

Issue date: Tuesday 25th April 2017

Contact number: 07532 286713

E-mail: clerk@broadclyst.org

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 Annual meeting

Press and Public are welcome to attend.

You are hereby summonsed to the Annual Council meeting of Broadclyst Parish Council which will be held on **Tuesday 2nd May 2017** at **19:00hrs** in the **Green Room, Victory Hall, Broadclyst** for the purpose of transacting the following business:

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There is 1 matter of a confidential a nature for discussion under Part B (exclusion of press and public) this month in relation to Staffing.

AGENDA

The election of Chairman shall be the first item of business transacted at the Annual meeting (Local Government Act 1972; 15 (2))

Cllr Pepper as outgoing Chair will declare the meeting open and immediately resign his post. Cllr Massey, as Vice Chair, will then take over as person presiding for the first agenda item, 17/79.

In the event of an equality of votes in the election of Chairman the person presiding at the meeting has a casting vote in addition to any other vote he may have (Local Government Act 1972; 15 (3))

17/79 ELECTION OF CHAIRMAN

- i. To receive nominations for Chairman and to resolve to elect a Chairman for 2017/18
- ii. The Chairman to sign their Declaration of Acceptance of Office.

17/80 ELECTION OF VICE CHAIRMAN

Cllr Massey to resign his post as 2016/17 Vice Chairman. The Council shall elect the Broadclyst Parish Council Vice Chairman for 2017/18 (LGA 1972 15(6).)

17/81 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.

17/82 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.

17/83 MINUTES

To receive and resolve to approve as a correct record the minutes of the Parish Council meeting held on 3rd April 2016.

Standing Orders will be suspended:

17/84 DISTRICT COUNCIL REPORTS

To receive a report from District Ward Member Cllr Pepper

17/85 COUNTY REPORTS

To receive a report from County Ward member Cllr Bowden

17/86 NATIONAL TRUST REPORT

To receive a report from the National Trust

17/87 POLICE REPORT

To receive the Police report for April 2017

17/88 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

17/89 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.

17/90 COUNCIL REPORTS

i. Clerks report

To receive the Clerks Report for April 2017 and to resolve to action any matter contained within as necessary

ii. Pavilions Report

To receive the Pavilions Administrators report for April 2017.

iii. Neighbourhood Plan report

To receive a report from the Neighbourhood Plan Officer

17/91 FINANCE

i. Payment Schedule for April 2017

To resolve to approve the list of payments made for April 2017, 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 24th April 2017.

iii. Banking

To review and confirm banking arrangements and bank signatories for 2017/18.

iv. Broadclyst Parish Council Community grant applications

To receive an application from Tornados Netball Club for new equipment and from Clyst Caring Friends to decorate the charity shop.

17/92 AUDIT AND GOVERNANCE

i. General Power of Competence

Local Councils can only do what legislation requires or permits them to do. Introduced under the Localism Act 2011(ss1-8), the General Power of Competence permits Local Councils which meet the qualifying criteria to do anything that an individual may do (subject to statutory prohibitions, restrictions and limitations). Criteria are defined in Article 2:2(1) of the Parish Councils (General Power of Competence) (Prescribed conditions) Order 2012; after the original resolution is passed, the Order requires the Council to resolve at each subsequent annual meeting that it continues to meet the criteria, namely:

- a. that at least two-thirds of Members were elected at the most recent ordinary elections (whether contested or not)
 - b. that the Clerk to the Council holds a recognised sector-specific qualification.
- Broadclyst Parish Council continues to meet both criteria, therefore the motion is to resolve Council is eligible to use the GPC in 2017/18, and payments will be made using the GPC as a Power of First Resort.

ii. Internal Audit

To note that Council's Internal Audit for the 2016/17 financial year was carried out on 6th April 2017. To receive the Internal Auditor's report, which the Council's Finance Committee will consider in more depth at its rescheduled meeting on Thursday 25th May 2017. This meeting will be open to members of press and public.

iii. Annual accounts 2016/17

To note that the accounts for 2016/17 will be presented to the Finance Committee on 25th May following completion of the year-end close-down service by software provider Rialtas, which is booked for 23rd May 2017.

Accounts will then be presented to Council for acceptance at its ordinary meeting on 5th June 2017, at which time the Council will approve its Annual Governance Statement and the Accounting Statements on the Annual Return (external audit).

iv. Period of electors rights

The Local Audit and Accountability Act 2014 requires the Council to publish its own period for public rights; the period must include the first 10 working days of July. To note that the period of electors rights will commence on 12th June 2017 and finish on 21 July 2017. Notification will be placed on the central noticeboard and website.

17/93 COMMITTEE MEMBERSHIP AND EXTERNAL REPRESENTATION

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

17/94 PLANNING

i. Planning Decisions:

To note the following planning decisions made by the Local Planning Authority in April 17:

Application ref:	Location:	Proposal:	Decision:
17/0013/FUL	Play Area Harris Place Exeter Devon	Use of land as a play area (Local Equipped Area of Play) at Hillside Gardens, as an alternative to that approved under planning permission ref:12/0130/MRES	Approved
17/0302/VAR	Mosshayne Farm West Clyst Exeter EX1 3TR	Variation of condition 2 of planning permission 11/2754/FUL to allow extensions and alterations to west elevation including revised ramped and stepped access from parking area to first floor flat	Approved
17/0357/LBC	Little Churchill Whimble Exeter EX5 2PE	Replacement of 3no. windows, internal alterations to create shower room, install extraction vent and soil pipe	Approved

17/0461/FUL	Broadclyst Community Primary School Broadclyst Exeter EX5 3JG	Construction of temporary classroom, WCs and canteen	Approved
17/0463/VAR	Broadclyst Community Primary School Broadclyst Exeter EX5 3JG	Variation of condition 3 of planning permission 16/0818/FUL to extend the time period for siting the classroom and w.c. accommodation	Approved
17/0550/FUL	Gateshayes Farm Whimple Exeter EX5 2PA	Construction of agricultural building	Approved
17/0641/FUL	Broadclyst Recreation Ground Holly Close Broadclyst	Installation of 10 metre high emergency lighting column for use by Devon Air Ambulance for night time landings on recreation ground	Approved

ii. Appeal decisions April 17:

To note there have been 1 appeal decision announced in April 2017: dismissal of appeal against the decision to refuse consent for 44 dwellings at Lodge Trading Estate.

iii. Planning Comment

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

iv. Validated applications:

To discuss the following validated planning applications

Application ref:	Location:	Proposal with link
17/0530/FUL	Old Park Farm One Pinn Hill Exeter	Construction of piled wall to the rear of plots 308-321
17/0602/FUL	Redlands Broadclyst EX5 3AE	Demolition of garage and construction of new dwelling
17/0807/FUL	Burraton House Broadclyst EX5 3DB	Two and single storey side extension including replacement garage, first floor window to side elevation
17/0863/FUL	Trekenton Broadclyst EX5 3HZ	(a) Conversion of existing garage to form self-contained one bedroom living accommodation (b) Construction of new extension from main bedroom for wheelchair storage
17/0894/GPD	6 Elm Close Broadclyst EX5 3LT	Construction of single storey rear extension measuring 5metres in depth, 2.8metres to the eaves and 2.9metres in total

17/95 CORRESPONDENCE

- i. To receive the April 2017 correspondence list
- ii. To resolve to action any matters arising from the correspondence list as appropriate.

17/96 AGENDA 5 JUNE 2017

To note Agenda Items for 5th June 2017.

17/97 CLOSE OF MEETING

To close the meeting

Dated this 25th day of April 2017

Angie Hurren

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.