

Issue date: Tuesday 10th January 2023

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Parish Clerk



Broadclyst Parish Council
GROWING OUR COMMUNITY

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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 of the Council

Public Notice of meeting: Press and Public are welcome to attend.

There is 1 item 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.

Councillor summons: You are hereby summonsed to an Ordinary meeting of the Broadclyst Parish Council on **Monday 16th January 2023 at 19:00hrs** at Broadclyst Primary School, School Lane, Broadclyst, EX5 3JG for the purpose of transacting the following business:

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AGENDA

23/001 OPEN MEETING; ATTENDANCE RECORD

- i. The Chair to open the meeting. Where the Chair is not present, the Vice Chair will act.
- ii. **Present:** to record Members present.
- iii. **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 in advance 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.

23/002 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.

23/003 MINUTES

To receive, and resolve to approve as a correct record, the draft minutes of the Full Council meeting on Monday 7th November 2022.

Standing Orders will be suspended:

23/004 WARD MEMBERS

i. Broadclyst County Division Members

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

ii. Broadclyst District Ward Members

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

23/005 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 Chair 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

23/006 ACCEPTANCE OF REPORTS

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

23/007 COUNCIL REPORTS

i. Clerks report

To receive the Clerks Reports for September and October, and to resolve any recommendations contained within.

ii. Deputy Clerks Report

To receive a report from the Deputy Clerk, and to resolve any recommendations contained within.

iii. Neighbourhood Plan update

To receive a verbal update from the Steering Group via the Chairman as to the status of the Broadclyst Neighbourhood Plan, and to resolve any recommendations moving forward.

23/008 FINANCE & GOVERNANCE

i. Finance Committee Minutes

To receive draft Minutes from the Finance and Governance Committee's meeting on 5th December 2022 as a report.

ii. Payment Schedule

To retrospectively resolve to approve the list of payments for October, November and December 2022, noting any payments made under delegation.

23/009 BUDGET 2023/24

- i. To receive the draft budget as recommended by the Finance Committee and accompanying report for 2023/24.
- ii. To resolve to set the Council's budget for 2023/24 at £404,065

23/010 PRECEPT 2023/24

To resolve to set the Parish Precept for 2023/24 at £392,665. This gives a Band D Parish Tax of £153.38 per property, a 0.11% **decrease** on 22/23.

23/011 PLANNING

i. Recent decisions

To note recent decisions (see report in the meeting documents file).

ii. Appeal decisions / TPO update

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

iii. Planning applications for consultation

(Council may also consider any applications for which notification was received after publication of this agenda)

Application reference	Address	Proposal	Close date
22/2477/FUL	2 Shercroft Close Broadclyst Exeter EX5 3DZ	<u>Demolition of conservatory, erection of single storey rear extension and alterations to fenestration.</u>	Due now
22/2775/FUL	Francis Court Farm Budlake Devon EX5 3LW	<u>Proposed roof over existing slurry store</u>	Due now
19/0620/MOUT	Cranbrook Expansion Zone West Large Site Station Road Broadclyst	Amended plans for consultation. These amendments relate to: Updated Heads of Terms, Design + Access Statement, Planning Statement plus agent's letter.	

23/012 CORRESPONDENCE

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

23/013 FUTURE AGENDA ITEMS

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

23/014 PART B: EXCLUSION OF PRESS AND PUBLIC

For the Chairman to propose and The Council to resolve that the meeting moves into Part B (exclusion of Press and Public) as the next item(s) for discussion contain matters of a sensitive, confidential, and/or contractual detail.

23/015 PERSONNEL POLICY UPDATE

To receive a draft pay, leave, and flexi-time policy for adoption

23/016 TO CLOSE THE MEETING

Dated this 10th January 2023

Angie Hurren

Broadclyst Parish Council Clerk & RFO

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

Public speaking during council meetings

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.

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 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.