

**Issue date: Tuesday 31<sup>st</sup> January 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](http://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)

You are hereby summonsed to an Ordinary Council meeting of Broadclyst Parish Council which will be held on **Monday 6<sup>th</sup> February 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

### **17/21 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.

### **17/22 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.

### **17/23 APPROVAL OF MINUTES**

To receive and resolve to approve as a correct record the draft Minutes of the Parish Council meeting held on 3<sup>rd</sup> January 2017 and to receive notes from the inquorate Finance Committee meeting on 19<sup>th</sup> January 2017 and Comms Committee meeting on 23<sup>rd</sup> January 2017.

### **17/24 COUNCIL MEMBER RESIGNATION**

To receive notice of and resolve to accept resignation of Cllr Vaughan

### **17/25 COUNCIL MEMBERS CO-OPTION**

To receive applications for co-option from Eleanor Rylance and Benedict Lock to be co-opted as Members of the Broadclyst Parish Council  
Following a vote to co-opt these Members and their signing of Declarations of Office they may join the Council table from this point.

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

### **17/26 DISTRICT COUNCIL REPORTS**

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

### **17/27 COUNTY REPORTS**

To receive a report from County Ward Member Cllr Bowden

### **17/28 NATIONAL TRUST REPORT**

To receive a report from the National Trust

### **17/29 POLICE REPORT**

To receive the Police report for December 2016 and January 2017

### **17/30 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*

### **17/31 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.

### **17/32 COUNCIL REPORTS**

i. **Clerks report (including HNS, Bowls meeting, & Fun Day report)**

To receive the Clerks Reports relating to January 2017 and to resolve to action any matters contained within as necessary

ii. **Neighbourhood Plan**

To receive an update from the Neighbourhood Plan Officer.

iii. **Neighbourhood Plan Steering Group (NPSG)**

To consider an offer from Sarah Vaughan to remain a member of the NPSG and to consider the leadership of the Group going forward

iv. **Sports Pavilions report**

To receive the monthly report from the Pavilions Administrator

### **17/33 CORPORATE GOVERNANCE and FINANCE**

i. **Bank Reconciliations/Financial Statement**

To resolve to accept the Bank reconciliation for December 2016 and financial statement to 31.12.2016 as per recommendation from the Finance Committee at its inquorate meeting

ii. **Payment Schedule for January 2017**

To resolve to approve the payment schedule for the calendar month of January 2017

iii. **Statement of Internal Control:**

To receive and resolve to accept a draft Statement of Internal Control for 2016/17, presented by the Finance Committee

**iv. Risk Management:**

To receive and resolve to adopt an updated annual review of the Council's Risks, presented by the Finance Committee

**17/34 COMMUNITY MATTERS**

**i. Parish Together fund**

To receive a request from Bradninch Town Council for a letter of support for its application to Mid Devon District Council's Town and Parish fund; the Town Council is submitting an application to purchase traffic management equipment so it can manage its own road closures for community events. Currently the Town Council is reliant on the goodwill of external organisations for the loan of signage and PPE.

RECOMMENDATION: to resolve to write a letter of support (deadline end February 2017)

**ii. Community Safety (Local Action Group)**

To receive a report from Cllr Gent following his attendance at the LAG meeting on Tuesday 17<sup>th</sup> January.

**17/35 PLANNING**

**i. Planning Decisions:**

To note the following planning decisions made by the Local Planning Authority since the Planning Committee Meeting held on 15<sup>th</sup> December 2016 to the date of this meeting:

<b>Application ref:</b>	<b>Location:</b>	<b>Proposal:</b>	<b>Outcome:</b>
16/2717/FUL	72 Park Lane, Exeter, EX4 9HP	New double garage with store area to replace triple garage approved under 14/0104/FUL	APPROVED
16/2891/FUL	23 Parkside Road, Exeter, EX1 3TN	Construction of single storey side extension	APPROVED
17/0057/CPL	16 Oak Tree Close, Broadclyst, EX5 3NB	Certificate of lawfulness for a proposed single storey rear extension	APPROVED
16/3025/FUL	The Bell House, Brockhill, Station Road, Broadclyst	Canopy to front elevation	APPROVED
16/2704/LBC	Killerton House, Broadclyst	Repairs and re-roofing	APPROVED
17/2703/FUL	Killerton House, Broadclyst	Construction of a new chimney and enlargement of an existing chimney	APPROVED

**ii. Appeal decisions January 2017:**

To note there have been no appeal decisions announced in January 2017 to date

**iii. Validated applications:**

To discuss any validated planning applications received since the Planning Committee Meeting of 15<sup>th</sup> December 2016 to the date of this meeting:

Application ref:	Location:	Proposal:
17/0038/ADV	Land North Of Former A30 Site Of Cranbrook New Town Centre London Road Court Royal Cranbrook Devon	New external signage including: 1 x externally illuminated hanging sign, 2 x non-illuminated signs on render background, 2 x externally illuminated signs on render background, 2 x non-illuminated aluminium directional signs, 3 x externally illuminated aluminium directional signs <a href="https://planning.eastdevon.gov.uk/online/applications/applicationDetails.do?activeTab=summary&amp;keyVal=OJBGM3GHLXL00">https://planning.eastdevon.gov.uk/online/applications/applicationDetails.do?activeTab=summary&amp;keyVal=OJBGM3GHLXL00</a>
17/0018/FUL	Mosshayne Farm, West Clyst, Exeter	Creation of new vehicular access and driveway. <a href="https://planning.eastdevon.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=OJ7RAYGHLWX00">https://planning.eastdevon.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=OJ7RAYGHLWX00</a>

Planning applications can be viewed on the East Devon District Council's Planning Portal.

**17/36 CORRESPONDENCE**

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

**17/37 AGENDA MARCH 2017**

To note Agenda Items for March 2017.

Dates for forthcoming meetings this month:

EDDC Cabinet		EDDC Offices, Knowle
DMC		EDDC Offices, Knowle
Comms Committee		Broadclyst Pavilions
Quarterly Finance		Broadclyst Pavilions

**PART B ITEMS**

### **17/38 CONFIDENTIAL ITEM**

To resolve that the public (including the press) be excluded from the meeting for the next two agenda items (17/36 and 17/37 only) as sensitive employment and contractual information is likely to be disclosed (Part B)

### **17/39 STAFFING UPDATE**

#### **i. Assistant Clerk (NP Officer) Resignation**

To note that the Assistant Clerk has tendered her resignation from her post with the Council and that her last day of employment will be 12<sup>th</sup> February 2017.

#### **ii. Staff Committee minutes**

To receive the draft Minutes from the Staffing Committee meetings which were held on 9 January and 30 January 2017; to consider and to resolve to accept the recommendations contained within these sets of Minutes

#### **iii. Vacancies**

To resolve that the vacancies as recommended by the Staffing Committee (Deputy Clerk for 3 days/week and Office/Admin Assistant for 16hrs/week) be advertised.

#### **iv. Locum Clerk / Neighbourhood Plan Officer cover**

To receive a draft Contract and Agreement from the outgoing Assistant Clerk regarding her potential future self-employment as a Locum Clerk / NP Officer for Broadclyst Parish Council.

#### **v. Casual office admin support**

To receive a report from the Clerk regarding ad hoc admin support

### **17/40 STAFFING COMMITTEE STRUCTURE REVIEW**

To review the remit of the Staffing Committee and its position within the Council's committee structure. It is recommended that Staffing becomes a subcommittee of the Finance Committee, meeting quarterly to receive an update on personnel matters.

It is further recommended that in line with the Council's adopted grievance procedure the Staffing Committee Chairman be the Deputy Council Chairman rather than the Clerks Line Manager (Chairman) or the Council Chairman

### **17/41 CLOSE OF MEETING**

To close the meeting

Dated this 31<sup>st</sup> day of January 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.