

Agenda issue date: Monday 8th January 2024

Meeting date: Monday 15th January 2024

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*



Broadclyst Parish Council
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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 15th January 2024 at 19:00hrs** at Westclyst Primary School, Maddick Road, Westclyst, EX1 3YG for the purpose of transacting the following business:

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AGENDA

24/001 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.

24/002 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.

24/003 MINUTES

To receive, and resolve to approve as a correct record, the draft minutes of the Ordinary Council meeting on Monday 4th December 2023.

24/004 CO-OPTION

The Council has a vacant seat which can be filled by co-option. The vacancy has been advertised in the Christmas 2023 Broadsheet, council website, and on social media.

- i. To receive letters of application and to invite these and any further candidates who wish to be considered for co-option to speak to the council (max 3 mins per speaker). Candidates must confirm they meet eligibility criteria to stand.
- ii. For the council to vote (in the event of more than two candidates, voting will be done in rounds with the candidate with least votes dropping out each time. The Chairman has a casting vote in the event of a tie. Voting will be done by show of hands.
- iii. The successful candidate to sign their Declaration of Acceptance of Office and take their seat at the council table.

Standing Orders will be suspended:

24/005 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.

24/006 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

24/007 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.

24/008 COUNCIL REPORTS

i. Deputy Clerks Report

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

ii. Committee Clerks Report

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

24/009 FINANCE & GOVERNANCE

i. Finance Committee Minutes

To receive draft Minutes from the Finance and Governance Committee's meeting on 27th November 2023 as a report.

ii. Payment Schedule.

To receive and resolve to approve the payment schedule for December 2023 for £33,192.41.

iii. Q3 23/24 accounts.

To receive Q3 accounts to 31.12.2023 for approval.

iv. Contracts Finder: Youth Tender award.

Regulations 7 to 12 of the Public Contracts Regulations 2015 provide that certain public contracts are exempted from the requirements of the 2015 Regulations.

To note for transparency and audit purposes that the "council does not advertise an opportunity where it makes the opportunity available only to a number of particular economic operators who have been selected for that purpose (whether ad hoc or by virtue of their membership of some closed category such as a framework agreement), regardless of how it draws the opportunity to the attention of those economic operators" (NALC Legal Topic Note 87, 12b).

v. Fencing.

To receive a report regarding further fencing of the dog walking field following sheep attacks and to resolve recommendations contained within.

vi. Grass cutting.

To note the grant from Devon County Council towards visibility splay cutting has been confirmed at £1,638.

To agree to enter a contract with Devon County Council – the Urban Highway Grass Cutting Agreement – for visibility splay cutting in 2024/25.

24/010 BUDGET 2024/25

i. To receive the draft budget as recommended by the Finance Committee and accompanying report for 2024/25.

ii. To resolve to set the Council's budget for 2024/25 at £448,623.

24/011 PRECEPT 2024/25

To resolve to set the Parish Precept for 2024/25 at £430,685. This gives a Band D Parish Tax of £156.21 per property, a 1.85% increase on 23/24 (in real terms, 24p per month).

24/012 PLANNING

i. Recent Decisions/ Appeal decisions / TPO update

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

ii. Recent decisions in December 23 /January 2024

a. To receive a report on recent decisions in December 2023/ January 2024

iii. Planning applications for consultation

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

Application ref:	Location:	Proposal:	Date
23/2722/FUL	Exeter Science Park Clyst Honiton	Proposal for a new building to house an energy substation with associated vehicle access, boundary fencing, external works, infrastructure and landscaping	Fri 26 Jan 2024

24/013 CORRESPONDENCE

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

24/014 FUTURE AGENDA ITEMS

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

25/015 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: commercially sensitive

24/016 YOUTH CLUB TENDER

To receive and consider tender(s) for youth provision.

24/017 TO CLOSE THE MEETING

Dated this 9th January 2024

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.