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To: Broadclyst Parish Council Members.

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

Broadclyst Parish Council Annual meeting of the Council

Press and Public are welcome to attend.

There are 2 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 the Annual meeting of the Broadclyst Parish Council on **Tuesday 4th May 2021 at 19:00hrs** which will be held virtually via Microsoft Teams for the purpose of transacting the following business:

[Click here to join the meeting](#) (Ctrl+click to follow the link)

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AGENDA

21/064 ELECTION OF CHAIRMAN

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

Cllr Massey retains his post as Chair until the new Chairman is elected (LGA 1972 15(4)); 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 (LGA 1972; 15 (3))

NB: The Chairman must sign the Acceptance of Office form in the presence of the Proper Officer¹. This must be at the meeting at which he is elected² unless the Council permits signing at a later meeting fixed by the Council³.

Resolution required: for the council to permit the Chairman to sign the Acceptance of Office form in the presence of a member of the council or of the proper officer of the council and deliver to the council a declaration of acceptance of office in a form prescribed by an order made by the Secretary of State.

21/065 ELECTION OF VICE CHAIRMAN

Cllr Gent to resign his post as 2019/20 & 2020/21 Vice Chairman. The Council shall elect the Broadclyst Parish Council Vice Chairman for 2021/22 (LGA 1972 15(6))

21/066 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.

¹ LGA 1972 83(3)

² LGA 1972 83(4)

³ LGA 1972 83(4)(c)

21/067 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.

21/068 MINUTES

To receive, and resolve to approve as a correct record, the draft minutes of the Full Council meeting on 6th April 2021.

Standing Orders will be suspended:

21/069 WARD MEMBERS

i. Broadclyst County Division Members

To consider matters for / from County Division Members Cllrs Bloxham and Randall-Johnson (NB: Due to DCC elections in May, County Members are in purdah)

ii. Broadclyst District Ward Members

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

21/070 NATIONAL TRUST REPORT

To receive a report from the National Trust

21/071 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

21/072 ACCEPTANCE OF REPORTS

To accept reports received from stakeholders and to consider any actions arising from any of the public/stakeholder reports received this evening accordingly.

21/073 COUNCIL REPORTS

i. Deputy Clerks report

To receive the Deputy Clerks Report for April 2021 and to resolve any recommendations contained within.

ii. Clerks / Food Bank report

To receive the Clerks Report, incorporating the Food Bank report, and to resolve any recommendations contained within.

iii. Neighbourhood Plan Officer report

To receive a report from the Neighbourhood Plan Officer, and to resolve any recommendations contained within.

21/074 FINANCE

i. Financial Reporting: Council accounts to 31.03.2021

To receive and resolve to approve the Council's year-end accounts, including the bank reconciliations, financial statement, and balance sheet to 31st March 2021.

ii. **Payment Schedule**

To resolve to approve the list of payments for April 2021.

iii. **Banking**

To review and confirm banking arrangements and bank signatories for 2021/22

21/075 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:

- that at least two-thirds of Members were elected at the most recent ordinary elections (whether contested or not)
- that the Clerk to the Council holds a recognised sector-specific qualification. Broadclyst Parish Council continues to meet both criteria.

To confirm Broadclyst Parish Council is eligible to use the GPC in 2021/22, and payments will be made using the GPC as a Power of First Resort.

ii. **Standing Order #5**

To receive the Clerks report in relation to business to be transacted at the Council's Annual meeting

iii. **Committee Membership**

To review Councillor membership of each of its committees, and representation on external bodies

iv. **Meeting Schedule**

To confirm Council's schedule of meetings for 2021/22

v. **Delegated Operating**

Legislation to permit virtual platforms for Council meetings expires on 6th May 2021. At the time of publishing this agenda, it is not clear how Council may meet in a way that complies with Schedule 12 of the LGA 1972 and current Covid restrictions⁴.

To determine if it is necessary to instate operational delegation to the Clerk and Officers as set out in Council's approved Scheme of Delegation until such time as the Council can meet in accordance with Covid regulations.

21/076 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

i. **Annual Internal Auditor Report**

To receive and resolve to accept the Annual Internal Audit Report 2020/21

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 2021

iii. **Council Accounting Statement for 2020/21**

For the Authority to approve Section 2 of the AGAR, Accounting Statements for year-ended 31.03.2021

⁴ The result of a legal case to clarify wording in the Local Government Act 1972 is expected imminently.

iv. Exercise of Public Rights

To note that the period of elector's rights will commence on Monday 14th June 2021 and finish on 23rd July 2021. Notification will be placed on the village noticeboard and website.

21/077 PLANNING

i. Planning Committee Minutes

To receive draft Minutes from 29.04.2021 as a report

ii. Recent decisions April 2021

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

Application ref:	Location:	Proposal:	Decision
21/0743/FUL	55 Hawkins Road Exeter Devon EX1 3UW	Retention of boundary treatment exceeding 2 metres in height	Approved
21/0742/FUL	57 Hawkins Road Exeter Devon EX1 3UW	Retention of trellis on top of existing fence	Approved

iii. Appeal decisions April 2021:

To note there have been 0 appeal decisions announced since the last meeting.

21/078 DOGS ON LEADS (ENFORCEMENT OF PSPO) MOTION

- i. To receive a report from Cllr Liz Straw regarding dogs on leads for the recreation field.
- ii. To consider and determine recommendations contained within.

21/079 CORRESPONDENCE

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

21/080 FUTURE AGENDA ITEMS

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

21/081 PART B

The Chairman to propose that the meeting moves into Part B (exclusion of press and public) as the next items for discussion contains matters of a sensitive, confidential, and/or contractual detail.

21/082 SECURITY AT PAVILIONS

To receive a quote detailing an intruder alert alarm system for the Pavilions.

21/083 PREFERRED SUPPLIER/ CONTRACTOR

To resolve to update the Councils Preferred Supplier/Contractor list re CCTV / security provider.

21/084 TO CLOSE THE MEETING

Dated this 26th April 2021

Angie Hurren

Broadclyst Parish Council Clerk & RFO

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.