

Issue date: Tuesday 1st December 2015

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Mrs. Angie Hurren

Parish Clerk

**For Information: District and County Ward Members,
Members of Press and Public.**

Broadclyst Parish Council meeting

Press and public are welcome to attend.

There will be an Ordinary Council meeting of Broadclyst Parish Council which will be held on:

Monday 7th December 2015 at 19:00hrs in the Green Room, Victory Hall, Broadclyst

for the purpose of transacting the following business:

AGENDA

There are no matters of a confidential and contractual nature that are recommended for discussion under Part B (exclusion of press and public) this month

15/191 APOLOGIES.

To resolve to accept apologies for absence

15/192 DISCLOSABLE PECUNIARY INTEREST

To receive Declarations of Interest which are not currently listed on Councillors' ROIs and to receive requests for new Disclosable Pecuniary Interest* (DPI) dispensations on items on the Agenda.

15/193 MINUTES

- i. To receive and resolve to approve as a correct record the minutes of the Parish Council meeting held on 2nd November 2015
- ii. To receive and resolve to approve as a correct record the minutes of the Parish Council Staffing Committee meeting held on 5th November 2015
- iii. To receive and resolve to approve as a correct record the minutes of the Parish Council Traffic Committee meeting held on 29th September 2015
- iv. To receive and resolve to approve as a correct record the minutes of the Parish Council Traffic Committee Green Infrastructure working party meeting held on 6th November 2015
- v. To receive and note the draft Minutes from Joint Parish meeting held on 22nd October 2015 – item deferred from last meeting as Minutes had not been finalised for publication

Standing Orders will be suspended:

15/194 POLICE REPORT

To receive the Police report

15/195 DISTRICT COUNCIL REPORTS

To receive a report from District Ward Members Cllr Pepper and Cllr Hale.

15/196 COUNTY REPORTS

To receive a report from County Ward Member Cllr Bowden

15/197 NATIONAL TRUST REPORT

To receive a report from the National Trust

15/198 PUBLIC QUESTIONS

For Public question time on items on this Agenda - adjournment for 15 minutes if required

15/199 KEN BROWSE - NALC CHAIRMAN

Cllr Ken Browse will outline changes and challenges current facing Local Councils

The meeting will reconvene with Standing Orders

15/200 ACCEPTANCE OF REPORTS

To accept reports received from stakeholders and to resolve to action any matters arising from any of the public/stakeholder reports received this evening accordingly.

15/201 CLERKS REPORT

To receive

- i. the Clerks Report for November 2015
- ii. a report which outlines requirements under the Transparency Code for Smaller Councils
- iii. and to resolve to action any matter contained within as necessary

15/202 FINANCE

- i. **BANK REC**
To resolve to approve the Bank reconciliation for October 2015
- ii. **PAYMENT SCHEDULE FOR NOVEMBER 2015**
To resolve to approve the list of payments made for November 2015
- iii. **Approval of minutes**
To approve the minutes of the meeting of the Finance Committee held 19 November 2015
- iv. **2016-17 Budget**
To approve the budget for 2016-17 as recommended by the Finance Committee and as supported by the Clerk's report
- v. **2016-17 Precept**
To resolve to set the precept for 2016-17 at £199,698.00

15/203 COMMUNITY ROAD WARDEN SCHEME LEGAL AGREEMENT

To receive and to resolve to enter the legal agreement between Devon Highways and Broadclyst Parish Council which gives the Parish Council a legal right to undertake prescribed works on or in the vicinity of the public highway, subject to the terms contained within.

15/204 POLICIES AND PROCEDURES

To receive the following draft policies/procedures and Council Action Plan for 2016

- i. Community Engagement Statement
- ii. Anonymous Communications Policy
- iii. Lone Worker Policy
- iv. 2016 Council Action Plan

All of the above documents are recommended to Council for adoption.

15/205 OLD PARK FARM PHASE 1

To receive a report from the Clerk which provides an update to the provision of Interim Open Space at Old Park Farm and to resolve matters contained within.

PLANNING

i. To note the following:

Planning decisions made in November15:

Ref. No: 15/2464/FUL Validated: Mon 26 Oct 2015	34 Parkside Road Exeter EX1 3TN	Construction of hip to gable roof extension, raising of roof and front dormer windows to facilitate loft conversion.	Status: Approved
Ref. No: 15/2314/FUL Validated: Mon 19 Oct 2015	Land East Of New Lodge Poltimore	Change of use of land from agricultural to equestrian use, construction of stables and associated ground and engineering works, and provision of vehicular hardstanding, gates and wall	Status: Withdrawn
Ref. No: 15/2307/TCA Validated: Wed 23 Sep 2015	Ford House Broadclyst Exeter EX5 3HU	T1, Magnolia: Remove 6 overhanging branches.	Status: Approved
Ref. No: 15/2275/PDQ Validated: Fri 25 Sep 2015	Barns 1 And 2 The Arlington Hele	Prior approval for conversion of agricultural buildings to 2no dwellings and associated operational developments.	Status: Refused
Ref. No: 15/2201/TRE Validated: Mon 21 Sep 2015	11 Oak Tree Close Broadclyst Exeter EX5 3NB	T1 Oak: Crown reduction (Height - 3 metres lateral branches - 2 metres target pruning cuts 50-100mm) as shown in photograph.	Status: Approved

Ref. No: 15/2190/FUL Validated: Mon 28 Sep 2015	4B Woodbury View Broadclyst Exeter EX5 3HJ	Attached covered area to side of property	Status: Approved
Ref. No: 15/2203/GPD Validated: Wed 16 Sep 2015	12 Oak Tree Close Broadclyst Exeter EX5 3NB	Erection of rear extension protruding 3.6 metres and with a maximum height of 3.45 metres and eaves height of 2.66 metres.	Status: Decided
Ref. No: 15/2088/GPD Validated: Wed 02 Sep 2015	1 Endsleigh Crescent Clyst Honiton Exeter EX5 2AW	Construction of garden room to rear elevation measuring 5.5 metres in depth, 4.1 metres in width, and 2.8 metres in height	Status: Decided
Ref. No: 15/1901/FUL Validated: Wed 19 Aug 2015	41 West Clyst Exeter EX1 3TL	Proposed loft conversion to include extension to roof, rear dormer and rooflights to front	Status: Approved
Ref. No: 15/1513/FUL Validated: Tue 07 Jul 2015	4 West Clyst Barnyard West Clyst Exeter EX1 3TR	Alterations to the loft area including provision of new window	Status: Withdrawn
Ref. No: 15/1514/LBC Validated: Wed 01 Jul 2015	4 West Clyst Barnyard West Clyst Exeter EX1 3TR	Internal alterations forming extended loft area and storage platform	Status: Approved
Ref. No: 15/0736/FUL Validated: Mon 14 Sep 2015	Haglis Cottage Budlake Exeter EX5 3LJ	Removal of outbuildings and construction of new storage building, shed, steps, new roof to existing lean-to, and alterations to access and change of use of land to residential curtilage	Status: Approved

ii. Appeal decisions November 15:

There were no appeal decisions or enforcement notices announced in Nov. 2015

iii. To discuss the following planning applications validated in November 15

At the time of preparing the Agenda there were no new live planning applications.

iv. Community Request

To respond to the request by the Victory Hall that the Parish Council submit an application to the Local Planning Authority for alterations to the Jubilee room at the Victory Hall. It is in order for the parish council to act as applicant for a local charity such as the parish hall providing it is happy with the application detail; the benefit to the community is that the application costs half the normal fee.

Recommendation:

- a. to resolve to act as applicant should the detail contained within the proposal be acceptable.
- b. to give delegation to the Planning Committee to liaise with the Victory Hall Management Committee in all aspects of the application including its submission once the detail has been agreed.

15/206 CORRESPONDENCE

- i. To receive the correspondence list
- ii. A letter has been received from the Parochial Church Council of St John the Baptist, Broadclyst outlining the cost of the replacement heating system and suggesting a letter of support be written from the Parish Council, should it be mindful to do so, to evidence need when seeking grant funding.
Recommendation: to resolve to write a letter of support
- iii. To resolve to action any matters arising from the correspondence list as appropriate.

15/207 AGENDA 4 JANUARY 2016

To note Agenda Items for 4th January 2016

15/208 CLOSE OF MEETING

To close the meeting

Dated this 1st day of December 2015

Angie Hurren

Broadclyst Parish Council Clerk

Disclosable pecuniary interests*

You must declare the nature of any Disclosable pecuniary interests. [Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners]. You must also disclose any personal interest.

You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered. Make sure you say what your interest is as this has to be included in the minutes. [For example, 'I have a Disclosable pecuniary interest because this planning application is made by my husband's employer']

If your interest is a Disclosable pecuniary interest you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk.

**ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY
REQUEST**

Public speaking

Members of the public are welcome to attend and speak on Agenda items at this meeting. Please note that there is no requirement or facility to record the details of the speaker before the day of the meeting.

The Chairman will suspend standing orders and invite questions from members of the Press and Public on items contained within this Agenda. The public will then be able to speak on that matter only.

Please note:

- All individual contributions will be limited to a period of 3 minutes – **where there is an interested group of objectors or supporters, a spokesperson should be appointed to speak on behalf of the group.**
- **Speakers should restrict their comments to Agenda items only.**
- The Chairman has the right and discretion to control questions and irrelevant points being raised to avoid disruption, repetition and to make best use of the meeting time.
- Speakers are asked not to come forward if their points have already been covered. After the public speaking period has finished the Chairman will reconvene the meeting under standing orders, the consideration of reports will begin and the public will take no further part in the meeting.
- All attendees at the meeting are asked to offer all speakers the courtesy of listening to others' points of view, even if they do not agree with it.
- The Chairman will not tolerate any interruptions from the public and is entitled to exclude people from the meeting if the business of the committee cannot be carried out effectively.

Should anyone have any special needs or require any reasonable adjustments to assist them in making individual contributions, please contact the Clerk in advance on 07532 286713

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

- No prior notification is needed but it would be helpful if you could let Council's Officers know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings.
- This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.
- If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting.
- The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.
- Members of the public exercising their right to speak during Public Question Time, but do not wish to be recorded, need to inform the Chairman who will instruct those taking a recording to cease while they speak.