

Issue date: Saturday 23rd May 2020

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Parish Clerk



Broadclyst Parish Council
GROWING OUR COMMUNITY

19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

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 on

Tuesday 9th June 2020 which will be held virtually via Microsoft Teams at

[Join Microsoft Teams Meeting](#) (Ctrl+click to follow the link) for the purpose of transacting
the following business:

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AGENDA

20/066 MEMBERS

- i. **Present:** to record Members present and the method / platform by which they are attending
- ii. **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.
- iii. **Sabbatical:** to receive and consider a request from Cllr Jason Jackson for a six-month sabbatical from the Council.
Cllr Jackson is Vice Chairman and Chairman of the Finance Committee, therefore:
- iv. **Election of Vice Chair:** to elect a Vice Chair
- v. **Appointment of Finance Committee Chairman:** for the Council to appoint a Finance Chairman.

20/067 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.

20/068 GOVERNANCE

Virtual meeting policy: to consider amendments to Council's 'Virtual meeting' policy to clarify voting method(s)

20/069 MINUTES

To receive, and resolve to approve as a correct record, the draft minutes of the Full Council meeting on 4th May 2020.

Standing Orders will be suspended:

20/070 EXETER YMCA

To welcome Sam Thomas, Exeter YMCA Community Projects Manager, to discuss options for Broadclyst Youth Club during lockdown.

20/071 COUNTY AND DISTRICT COUNCIL WARD MEMBERS

i. **Broadclyst County Division Members**

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

ii. Broadclyst District Ward Members

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

20/072 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. (The Chairman reserves the right to restrict this item to no longer than 15 minutes, with a maximum of 3 minutes per item). Please see notes on public speaking during virtual meetings on the last page of this agenda.

The meeting will reconvene under Standing Orders

20/073 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.

20/074 COUNCIL REPORTS

i. Clerks report

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

ii. Pavilions report

There is no separate report from the Pavilions Administrator as it has been closed since 23rd March 2020 under government regulations in relation to the Covid-19 pandemic.

iii. Neighbourhood Plan Officer report

To receive a report from the Neighbourhood Plan Officer who is working remotely with a team of volunteer proof-readers to prepare draft policies.

iv. Neighbourhood Plan Review report

To receive a report from Cllr Lewis following his review of the Broadclyst Neighbourhood Plan.

20/075 FINANCE:

- i. To receive the bank reconciliations and balance sheets to 30.04.2020
- ii. To receive the Income/Expenditure Financial Statement as at 30.04.2020
- iii. To consider and resolve to approve the list of payments for May 2020.
- iv. To receive draft Minutes from the Finance and Governance Committee meeting on 20th May 2020 and to consider and resolve the recommendations contained within in respect of the
 - a. Clyst Room Parking;
 - b. Bowling Green;
 - c. Youth Club SLA renewal.

20/076 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

i. Annual Internal Auditor Report

To receive the Annual Internal Audit Report 2019/20 (part 2, carried out on 22.05.2020)

ii. Annual Governance Statement

For the Authority to consider and to respond to the Annual Governance Statement assertions as set out in Section 1 of the AGAR for the year ended 31 March 2020

iii. **Approval of Council's Accounts for 2019/20**

For the Authority to complete Section 2 of the AGAR, Accounting Statements for year-ended 31.03.2020

20/077 PLANNING

iii. i. **Recent decisions May 2020**

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

Application ref:	Location:	Proposal:	Decision
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	Approval with conditions
20/0142/FUL	Barn At Loxbrook Farm Broadclyst Exeter EX5 3BN	Proposed conversion of the existing barns to five dwellings	Approval with conditions

iv. ii. **Appeal decisions May 2020:**

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

v. iii. **Validated applications for consideration:**

To discuss validated planning applications received for consultation.

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

Application	Location:	Proposal:	Expiry Date
20/0849/VAR	Little Barton Farm Broadclyst Exeter EX5 3DE	<u>Variation of condition 1 (development completion) of planning permission 19/2694/FUL (Demolition of existing agricultural buildings and erection of four dwellings, change of use of land to residential and associated works), to allow commencement of the development within three years</u>	Fri 05 Jun 2020

20/078 CLIMATE DECLARATION (Motion Cllr Gent)

Broadclyst Parish Council resolved at its July 2019 meeting to declare a climate emergency.

To consider a motion to sign up to Devon's Climate Declaration.

20/079 CORRESPONDENCE

- i. To receive the correspondence list for the month

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

20/080 FUTURE AGENDA ITEMS

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

20/081 TO CLOSE THE MEETING

Dated this 1st June 2020

Angie Hurren

Broadclyst Parish Council Clerk

**ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY
REQUEST**

Public speaking during virtual meetings

Members of the public are welcome to virtually 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. You can join the meeting as a guest by clicking the “Join Microsoft Teams Meeting” link at the top of this agenda.

The Chairman will suspend standing orders and invite questions from members of the Press and Public on items contained within this Agenda. Your microphone will be unmuted when it is your turn to speak, and you will then be able to speak on that matter only. You can use the chat function to indicate that you wish to ask a question.

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.

Inclusivity

We appreciate virtual meetings are not easy for everybody to attend. Should you have any special needs or require any reasonable adjustments to help you to make individual contributions, please contact the office in advance on 01392 360269. You may submit questions in advance of the meeting by phone or by emailing clerk@broadclyst.org

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.