

Issue date: Tuesday 26th April 2016

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Parish Clerk



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

19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

Broadclyst Parish Council Annual meeting

Press and Public are welcome to attend.

You are hereby notified of the Annual Council meeting of Broadclyst Parish Council which will be held on **Tuesday 3rd May 2016** at **19:00hrs** in the **Green Room, Victory Hall, Broadclyst** for the purpose of transacting the following business:

AGENDA

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

16/73 ELECTION OF CHAIRMAN

- i. To receive nominations for Chairman and to resolve to elect a Chairman for 2016/17
- ii. The Chairman to sign their Declaration of Acceptance of Office.

16/74 ELECTION OF VICE CHAIRMAN

To elect a Vice Chairman

16/75 APOLOGIES

- i. To resolve to accept apologies for absence
- ii. To resolve to accept the resignation of Cllr Martin Arthurs

16/76 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.

16/77 MINUTES

To receive and resolve to approve as a correct record the minutes of the Parish Council meeting held on 4th April 2016.

Standing Orders will be suspended:

16/78 CRANBROOK MASTERPLAN UPDATE

To receive an update from EDDC Cranbrook Masterplan Team

16/79 DISTRICT COUNCIL REPORTS

To receive a report from District Ward members Cllr Pepper and Cllr Hale

16/80 COUNTY REPORTS

To receive a report from County Ward member Cllr Bowden

16/81 NATIONAL TRUST REPORT

To receive a report from the National Trust

16/82 POLICE REPORT

- i. To receive the Police report for April 2016
- ii. Smartwater.
To note that when Smartwater was used on a trial basis in Exeter, allotment theft dropped by 96%, with a 100% conviction rate where stolen property has been recovered. PCSO Jack Stannard is to speak with the Broadclyst Allotment Association to promote allotment protection.

16/83 PUBLIC QUESTIONS

For Public question time on items on this Agenda for no longer than 15 minutes if required

The meeting will reconvene under Standing Orders

16/84 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.

16/85 COUNCIL REPORTS

i. Clerks report

To receive the Clerks Report for April 2016 and to resolve to action any matter contained within as necessary

ii. Office update

To receive a report regarding office provision, both immediate and longer term.

16/86 FINANCE

i. Payment Schedule for April 2016

To resolve to approve the list of payments made for April 2016, including interim payments in relation to the Twinning visit.

ii. Finance Meeting Minutes

To resolve to accept the minutes of the Finance Meeting held on 21st April 2016.

iii. Council's Reserves Account

To note that the total sum of £8,162.54 has been transferred to the Council's reserves account: £7,835.60 of which is ear-marked and £352.13 into general reserves, as resolved by the Finance Committee.

iv. Banking

To review and confirm banking arrangements and bank signatories for 2016/17.

v. Broadclyst Parish Council Community grant application

To receive an application from Girl Guides for an East Exe District disco to celebrate the Queen's 90th birthday; it will be held on 10th June 2016.

Detail:

The total project cost is £465; leaders and supervisors will be giving their time for free. This application meets Broadclyst Parish Council grant criteria and guidelines, is open to all Girlguides in the district to attend at a subsidised cost in order to be inclusive and will mark the first time all units in the East Exe District will come together for one big event. It is the Clerks recommendation that the Council supports this application.

16/87 AUDIT AND GOVERNANCE

- i. General Power of Competence: To resolve that the Council meets the criteria to use GPC as the power of first resort when making payments
- ii. To receive and accept the end of year accounts for 2015/16, as recommended by the Finance Committee.
- iii. To receive the end of year bank reconciliation to March 2016

- iv. To approve the annual governance statement (Section 1 of the Annual Return for 2015/16)
- v. To receive the Internal Auditor's report, together with any recommendations from the Finance Committee.
- vi. To approve Section 2 of the Annual Return, the accounting statement, for 2015/16

16/88 COMMITTEE MEMBERSHIP AND EXTERNAL REPRESENTATION

- i. To review Councillor Membership of each of its Committees
- ii. To confirm Council representation on external bodies

16/89 PLANNING

i. Planning Decisions:

To note the following planning decisions made by the Local Planning Authority in April 16:

Application ref:	Location:	Proposal:	Link:
Ref. No: 16/0644/FUL	Land Adjacent Clyst Honiton Sewage Pumping Station Clyst Honiton	Variation of Condition 2 of planning permission 14/2520/FUL to amend the design of the approach ramps to the footbridge	Status: Approved
Ref. No: 16/0473/FUL	6 Woodbury View Broadclyst Exeter EX5 3HJ	Construction of single storey rear and side extension, enlargement of front porch and creation of parking area	Status: Approved
Ref. No: 16/0437/TRE	Village Green Town Hill Broadclyst	Horse Chestnut, Broadclyst green: Fell	Status: Approved
Ref. No: 16/0553/TCA	South View Broadclyst Exeter EX5 3ET	Sycamore: Fell.	Status: Approved

ii. Appeal decisions April 16:

To note there have been no appeal decisions announced in April 2016

iii. Planning Comment

To note the Planning Committee submitted its comment to the Local Planning Authority following its public meeting on Tuesday 26th April.

iv. Validated applications:

To discuss the following validated planning applications

Application ref:	Location:	Proposal with link
Ref. No:	Broadclyst Community	Construction of temporary classroom and

16/0818/FUL	Primary School Broadclyst EX5 3JG	associated WC accommodation
Ref. No: 16/0788/FUL	Higher Willyards Broadclyst Exeter EX5 3DB	Retention of and amendments to existing replacement sun room extension
Ref. No: 16/0746/MRES	Science Park Centre 6 Babbage Way Science Park Clyst Honiton Exeter EX5 2FN	Approval of Reserved matters in respect of the siting, design and external appearance of a Research and Development (Class B1b) building, as described in the Outline Planning Application, with associated landscaping, access and parking, together with additional details as required by Conditions attached to the Outline Planning Permission.
Ref. No: 16/0747/MRES	Science Park Centre 6 Babbage Way Science Park Clyst Honiton Exeter EX5 2FN	Approval of Reserved matters in respect of the siting, design and external appearance of a Research and Development (Class B1b) building, as described in the Outline Planning Application, with associated landscaping, access and parking, together with additional details as required by conditions attached to the Outline Planning Permission.
16/0263/MOUT	Land Adjacent To Main Yard Lodge Trading Estate Broadclyst	Amended plans for consultation. These amendments relate to Additional Transport Statement received

16/90 CORRESPONDENCE

- i. To receive the April 2016 correspondence list
- ii. To resolve to action any matters arising from the correspondence list as appropriate.

16/91 AGENDA 6 JUNE 2016

To note Agenda Items for 6th June 2016.

Dates for forthcoming meetings this month:

Tuesday 10th EDDC DMC

Wednesday 11th EDDC Cabinet

Tuesday 18th EDDC Annual Council Meeting

16/92 CLOSE OF MEETING

To close the meeting

Dated this 25th day of April 2016

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.