

**Issue date: 24<sup>th</sup> February 2015**  
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Mrs. Angie Hurren  
Parish Clerk

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



19, New Buildings

Broadclyst

Exeter

EX5 3EX

[www.broadclyst.org](http://www.broadclyst.org)

## **Full Council meeting**

**Monday 2<sup>nd</sup> March 2015**

**19:00hrs**

**Green Room, Victory Hall, Broadclyst**

**Press and public are welcome to attend.**

Notification of a Full Council meeting of Broadclyst Parish Council for the purpose of transacting the following business:

### **AGENDA**

There is 1 matter of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month:

15/48ii

The Chairman will request Press and Public to leave the room while this item is discussed; all public recording equipment must be removed from the meeting room for this item.

#### **15/33 APOLOGIES**

To resolve to accept apologies for absence

#### **15/34 DISCLOSABLE PECUNIARY INTEREST**

To receive Declarations of interest not currently on Councillors' ROIs and receipt of requests for new Disclosable Pecuniary Interest\* (DPI) dispensations on items on the Agenda

#### **15/35 MINUTES**

To receive and resolve to approve as a correct record the minutes of the Parish Council meeting held on 2 February 2015

***Standing Orders will be suspended:***

#### **15/36 POLICE REPORT**

To receive the Police report

#### **15/37 COUNTY REPORTS**

To receive reports from County Ward member Cllr Bowden

#### **15/38 NATIONAL TRUST REPORT**

To receive a report from the National Trust

## **15/39 CRANBROOK COMMUNITY LEADERS GROUP REPORT**

To receive report on developments in Cranbrook.

## **15/40 TRAFFIC GROUP UPDATE**

- i. To note the minutes from the Traffic Group meeting which was held on 29<sup>th</sup> January 2015.
- ii. To receive a proposal suggesting that village gateways be installed at the four primary entry points to the village

## **15/41 PUBLIC QUESTIONS**

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

*The meeting will reconvene with Standing Orders*

## **15/42 CLERKS REPORTS**

To receive the Clerks Report and action any matter contained within as necessary

## **15/43 ACCEPTANCE OF REPORTS**

To action any matters arising from any of the public/stakeholder reports received this evening of applicable.

## **15/44 FINANCE**

- i. **Bank reconciliation**  
To receive the bank reconciliation for January 2015
- ii. **Cranbrook Community Fund Application – Messy Church**  
To receive a CCF application from Cornerstone Church for Messy Church for a grant of £487.32 to expand the amenity to include a baby area and to resolve to process the application accordingly.
- iii. **Cranbrook Community Fund Application – Cranbrook in Bloom**  
To receive a CCF application from CHIC for a grant of £300 towards 2015 Cranbrook in Bloom and to resolve to process the application accordingly.
- iv. **Cranbrook Community Fund Application – Cranbrook Credit Union**  
To receive a CCF application from Cornerstone Church to set up and run a trial of the Cranbrook branch of Credit Union for a grant of £499.50 and to resolve to process the application accordingly.
- v. **Cranbrook Community Fund Application – Cranbrook Netball Club**  
To receive a CCF application from Cranbrook Netball Club for a start-up grant to fund hall hire and netball posts for £500 and to resolve to process the application accordingly.
- vi. **Cranbrook Community Fund Application – Cranbrook Football Club**  
To receive a CCF application from Cranbrook Football Club to purchase equipment upgrade to enable affiliation to the league for a grant of £250 and to resolve to process the application accordingly.
- vii. **Parish Together Projects**  
To note an application was submitted to the PT fund to deliver a youth community-based project which teaches life-skills and leads to a formal qualification.  
At the time of setting this agenda the outcome of the bid is not known.
- viii. **Cranbrook Medical Transport Scheme**  
To receive a Clerks report on the Cranbrook Medical Transport Scheme and to process recommendations contained within.
- ix. **Cheque List**  
To resolve to approve the list of cheques raised for February 2015

## 15/45 PLANNING

- i. To note the following:

### Planning decisions made in December 14 and January 15:

<b>Ref. No: 14/2816/COU</b>	The Black Horse Inn Clyst Honiton Exeter EX5 2AN	Temporary siting of mobile home in car park to provide staff accommodation for 3 years	Approved (with conditions)
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### Appeal decisions made in Jan 15:

There were no appeal decisions announced in January 2015

### To discuss the following planning applications validated in Jan 15

- ii. **15/0327/FUL** Sutherlake Broadclyst EX5 3BL Construction of two storey and single storey extensions **Closing date:** 10<sup>th</sup> March 2015
- iii. **15/0414/FUL** 5 Hellings Gardens, Broadclyst EX5 3DX. Construction of single storey rear extension (amendments to application number 14/2038/FUL to remove side extension and amended design of rear extension) **Closing date:** 10<sup>th</sup> March 2015
- iv. **15/0453/FUL** Land Adjoining 70 Park Lane Exeter Construction of detached dwelling. **Closing date:** 20<sup>th</sup> March 2015
- v. **14/2137/MRES** Approval of Reserved Matters (Access, Appearance, Landscaping & Scale) for Eastern Sport Pitches, changing room, allotments, street scene compound, 155 dwellings and associated access, drainage and open space.  
Closing date: 12<sup>th</sup> March 2015.  
NB: This is an adjoining parish applications plans will be on display at Cranbrook market on Thursday 5<sup>th</sup> March for public view.
- vi. **14/2761/MOUT** Mosshayne Land North Of Tithebarn Lane, Clyst Honiton.  
Amended plans for consultation, these amendments relate to:  
1) Further information submitted in support of the Environmental Statement.  
2) Amendments to the parameter/master plans, design and access statement & Head of Terms for the S106

## 15/46 BROADCLYST COMMUNITY EMERGENCY PLAN ADOPTION

- i. To receive a draft Community Emergency Plan (CEP) and Annexes.
- ii. To note that the Council has worked in conjunction with DCC to update the CEP and that project has been funded by the Pathfinder Community resilience programme.
- iii. To note that Broadclyst VIP's have submitted a grant application on behalf of the community to provide PPE and other essential emergency resilience equipment and resources.
- iv. To resolve to adopt the draft Community Emergency Plan.

## **15/47 POLICY REVIEW**

### **i. POLICIES AND PROCEDURES REVIEW**

To receive a report from the Clerk detailing the periodic review of Council's following Policies:

Anti-bribery Policy, Anti-harrassment Policy, Employees Code of Conduct, Health and Safety Policy, Whistleblowing Policy, Data protection policy, Equalities Policy, Freedom of Information Policy, Risk Management Policy, Employees Handbook

### **ii. STAFF CODE OF CONDUCT**

Following the review, to resolve to update Council's Employees Code of Conduct to make it clear that it applies to all staff and third parties carrying out works on behalf of The Council, either on a voluntary, paid or self-employed basis, including temporary, agency, interim, contractor or consultant staff.

### **iii. STAFF HANDBOOK REVIEW**

Following the review, to resolve to update Council's Employee Handbook to include sickness, absence and reporting policy.

### **iv. DELEGATION OF POWERS TO CLERK**

To receive a draft policy which outlines Powers delegated to the Clerk / Assistant Clerk and to resolve to adopt the policy.

## **15/48 CORRESPONDENCE**

- i. To receive the correspondence list

**The next item will take place under Part B conditions (exclusion of press and public) due to the confidential nature of the business to be conducted**

- ii. To receive a complaint to Council and the accompanying response regarding an alleged incident on the recreation ground in Broadclyst and to agree an appropriate course of action.

***The Chair will declare the part B session closed and invite members of press and public to re-join the meeting before proceeding with the next agenda item.***

- iii. To action any matters arising from the Correspondence list

## **15/49 AGENDA 7 APRIL 2015**

To note Agenda Items for 7<sup>th</sup> April 2015

## **15/50 CLOSE OF MEETING**

To close the meeting

Dated this 24<sup>th</sup> day of February 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**

DRAFT

### **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 introduce and outline the Agenda item to be discussed. The public will then be able to speak on that matter only.

- 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 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.