

Issue date: Monday 24th February 2020

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To: Broadclyst Parish Council Members.

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

Broadclyst Parish Council Ordinary meeting

Press and Public are welcome to attend.

There are no items for discussion under part B (exclusion of press and public) on this agenda.

Members of public are reminded that their attendance at this meeting is a matter of public record.

You are hereby summonsed to an Ordinary Council meeting of Broadclyst Parish Council which will be held on **Monday 2nd March 2020 at 19:00hrs** in the **Westclyst Primary School Hall, Broadclyst, EX1 3YG** for the purpose of transacting the following business:

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AGENDA

20/039 MEMBERS APOLOGIES

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.

20/040 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.

20/041 MINUTES

To receive, and resolve to approve as a correct record, the draft minutes of the Full Council meeting on 3rd February 2020.

Standing Orders will be suspended:

20/042 COUNTY AND DISTRICT COUNCIL WARD MEMBERS

Broadclyst County Division Members

To consider matters for / from County Division Members Cllrs Bloxham and Randall-Johnson

Broadclyst District Ward Members

To consider matters for / from District Ward Members Cllr Pepper, Rylance and Chamberlain

20/043 NATIONAL TRUST REPORT

To receive a report from the National Trust

20/044 PUBLIC QUESTIONS

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k. (The Chairman reserves the right to restrict this item to no longer than 15 minutes, with a maximum of 3 minutes per item).

The meeting will reconvene under Standing Orders

20/045 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.

20/046 COUNCIL REPORTS

i. Clerks report

To receive the Clerks Report for February 2020 and to resolve any recommendations contained within.

- ii. **Pavilions report**
To receive a report from the Pavilions Administrator for February 2020 and to resolve any recommendations contained within.
- iii. **Neighbourhood Plan report**
To receive a report/update for February 2020 from the Neighbourhood Plan Lead Officer and to resolve any recommendations contained within.
- iv. **Youth Club report**
To receive a report from the Youth Committee and to consider recommendations contained within.

20/047 FINANCE:

- i. To receive the bank reconciliations and balance sheets to 31.01.2020
- ii. To receive the Income/Expenditure Financial Statement as at 31.01.2020
- iii. **Payment Schedule:** To consider and resolve to approve the list of payments for February 2020
- iv. **Finance Committee Minutes:** to receive draft Minutes and RFO actions report from the Finance Committee meeting of 17th February 2020 and to ratify recommendations and note resolutions made within in relation to:
 - a. Third quarter accounts approval;
 - b. Investment performance and future banking and investment of Council monies;
 - c. Risk Review: recommendation to increase Finance and Governance meeting frequency from quarterly to bimonthly

20/048 GOVERNANCE

- i. **Financial Regulations:** to consider NALC's 2019 Model Financial regulations, adapted for Broadclyst Parish Council's current operation and recommended for adoption by the Finance Committee;
- ii. **Statement of Internal Control:** to ratify the Council's draft Statement of Internal Control as presented by the Finance Committee;
- iii. **Segregation of Duties:** to consider the Council's Segregation of Duties charts, recommended for adoption;
- iv. **Asset Valuation Policy:** to consider the Council's method of asset valuation policy and fixed assets disposal process;
- v. **Asset Register:** to receive a reviewed asset register in line with the asset valuation policy.

20/049 PLANNING

i. Recent decisions February 2020

The following recent decisions have been announced at the time of publishing this agenda.

Application ref:	Location:	Proposal:	Decision
19/2794/FUL	21A Parkside Road EX1 3TN	<u>Construction of two storey rear extension</u>	Approved

ii. Appeal decisions February 2020:

To note there have been 0 appeal decisions announced in February 2020.

iii. Validated applications for consideration:

To receive the report on current planning applications and discuss validated planning applications received for consultation.

(NB: Planning applications received after publication of this agenda may also be considered)

Application	Location:	Proposal:	Expiry Date
20/0143/LBC	Barn At Loxbrook Farm Broadclyst Exeter EX5 3BN	Proposed conversion of the existing barns to five dwelling houses including internal alterations and insertion of window	28 th Feb 2020
20/0142/FUL	Barn At Loxbrook Farm Broadclyst Exeter EX5 3BN	Proposed conversion of the existing barns to five dwellings	28 th Feb 2020
20/0206/OUT	2 Brockhill Lodge Station Road Broadclyst Exeter EX5 3AR	Construction of detached 4 bedroom dwelling (outline application with all matters reserved).	Thu 12 Mar 2020
19/2676/OUT	1 Heath Cottages Broadclyst Exeter EX5 3GZ	Outline application seeking approval of access for the construction of a detached dwelling (matters of appearance, landscaping, layout and scale reserved)	Thu 19 Mar 2020
20/0281/MRES	Exeter Logistics Park, Clyst Honiton	Reserved matters application (access, appearance, landscaping, layout and scale) for plot DC2 together with the submission of details to discharge conditions 7, 8, 10, 12, 15, 16, 18, 21, 26 and 28, all pursuant to the outline planning permission ref no 17/0532/MOUT for the construction of a van storage area with associated structures, access road and surface water drainage attenuation basin to provide ancillary parking to the main class B8 use of the adjacent plot DC1	Fri 20 March 2020

20/049 CORRESPONDENCE

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

20/050 FUTURE AGENDA ITEMS

To receive requests for agenda items for consideration by the Council.

20/051 CLOSE OF MEETING

To close the meeting

Dated this 24th February 2020

Angie Hurren

Broadclyst Parish Council Clerk

NB: DATES OF FORTHCOMING MEETINGS**Full Council:**

The Full Council will next meet on Monday 6th April 2020 at Broadclyst Community Primary School, 7pm.

Committee meetings:

12th March 2020; Police Liaison Group meeting (Chair only)

16th March 2020; Emergency Plan Committee

24th March 2020; Comms Committee

27th March 2020; Neighbourhood Plan Overview

Annual Parish Meeting:

Monday 20th April 2020, 18:30hrs-20:30hrs, Westclyst Community Primary School

**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; 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 office in advance on 01392 360269

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 must 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.