

Issue date: Tuesday 28th March 2017

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Mrs. Angie Hurren

Parish Clerk



To: Broadclyst Parish Council Members
For Information: District and County Ward Members, Press and Public.

19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

BROADCLYST PARISH COUNCIL

ORDINARY MEETING

Members of the Press and Public are welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2)

Members of The Council, you are hereby summonsed to an Ordinary Council meeting of Broadclyst Parish Council which will be held on **Monday 3rd April 2017 at 19:00hrs** in the **Green Room, Victory Hall, Broadclyst** for the purpose of transacting the following business:

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AGENDA

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

17/60 APOLOGIES

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk, as it is usual for the grounds upon which apologies are tendered to also be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

17/61 DISCLOSABLE PECUNIARY INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests that are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.

17/62 APPROVAL OF MINUTES

To receive and resolve to approve as a correct record the draft Minutes of the Parish Council meeting held on 6th March 2017 and the Planning Committee meeting on 28th March 2017. Council will also receive a recommendation for appointment of a Neighbourhood Plan Officer following interviews for the post on 29th March 2017

Standing Orders will be suspended:

17/63 DISTRICT COUNCIL REPORTS

To receive a report from District Ward Member Cllr Pepper

17/64 COUNTY REPORTS

To receive a report from County Ward Member Cllr Bowden

17/65 NATIONAL TRUST REPORT

To receive a report from the National Trust

17/66 POLICE REPORT

To receive the Police report for March 2017 and to note response from the Police Crime Commissioner to the Council's letter regarding PCSO funding and local police presence

17/67 PUBLIC PARTICIPATION

To consider requests from members of the public to make representations, take questions or give evidence in respect of the business on the agenda under Standing Orders 3e to 3k.

The meeting will reconvene under Standing Orders

17/68 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.

17/69 COUNCIL REPORTS

- i. **Clerks report**
To receive the Clerks Reports relating to March 2017 and to resolve to action any matters contained within as necessary
- ii. **Sports Pavilions report**
To receive the monthly report from the Pavilions Administrator
- iii. **Neighbourhood Plan**
To note that the analysis of the Housing Needs Survey is in progress.

17/70 CORPORATE GOVERNANCE and FINANCE

- i. **Bank Reconciliations**
To receive and to resolve to accept the Bank reconciliation for February 2017
- ii. **Financial Statement to 31.03.2017**
To note that the financial statement to 31.03.2017 and a draft set of 2016/17 accounts is being prepared prior to the Internal Auditor's visit on 06.04.2017. As the draft accounts will not be published in time for acceptance at this meeting they will be presented to Council, along with the Internal Auditor's report, at its annual meeting on 2 May 2017.
- iii. **Payment Schedule for March 2017**
To resolve to approve the payment schedule for the calendar month of March 2017.
- iv. **Financial Regulations**
To review and update Council's Financial Regulations

17/71 COMMUNITY MATTERS

- i. **Community Grant fund application**
To receive a request from Safe Places regarding a project to recruit & train local shops, pubs, leisure facilities etc to become Safe Places; to receive the accompanying officers report and to agree a decision to the application.

17/72 PLANNING

i. Planning Decisions:

To note the following planning decisions made by the Local Planning Authority

Application ref:	Location:	Proposal:	Outcome:
17/0216/FUL	6 Woodbury View Broadclyst EX5 3HJ	Construction of single storey rear and side extension, enlargement of front porch and creation of parking area (revision to 16/0473/FUL)	APPROVED
17/0245/FUL	9 Endsleigh Crescent Blackhorse EX5 2AW	Construction of side/rear extension	APPROVED
Application ref:	Location:	Proposal:	Outcome:
17/0018/FUL	Mosshayne Farm West Clyst EX1 3TR	Creation of new vehicular access and driveway.	APPROVED
16/2776/LBC 16/2775/FUL	Higher Willyards Broadclyst EX5 3DB	Retention of and amendments to existing replacement sunroom extension	APPROVED

ii. Appeal decisions March 2017:

To note there have been no appeal decisions announced in March 2017 to date.
The appeal 16/00077/REF relating to residential use of Land Adjacent To Main Yard Lodge Trading Estate Broadclyst remains in progress.

iii. Validated applications:

To discuss any validated planning applications received up to and including the date of this meeting:

Application ref:	Location:	Proposal:
17/0391/MRES	Site Of Cranbrook New Community, London Road, Broadclyst	Reserved matters application seeking approval of appearance, landscaping, layout and scale, for the construction of 149 dwellings and associated infrastructure (This application is made pursuant to outline permission 03/P1900) (EIA development)

Planning applications can be viewed on the East Devon District Council's [Planning Portal](#).

17/73 EAST DEVON VILLAGES PLAN

East Devon Villages Plan – Notice of Publication – Representation period 22 March 2017 until noon on Wednesday 10 May 2017

East Devon District Council is inviting representations on its Proposed Submission Villages Plan and the accompanying Sustainability Appraisal until noon on 10 May 2017. The proposed submission plan, sustainability appraisal and all of the supporting documents may be viewed through [Proposed submission plan and supporting documents - East Devon](#)

This link will take you directly to the published plan <http://eastdevon.gov.uk/media/2049500/villages-plan-publication-version.pdf> and this will take you to the comments form, which is the Council's preferred method for making representations <http://eastdevon.gov.uk/media/2049608/villages-rep-form-2017.pdf>

RECOMMENDATION: to consider the draft village plan and to resolve Council's response to the consultation.

17/74 CORRESPONDENCE

- i. To receive the March 2017 correspondence list
- ii. To resolve to action any matters arising from the correspondence list as appropriate
- iii. Freedom Of Information (FOI) request: to note that Council received 1 FOI in March 2017 regarding declaration of Members Interests in local Planning applications.

Members are respectfully reminded that all communications should go through the Clerk, in accordance with Council's adopted Standing Orders

17/75 STAFFING – NEIGHBOURHOOD PLAN OFFICER APPOINTMENT

To consider the appointment of Council's Neighbourhood Plan Officer following interviews held on Wednesday 29th March 2017 and to resolve to appoint, should a successful candidate have been identified.

17/76 VACANCIES

- i. **Staff**
To note the vacancies for a Deputy Clerk, Administrative Assistant, and Man Friday are currently being advertised.
- ii. **Member**
To note that Council has received confirmation that EDDC did not receive a petition for an election following Sarah Vaughan's resignation, and so Council may fill its 4 vacancies by co-option.

17/77 AGENDA MAY 2017

To note Agenda Items for the Council's Annual meeting in May 2017.

17/78 CLOSE OF MEETING

To close the meeting

Dated this 28th day of March 2017

AMS Hurren

Mrs Angie Hurren
MILCM
Broadclyst Parish Council 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.