

**Agenda issue date: Tuesday 31<sup>st</sup> October 2023**

**Meeting date: Monday 6<sup>th</sup> November 2023**

**Meeting time: commences 19:00hrs**

**Meeting venue: Westclyst Primary School, Maddick**

**Road, Westclyst, EX1 3YG.**

**Agenda issued by: Angie Hurren, Clerk and RFO**

**Signed: *Angie Hurren***



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**Broadclyst Parish Council  
Ordinary Meeting of the Council**

**Public Notice of meeting:** Press and Public are welcome to attend.  
There is one 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 6<sup>th</sup> November 2023** at **19:00hrs** at Westclyst Primary School, Maddick Road, Westclyst, EX1 3YG for the purpose of transacting the following business:

**AGENDA**

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## AGENDA

### 23/085 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.

### 23/086 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.

### 23/087 MINUTES

To receive, and resolve to approve as a correct record, the draft minutes of the Extra Ordinary Council meeting on Thursday 5<sup>th</sup> October 2023.

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

### 23/088 WARD MEMBERS

#### i. Broadclyst County Division Members

To receive a written report from Cllr Randall-Johnson. 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 Chamberlain, Fernley, and Rylance.

### 23/089 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***

### 23/090 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.

### 23/091 COUNCIL REPORTS

#### i. Clerks Report

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

**ii. Deputy Clerks Report**

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

**23/092 FINANCE & GOVERNANCE**

**i. Finance Committee Minutes**

To receive draft Minutes from the Finance and Governance Committee's meeting on 19<sup>th</sup> July 2023 as a report.

**ii. Financial Reporting Council Q2 accounts to 30.09.2023.**

To receive and resolve to approve the Council's current year accounts, including the bank reconciliations, financial statement, and balance sheet to 30<sup>th</sup> September 2023

**iii. Payment Schedule.**

To receive and resolve to approve the payment schedules for August, September, and October 2023.

**iv. Allotment Agreement:**

To receive and approve the new Westclyst Allotment tenancy agreement.

**v. Council Policies:**

To receive and adopt two new council policies:

- a) Complaints Policy
- b) Vexatious Complaints Policy

**23/093 PLANNING**

**i. Recent Decisions/ Appeal decisions / TPO update**

To note Council has been notified of two appeals but has not received direct communication from the Planning Inspector at the time of publishing this agenda.

**ii. Recent decisions in September/October 2023**

- a. To receive a report on recent decisions in September/October 2023.
- b. To receive feedback from Bloor Homes regarding Council's comments on the application's conformity with the Broadclyst Neighbourhood Plan.

**iii. Planning applications for consultation**

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

| <b>Application ref:</b> | <b>Location:</b>                  | <b>Proposal:</b>                                                                                                                                                                                                                                                                                                        | <b>Date</b>                    |
|-------------------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 23/1919/OHL             | Kerswell Barton Broadclyst        | <a href="#"><u>Construct a new overhead line to facilitate a new development</u></a>                                                                                                                                                                                                                                    | 17 <sup>th</sup> November 2023 |
| 23/2207/VAR             | Land Off Poltimore Road Poltimore | <a href="#"><u>Variation of Condition 1 of Planning Permission 22/1745, (retrospective consent for compound area and new access track), to extend time period of the consent from 3 years to when the development is no longer required in association with installation of district heating networks, locally.</u></a> | Fri 24 Nov 2023                |

|              |                                                |                                                                                                                                                                                                                                                                                      |                 |
|--------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 23/2221/FUL  | Crabhayes Farm<br>Broadclyst Exeter<br>EX5 3BN | <a href="#">Extension to existing covered cattle feeding area (Retrospective)</a>                                                                                                                                                                                                    | Sat 25 Nov 2023 |
| 23/0962/MFUL | Land At<br>Saundercroft Farm,<br>Whimple       | <a href="#">Amended plans for consultation, relating to: Alteration to compound 5, in install retaining wall on north-western boundary.</a>                                                                                                                                          | 02.11.2023      |
| 23/2040/LBC  | Symes Cottage<br>Town End<br>Broadclyst        | <a href="#">Replace 1no. window on ground floor south elevation; replace 3no. windows on ground floor and 2no. windows on first floor north elevation and 3no. windows on ground floor and 2no. windows on first floor west elevation with 14mm small paned double glazed units.</a> | 17.11.2023      |

#### **23/094 CORRESPONDENCE**

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

#### **23/095 FUTURE AGENDA ITEMS**

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

#### **23/096 CONFIDENTIAL ITEMS**

To resolve that in accordance with the provision of Schedule 12a of the Local Government Act 1972, the Public Bodies (Admissions to Meetings) Act 1960, and Broadclyst Parish Council's Standing Orders, press and public be excluded from the next item.

Reason: the item considers a complaint from a member of public received by the council and the information is likely to reveal the identity of (an) individual(s).

#### **23/097 COMPLAINT**

To receive a confidential report, containing recommendations for consideration.

#### **23/098 TO CLOSE THE MEETING**

Dated this 31<sup>st</sup> October 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](mailto: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.