced for play equip	£3,250.00
Available balance	£2,548.98

Administration & running costs	Total Admin & running costs	£3,983.00	£3,789.92	£193.08	£3,451.18
	Elections	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£3,012.00	£2,955.55	£56.45	£2,870.50
	Salary incl PAYE	£2,850.00	£2,799.55	£50.45	£2,762.50
	Home office allowance	£162.00	£156.00	£6.00	£108.00
	Total Expenses	£165.00	£143.32	£21.68	£79.03
	Clerk's Expenses	£140.00	£129.92	£10.08	£60.28
	Other Expenses	£25.00	£13.40	£11.60	£18.75
	Room expenses	£126.00	£137.99	-£11.99	£47.96
	Insurance	£270.00	£239.05	£30.95	£236.69
	Fees and Subscriptions	£300.00	£214.01	£85.99	£204.50
	Total Training (inc. ref. materials)	£110.00	£100.00	£10.00	£12.50
	Training Clerk's	£50.00	£0.00	£50.00	£12.50
	Training Councillors	£60.00	£100.00	-£40.00	£0.00

Repairs & maintenance	Total Repairs & maintenance costs	£2,646.74	£970.32	£1,676.42	£852.57
	Grass cutting in play park	£700.00	£700.00	£0.00	£700.00
	Playground Inspections	£135.00	£119.50	£15.50	£131.50
	Playground maintenance	£700.00	£60.87	£639.13	£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	£20.00	£280.00	£0.00
	P3 Footpaths	£311.74	£0.00	£311.74	£0.00
	BT Kiosk/defib maintenance	£100.00	£69.95	£30.05	£0.00

Misc	Total misc costs	£857.54	£3,636.20	£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	£921.66	£0.00	£500.00
	Installation of play equipment	£0.00	£1,502.00	£0.00	£0.00
	Purchase of defibrillator	£0.00	£855.00	£0.00	£0.00
	S106	£0.00	£0.00	£0.00	£3,485.44
	VAT	£357.54	£357.54	£0.00	£751.58

Totals:	£8,087.28	£9,046.44	£2,319.50	£9,640.77
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Added in installation of play equipment and purchase of defibrillator

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 11.1

Dear Clerk/Parish Council and supporters,

You are probably aware of the nationwide campaign "20's Plenty for Us", promoting a speed limit of 20mph to be normal on residential streets and in town and village centres. Across the UK there are now over 500 local groups campaigning to make cities, towns and villages better places to be.

We are now trying to develop a campaign across the whole of our county, "20's Plenty for Devon", as we believe that the vast majority of residents in our towns and villages are concerned about traffic travelling at speed in residential areas and on narrow, winding country lanes where people also live, work and play. It has been conclusively shown that more people walk and cycle, and use public transport, on roads where traffic is moving at lower and safer speeds.

We are encouraging town and parish councils to pass a resolution to petition Devon County Council (DCC) to implement 20mph speed limits in their residential communities and to join our county-wide campaign – the more of us who petition DCC the more they will have to respond, making it both cheaper and easier for the county council to implement.

We urge you to consider passing a resolution – local people know and understand how higher vehicle speeds blight communities and inhibit their ability to walk and cycle, and they know that lower vehicle speeds save lives and reduce pollution.

Great thanks to Brian Wood who has created a Facebook page

<https://www.facebook.com/groups/678664559979607>

If you need any further information, or if there is anything else we can help you with, please do not hesitate to contact us:

Best wishes.

Charles Nuttall/Robin Campbell/Brian Rowe

Agenda item 11.2

Expressions of interest

We are keen to understand the benefits of 20 mph speed limits for our communities and would like to know where you feel this would be beneficial. At our [Cabinet meeting on the 8th December](#) a resolution was agreed to allow 20mph schemes to be progressed in 2022/23 for those communities who request them (item 87).

This was initially proposed to be a project to run alongside work to introduce a community wide 20 in Newton Abbot. However, after extensive community engagement it was clear that the residents of Newton Abbot did not support this, nor did they support 20 as a default in residential streets. They did however support 20s outside schools and we will be working with Elected Members to develop a study around this. More details can be found in our [recent press release](#).

With the outcome of our Newton Abbot consultation in mind it is essential that we have a strong indication of community support when we assess requests for 20s. Therefore, the involvement of Town and Parish Councils in the application process is essential and we invite you to liaise with Elected Members in submitting applications.

We wrote to elected Members in February asking them to work with their communities to complete applications and committed to also communicate directly with Town and Parish Councils. If you feel that a 20mph speed limit is right for your community and are not already in contact with your local County Council on the matter, we encourage you to open dialogue.

To allow for assessment and prioritisation for schemes to be delivered in 22/23 **all submissions must be complete by 31st March**. It is important that every application is supported both by the Town or Parish Council and Elected Member prior to assessment. [The application form is available here](#).

Given that the Newton Abbot project will not progress for a fully community 20mph scheme it is intended that new 20s implemented through this project will form part of the study to inform future County Policy

Agenda Item 11.3 – Report from Cllr M Squires

[Connecting Devon and Somerset](#) - Briefing, February 21st, 2022

Programme update

- Airband and Openreach contracts in Devon
- CDS Mobile Boost Scheme
- Vouchers

Summary

- CDS has delivered superfast connections to over 315,000 homes and businesses in Devon and Somerset.
- Airband and Openreach teams are working in dozens of communities across Devon under contract to CDS to connect thousands of additional homes and businesses.
- Hundreds of homes and businesses in Devon and Somerset have benefited from the CDS Mobile Boost Scheme funded by the Heart of the South West LEP.
- Over 2,000 additional homes and businesses in Devon now have gigabit-capable connections or are in the process of being connected through the Gigabit Voucher scheme.

Vouchers

In parallel with our broadband contracts and other initiatives, CDS works closely with Building Digital UK (BDUK) to expand take-up of the Government's Rural Gigabit Voucher programme. CDS offers support to communities who wish to contract with telecoms providers to design and shape broadband solutions for their areas. CDS can provide additional financial support where appropriate through its Community Challenge Programme to help bridge any local funding gaps.

To date, vouchers worth £4.5 million have been issued in Devon and 2,458 additional homes and businesses have gigabit-capable broadband or are in the process of being connected.

Any help I can offer with facilitating speakers for parish councils please let me know - Margaret

National Apprenticeship Week 7th-13th February

DCC has been celebrating National Apprenticeship Week this week, I hope you will have seen on DCC's social media channels the work some of our apprentices have done for the organisation.

Over 80 apprentices have completed their apprenticeship ranging from Level 2 standards such as the Customer Service Practitioner all the way up to Level 7 standards such as the Senior Leader Master Degree apprenticeship.

Since the apprenticeship programme started in 2006, Devon County Council has delivered over 850 opportunities for new and existing staff and utilised more than 70 different apprenticeship standards.

We have a retention rate of 76% of our apprentices securing permanent employment at the Council, while the remaining 24% either go onto university or gain employed outside of the Council.

Shobrooke Parish Council

Clerks salary and expenses breakdown

March 2022

Salary for February	20 hours' x £11.50	£230.00
	Salary increase backdated to 1 April 2021(increased from £11.30 to £11.50 per hour)	£44.00
	PAYE	£9.40
		£264.60

Expenses

Item	Quantity	Charge
Home office allowance*	1	£13.00
Envelopes 4p each	0	£0.00
Large envelope	0	£0.00
2 nd class stamp (66p)	1	£0.66
2 nd class stamp large	0	£0.00
Printing 8p per sheet	15 sheets	£1.20
Mileage x 2 visits	12 miles	£5.40

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal **£20.26**

Total **£284.86**

Shobrooke Parish Council Meeting

You are hereby summoned under the Local Government Act 1972 Sch.12s.10, to attend the meeting of Shobrooke Parish Council for the purpose of transacting the following business.

Agenda for the meeting of Shobrooke Parish Council to be held at the Village Hall on Wednesday 8th January 2025 at 7:30pm

Dated: 3rd January 2025

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).

Agenda

01/1/25 Welcome and Apologies for absence

02/1/25 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.

03/1/25 Minutes of the last meeting held - on 12th November 2025 To be agreed and signed as a true record and to sign the minutes from the 9th October 2025 (previously agreed).

04/1/25 Co-option - Vacancy

05/1/25 Parish council - Matters arising-

05.01 Winter Fuel payments for local residents - see attached leaflet.

05.02 Holy Lane, lighting in School close,

05.03 Shute traffic latest.

05.04 Snow Warden - Grit Distribution.

06/1/25 Mid Devon District Council

06.1 Planning Applications: -

25/01614/FULL - Retention of concreted yard area and track

Location: Land at NGR 288398 102552 (Uppincott Farm) Shobrooke

06.2 Planning Decisions: Approved.

25/01197/HOUSE - Erection of double garage with work office

above. Location: 2 Park Cottages Shobrooke Crediton

07/1/25 Reports from MDDC Councillors Jenkins/Tuffin, DCC Councillor Squires

08/1/25 Finance

To approve this month's online payments:-

Item	Payee	Purpose	Amount £
08.02.01	Ionus	Website	£7.20
08.02.02	A. Clarke	Salary and expenses	£TBA
08.02.03	HMRC *	PAYE (nothing to pay as still in credit)	£0.00

8.1 Parish Council receipts Current Account: £9.49 (interest November)

8.2 Parish Council payments Current Account: As in the table above.

8.3 To approve all the payments:-£7.20 Ionus, £ Clerks Wages. £ MDH

8.4 To provide the Balances for:

8.4.1 Parish Council Current Account balance:

8.4.2 Parish Council Footpath balance (in the current account figure): £312.00

8.4.3 Parish Council Reserve Account balance: (£4,000.00 ring fenced for play equipment)

09/1/25 Roads and Footpaths.

09.01 Update

10/1/25 Play Park

10.01 Update

11/1/25 Clerks Report:

10.01 Employers NI contributions from 2025-2026

10.02 Meet the leaders event

12/1/25 Miscellaneous matters/ correspondence**13/1/25 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.

14/1/25 Date of next meeting: Wednesday 12th February 2025, at 7.30 pm, at the Village Hall

End of formal business

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 20 July 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 14 July 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)

01/07/22 Apologies

To receive apologies

02/07/22 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.

03/07/22 Minutes of the last meeting held on Wednesday 16 June 2022 (previously circulated)

To be agreed and signed as a true record

04/07/22 To consider any applicants for co-option

Standing orders to be suspended to allow discussion with candidates.

05/07/22 Mid Devon District Council

5.1 Planning Applications:

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

5.2 Planning Decisions:

22/00233/FULL-Variation of condition 2 of planning permission 21/01430/FULL to allow the provision of an integrated garage and an external chimney - Erection of an agricultural workers dwelling at land at NGR 289026 99967 (West Of Shute Cross) Shobrooke - grant permission

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

06/07/22 Finance

6.1 Parish Council receipts Current Account: None

6.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
6.2.1	J Hole	Salary and expenses	237.39
6.2.2	HMRC	PAYE	14.20

- 6.3 To approve authorisers/signatories for this month's online payments
- 6.4 Balances:
- 6.4.1 Parish Council Current Account balance: £6,310.14
- 6.4.2 Parish Council Footpath balance (in above current account figure): £311.74
- 6.4.3 Parish Council Reserve Account balance: £7,799.23 (£4,000.00 ringfenced for play equipment)
- 6.5 Financial Statement and Budget Monitor – attached.

07/07/22 Road and Footpaths

- 7.1 Outstanding Road and Footpath issues
- 7.2 New issues identified

08/07/22 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 from Police – circulated separately
- 8.3 To agree scheme of delegation for the Clerk to reply applications submitted between July and September meetings after email correspondence with Cllrs.

09/07/22 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 To note the grant to Viridor has been successful. To note time scales for installation
- 9.2.3 To consider maintenance of grass area between boundary fence and neighbouring fences

10/07/22 Clerk's Report - none

11/07/22 Devon County Council

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

12/07/22 Miscellaneous Correspondence

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

13/07/22 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.

14/07/22 Date of next meeting: Wednesday 20 July 15 September 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	£0.00
VAT	£0.00
DCC Community Enhancement grant	£0.00
MDDC S106 grant	£0.00
Other grant	£0.00
Communities Together Fund (TAP)	£0.00
	£8,482.31

£34.98 To claim

Expenditure as at July 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

Administration & running costs	Total Admin & running costs	£3,967.00	£1,444.44	£2,522.56	£3,789.92
	Elections	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£3,006.00	£972.00	£2,034.00	£2,955.55
	Salary incl PAYE	£2,850.00	£920.00	£1,930.00	£2,799.55
	Home office allowance	£156.00	£52.00	£104.00	£156.00
	Total Expenses	£165.00	£67.27	£97.73	£143.32
	Clerk's Expenses	£140.00	£46.77	£93.23	£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	£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	£0.00	£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	£2,172.17	£5,089.30	£9,096.43	

Added in Queens Jubilee

Current Account

Total income YTD	£8,482.31
Withdrawn/Transf	£1,920.58
Less O/S Cheques	£251.59
Balance (incl Footpath)	£6,310.14

Footpath account: £311.74

Reserve Balance	£7,799.23
Required reserve	£2,000.00
Ringfenced for play equip	£4,000.00
Available balance	£1,799.23

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

July 2022

Salary for June	20 hours' x £11.50	£230.00
	PAYE	£14.20
		£215.80

Expenses

Item	Quantity	Charge
Home office allowance*	1	£13.00
Envelopes 4p each	0	£0.12
Large envelope	0	£0.00
2 nd class stamp (68p)	1	£0.68
1 st class stamp (95p)	1	£0.95
Printing 8p per sheet	18 sheets	£1.44
Mileage x 2 visits	12 miles	£5.40

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal **£21.59**

Total **£237.39**

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 20 April 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 13 April 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)

01/04/22 Apologies

To receive apologies

02/04/22 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.

03/04/22 Minutes of the last meeting held on Wednesday 16 March 2022 (previously circulated)

To be agreed and signed as a true record

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

Standing orders to be suspended to allow discussion with candidates.

05/04/22 Mid Devon District Council

5.1 Planning Applications:

22/00371/FULL- Erection of dwelling following demolition of Dutch barn and stable and formation of vehicular access at West Efford Farm, Efford, Shobrooke – to note committee date 20 April 2022

5.2 Planning Decisions: None

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

06/04/22 Finance

6.1 Parish Council receipts Current Account: HMRC VAT refund £364.74; MDDC - Precept £7,518.00

6.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
6.2.1	DALC	Affiliation fees	120.98
6.2.2	J Hole	Salary and expenses	242.58
6.3.3	HMRC	PAYE	14.00

- 6.3 To approve authorisers/signatories for this month's online payments
- 6.4 Balances:
- 6.4.1 Parish Council Current Account balance: £7,978.75
- 6.4.2 Parish Council Footpath balance (in above current account figure): £311.74
- 6.4.3 Parish Council Reserve Account balance: £7,799.10 (£4,000.00 ringfenced for play equipment)
- 6.5 Financial Statement and Budget Monitor – attached.

07/04/22 Road and Footpaths

- 7.1 Outstanding Road and Footpath issues
- 7.2 New issues identified
- Email re pot holes on road from A3072 to Exeter Cross

08/04/22 Parish Council

- 8.1 Update on number of seed packets required for under 16's to celebrate the Queens Platinum Jubilee
- 8.2 Annual Parish Meeting (7pm on 18 May). MDDC Principal Housing Enabling and Forward Planning Officer will attend. To agree questions and support required.
- 8.3 Permissive path through allotments – to consider email received concerning broken signage, rotten and insecure fence posts, overhanging blackthorn shrub to the field entrance gate, and untrimmed holly hedge in the field gate entrance. (photos circulated separately)
- 8.4 Community Resilience Plan – to consider if we wish to apply for a grant for resilience equipment such as torches, first aid kits.

09/04/22 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
- 9.2.1 Update on grant application to Viridor

10/04/22 Clerk's Report - None

11/04/22 Devon County Council

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

12/04/22 Miscellaneous Correspondence

Various newsletters circulated.

Temporary traffic notice 28 to 29 May – Enchanted Garden Ball at Shobrooke Park

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

13/04/22 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.

14/04/22 Date of next meeting: Wednesday 18 May 2022, at 7.30 pm, at the Village Hall, preceded by the Annual Parish Meeting at 7.00pm

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	£0.00
VAT	£0.00
DCC Community Enhancement grant	£0.00
MDDC S106 grant	£0.00
Other grant	£0.00
Communities Together Fund (TAP)	£0.00
	£8,482.31

£21.00 To claim

Expenditure as at April 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

	Item	Budget	To date	Balance	21/22 actual
Grants	Total Parish Council Grants	£650.00	£0.00	£650.00	£650.00
	Churchyard	£500.00	£0.00	£500.00	£500.00
	Community Transport	£100.00	£0.00	£100.00	£100.00
	Other	£50.00	£0.00	£50.00	£50.00
Administration & running costs	Total Admin & running costs	£3,967.00	£377.56	£3,589.44	£3,789.92
	Elections	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£3,006.00	£243.00	£2,763.00	£2,955.55
	Salary incl PAYE	£2,850.00	£230.00	£2,620.00	£2,799.55
	Home office allowance	£156.00	£13.00	£143.00	£156.00
	Total Expenses	£165.00	£13.58	£151.42	£143.32
	Clerk's Expenses	£140.00	£13.58	£126.42	£129.92
	Other Expenses	£25.00	£0.00	£25.00	£13.40
	Room expenses	£126.00	£0.00	£126.00	£137.99
	Insurance	£270.00	£0.00	£270.00	£239.05
	Fees and Subscriptions	£250.00	£120.98	£129.02	£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	£21.00	£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	£0.00	£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
	Purchase of tree for Queen's Jubilee	£0.00	£0.00	£0.00	£49.99
	S106	£0.00	£0.00	£0.00	£0.00
	VAT	£0.00	£21.00	£0.00	£357.54
Totals:	£8,138.74	£503.56	£6,656.18	£9,096.43	

Current Account

Total income YTD	£8,482.31
Withdrawn/Transf	£0.00
Less O/S Cheques	£503.56
Balance (incl Footpath)	£7,978.75

Footpath account: £311.74

Reserve Balance

Reserve Balance	£7,799.10
Required reserve	£2,000.00
Ringfenced for play equip	£4,000.00
Available balance	£1,799.10

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

April 2022

Salary for March	20 hours' x £11.50	£230.00
	PAYE	£14.00
		£216.00

Expenses

Item	Quantity	Charge
Home office allowance*	1	£13.00
Envelopes 4p each	0	£0.00
Large envelope	0	£0.00
2 nd class stamp (66p)	1	£0.66
2 nd class stamp large	0	£0.00
Printing 8p per sheet	94 sheets	£7.52
Mileage x 2 visits	12 miles	£5.40

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal **£26.58**

Total **£242.58**

Shobrooke Parish Council

Notice of Annual Meeting of Parish Council

Dear Councillors

I hereby give notice that the meeting of the above-named Parish Council will be held on Wednesday 12 May 2022 at **7.45pm**

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 19 May 2022

Signed

Jane Hole



Clerk to the Parish Council

shobrookepc@outlook.com

01392 851148

Business to be Transacted - Formal Business

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

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
- 1.2 To receive nominations for Vice Chairman

Public Participation – standing orders suspended

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. **Standing orders reinstated**

02/05/22 Apologies - To receive apologies

03/05/22 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.

04/05/22 Minutes of the last meeting held on Wednesday 20 April 2022 (previously circulated)

To be agreed and signed as a true record

05/05/22 To consider any applicants for co-option - Standing orders suspended to allow discussion with candidates.

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
- 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

07/05/21 To review and agree all policies and procedures (on website unless stated otherwise)

- 7.1 Standing Orders , Financial Regulations , Code of Conduct Code of conduct – To agree to adopt MDDC updated Code – available to read at: <https://www.middevon.gov.uk/media/353419/approved-code-of-conduct-october-2021.pdf> , Training and Development Policy , Publications Policy (FOI) ,

Complaints procedure , Risk Assessments, Parish Council Action plan , Bank signatories , Dates for meetings in 2023, Asset register – circulated separately, To confirm Insurance Policy

08/05/21 Election of officers/representatives

8.1 Neighbourhood Watch Officer, Raddon Hills representative x 2, Snow Warden, Playing Fields Liaison Officer, Defibrillator/Kiosk Officer (to include weekly reporting for defib), Delegated responsibility: Footpath Warden/Website Officer

09/05/22 Finance

9.1 Parish Council receipts Current Account: None

9.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
9.2.1	BHIB	Insurance	263.17
9.2.2	ICO	Data Protection (£35 if direct debit is set up)	40.00
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	14.20

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

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 – attached.

5.6 Annual Return - copy circulated separately

5.6.1. To note completion of Internal Audit

5.6.2 To approve Part 1 Annual Governance Statement 2021/22

5.6.3 To approve Part 2 Accounting Statements 2021/22

5.6.4 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

10/05/22 Road and Footpaths

10.1 Outstanding Road and Footpath issues

10.2 New issues identified

11/05/22 Parish Council

11.1 Review of Annual Parish Meeting held earlier – to agree/review any actions required

11.2 To consider parish questionnaire re 20mph zone – see below

11.3 To note seeds are available for collection by parish children under 16 – note put in Brooke

11.4 To note information has been sent to DCC requesting Hedgehog warning signs

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 – circulated separately

12.2 Playing Fields

12.2.1 To note weekly inspections reports

12.2.1 Update on grant application to Viridor

14/05/22 Devon County Council

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

15/05/22 Miscellaneous Correspondence

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

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

End of formal business

Shobrooke Parish Council

Notice of Meeting of Parish Council

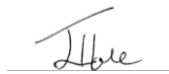
Dear Councillors

I hereby give notice that the meeting of the above-named Parish Council will be held on Wednesday 16 February 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 10 February 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)

01/02/22 Apologies

To receive apologies

02/02/22 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.

03/02/22 Minutes of the last meeting held on Wednesday 19 January 2022 (previously circulated)

To be agreed and signed as a true record

04/02/22 To consider any applicants for co-option

Standing orders to be suspended to allow discussion with candidates.

05/02/22 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 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 at Creedy Bridge, Crediton

21/02552/FULL - Retention of Mongolian Ger, tool cupboard, tool shed and lean to for agricultural equipment Location: Land at NGR 287245 100120, Wyke Hill, Shobrooke

22/00233/FULL-Variation of condition 2 of planning permission 21/01430/FULL to allow the provision of an integrated garage and an external chimney - Erection of an agricultural workers dwelling at land at NGR 289026 99967 (West Of Shute Cross) Shobrooke

5.2 Planning Decisions: None

- 5.3 To note consultation on MDDC Local Plan – see below
- 5.4 Report from MDDC Councillor, Cllr Graeme Barnell on MDDC business relevant to the parish

06/02/22 Finance

- 6.1 Parish Council receipts Current Account: None
- 6.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
6.2.1	J Hole	Salary and expenses	247.06

- 6.3 To approve authorisers/signatories for this month’s online payments
- 6.4 Balances:
 - 6.4.1 Parish Council Current Account balance: £1,069.82
 - 6.4.2 Parish Council Footpath balance (in above current account figure): £311.74
 - 6.4.3 Parish Council Reserve Account balance: £7,798.98 (£3,250.00 ringfenced for play equipment)
- 6.5 Financial Statement and Budget Monitor – attached.

07/02/22 Road and Footpaths

- 7.1 Outstanding Road and Footpath issues
- 7.2 New issues identified

08/02/22 Parish Council

- 8.1 To agree Community Resilience plan – circulated separately
- 8.2 To consider plans for the Queens Platinum Jubilee
- 8.3 To consider arrangements for Annual Parish Meeting (7pm 18 May)

09/02/22 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
 - 9.2.2 Update on grant application to Viridor

10/02/22 Clerk’s Report

None

11/02/22 Devon County Council

- 11.1 Report from DCC Councillor, Cllr M Squires on DCC business relevant to the parish – see report below

12/02/22 Miscellaneous Correspondence

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

13/02/22 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.

14/02/22 Date of next meeting: Wednesday 16 March 2022, at 7.30 pm, at the Village Hall

End of formal business

Agenda Item 5.3

NEW MID DEVON LOCAL PLAN-ISSUES CONSULTATION

Work has started on a new Local Plan for Mid Devon which is being called '**Plan Mid Devon**'. This will include a vision and strategy for how the district will be planned, policies that will guide development, the use of land and buildings and a map that will show where development can take place and what parts of the district will be protected.

A public consultation has now started on an Issues Paper. We are asking the public to help us Plan Mid Devon by telling us what issues they think are most relevant and important to them and their community, and which should be given the greatest priority in Mid Devon for the period to 2043. Comments are invited on the Plan Mid Devon Issues Paper, its associated Sustainability Appraisal and Equality Impact Assessment Scoping Reports.

The consultation runs from 31st January – 28th March 2022. This is the first opportunity for the public to find out more about this new Local Plan and help us prepare it. The consultation documents and further information will be published on our website Plan Mid Devon - MIDDEVON.GOV.UK when the consultation starts.

Printed copies of the consultation documents will also be available to view at our Council Offices in Tiverton (Phoenix House, Phoenix Lane EX16 6PP) or at libraries within Mid Devon during opening hours.

We will be holding two online events during the consultation specifically for Parish and Town Councils. Both events will provide the same introductory material, but provide two separate opportunities **for Parish and Town Councils** to join us at a time that works best for them. These will be held via Zoom and we will email all Parish and Town Councils the joining instructions:

Date Time

Thursday 3rd February 5.00 – 6.00pm

Tuesday 8th February 5.00 – 6.00pm

We are also holding a series of online events during the consultation **for the public** which are as follows. These will be held via Zoom and joining instructions will be published on our website Plan Mid Devon - MIDDEVON.GOV.UK:

Date/Time

Monday 7th February 3.30 – 4.30pm

Introduction to Plan Mid Devon + Question and Answers

Thursday 10th February 6.00 – 7.00pm

Climate Change and Plan Mid Devon + Question and Answers

Monday 14th February 10.30 – 11.30am

Introduction to Plan Mid Devon + Question and Answers1

Wednesday 16th February 6.00 – 7.00pm

Housing and Plan Mid Devon + Question and Answers@

With the announcement of the lifting of National 'Plan B' Covid-19 restrictions, it is our intention to organise public drop in events in Tiverton, Cullompton and Crediton.

More information about this will be published on our website once this has been confirmed.

Comments on the Issues Paper and its supporting documents must be sent to Mid Devon Council by 28th March 2022. We are encouraging the public to do this by completing the online survey where they can let us know how they think we should plan the future of Mid Devon. We welcome responses to those questions they wish to answer. Alternatively responses to the consultation documents can be made by email or post.

By email: planmiddevon@middevon.gov.uk. If you have any questions about this consultation please contact the Forward Planning Team at planmiddevon@middevon.gov.uk or on 07815 803758/07967179669

Agenda Item 6.5

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	£357.54 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 February 2022

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	£650.00	-£50.00	£600.00
	Churchyard	£500.00	£500.00	£0.00	£400.00
	Maintenance of war memorial	£0.00	£0.00	£0.00	£100.00
	Other	£100.00	£150.00	-£50.00	£100.00

Current Account

Total income YTD	£9,696.00
Withdrawn/Transf	£8,377.12
Less O/S Cheques	£249.06
Balance (incl Footpath)	£1,069.82

Footpath account: £311.74

Reserve Balance £7,798.98

Required reserve	£2,000.00
Ringfenced for play equip	£3,250.00
Available balance	£2,548.98

Administration & running costs	Total Admin & running costs	£3,983.00	£3,369.66	£613.34	£3,451.18
	Elections	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£3,012.00	£2,668.55	£343.45	£2,870.50
	Salary incl PAYE	£2,850.00	£2,525.55	£324.45	£2,762.50
	Home office allowance	£162.00	£143.00	£19.00	£108.00
	Total Expenses	£165.00	£136.06	£28.94	£79.03
	Clerk's Expenses	£140.00	£122.66	£17.34	£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	£214.01	£85.99	£204.50
	Total Training (inc. ref. materials)	£110.00	£100.00	£10.00	£12.50
	Training Clerks	£50.00	£0.00	£50.00	£12.50
Training Councillors	£60.00	£100.00	-£40.00	£0.00	

Repairs & maintenance	Total Repairs & maintenance costs	£2,646.74	£970.32	£1,676.42	£852.57
	Grass cutting in play park	£700.00	£700.00	£0.00	£700.00
	Playground Inspections	£135.00	£119.50	£15.50	£131.50
	Playground maintenance	£700.00	£60.87	£639.13	£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	£20.00	£280.00	£0.00
	P3 Footpaths	£311.74	£0.00	£311.74	£0.00
	BT Kiosk/defib maintenance	£100.00	£69.95	£30.05	£0.00

Misc	Total misc costs	£857.54	£3,636.20	£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	£921.66	£0.00	£500.00
	Installation of play equipment	£0.00	£1,502.00	£0.00	£0.00
	Purchase of defibrillator	£0.00	£855.00	£0.00	£0.00
	S106	£0.00	£0.00	£0.00	£3,485.44
VAT	£357.54	£357.54	£0.00	£751.58	

Totals:	£8,087.28	£8,626.18	£2,739.76	£9,640.77
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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 11.1

Report from Cllr M Squires, DCC

This time of the year Councils are preparing the budget for the coming financial year. This year it is not easy to get a balanced budget. Adult Social Services and Children's services have a shortage of carers and social workers - which is the case nationwide. Using agency workers cost more than those employed directly. Please see below to see a promotion drive.

Our rural areas always seem at a financial disadvantage. SPARSE a national organisation representing rural authorities have over many years been working to persuade government that we need Fairer funding. Services cost more to deliver in a rural area. Yet as many of you will know the funding that goes straight to schools from government leaves Devon schools at a disadvantage to the tune of approx. £250 per child.

Chance for people out of work in Devon to become keyworkers

Proud to Care Devon has launched a campaign to recruit 2,000 more Care Workers urgently in the county, particularly in domiciliary care and care homes. The campaign is encouraging those looking for training opportunities to consider if their skills and values are suitable for a career in care.

Proud to Care is offering free one-to-one telephone support to find out if a job in care is right for you. You don't necessarily need qualifications or previous experience. What's important are your core skills, values and your attitudes towards working with people who need care.

Furthermore, thanks to the European Social Fund, there are free and flexible courses to support people to find the right role, or to take a step up, in health and social care. The courses are being offered by partners across Devon including Learn Devon, City College Plymouth, South Devon College, Exeter College and Petroc.

The Find Your Calling campaign aims to mobilise an army of new care workers in Devon, encouraging people with the right values and core skills to apply. The campaign calls for people to register their interest by completing a quick online form at www.proudtocaredevon.org.uk/findyourcalling/.

Applicants will get a call back and the offer of free one-to-one support to find out if a job in care and health is right for them.

Need some help or advice?

The Proud to Care Devon Team are happy to help or offer advice. Please contact us if you have any questions about how you can help promote the campaign: proudtocare@devon.gov.uk

As you will know there is a Parish Review launched in Mid Devon and this could affect parishes as we know them. Parishes will have been contacted and I would urge all to comment with their thoughts during the consultation period – consultation started on 16th December for eight weeks. Parish Councillors know their parishes and boundaries better than others and now is the chance to voice any concerns you have. Further info can be parishreview@www.middevon.gov.uk or write to Parish Review, Electoral Services, Phoenix House, Phoenix Lane Tiverton EX16 6PP

I will be more than happy for you to copy your response to me. I will also be commenting during consultation.

Shobrooke Parish Council

Clerks salary and expenses breakdown

February 2022

Salary for January	20 hours' x £11.30	£226.00
	PAYE	£0.00
		£226.00

Expenses

Item	Quantity	Charge
Home office allowance*	1	£13.00
Envelopes 4p each	0	£0.00
Large envelope	0	£0.00
2 nd class stamp (66p)	1	£0.66
2 nd class stamp large	0	£0.00
Printing 8p per sheet	25 sheets	£2.00
Mileage x 2 visits	12 miles	£5.40

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal **£21.06**

Total **£247.06**