

BROADCLYST PARISH COUNCIL

ANNUAL MEETING AGENDA

Agenda issue date: Tuesday 6th May 2024

Meeting date: Monday 12th May 2024

Meeting time: commences 19:00hrs

Meeting venue: Broadclyst Primary School, School Lane, Broadclyst, EX5 3JG

Agenda issued by: Angie Hurren, Clerk and RFO

Signed: *Angie Hurren*

**Broadclyst Parish Council
Annual Meeting of the Council**

PUBLIC NOTICE OF MEETING

The Annual Meeting of the Council will take place at the above time / venue.

Members of the Press and Public are welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2)

Members of public are reminded that their attendance at this meeting is a matter of public record.

NB: There is one matter of a confidential and contractual nature for discussion under Part B (exclusion of press and public) in this meeting.

COUNCILLOR SUMMONS

To: All Broadclyst Parish Council Members

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

Members of the Broadclyst Parish Council, you are hereby summonsed to the Annual Meeting of the Broadclyst Parish Council for the purpose of transacting the following business:

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AGENDA

25/073 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))

The Chairman signs the Declaration of Acceptance of Office before continuing the meeting.

25/074 ELECTION OF VICE CHAIRMAN

Cllr Taylor to resign his post as Vice Chairman. The Council shall elect the Broadclyst Parish Council Vice Chairman for 2023/24 (LGA 1972 15(6))

There is no legislative requirement for the Vice Chairman to sign a Declaration of Acceptance of Office, however we have traditionally adopted this as good practice.

25/075 MEMBERS

- i. **Present:** to record Members present
- 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. **Councillor vacancy:** to note that following confirmation by EDDC, the Council may fill its vacant seat by co-option.

25/076 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.

25/077 MINUTES

To receive, and resolve to approve as a correct record, the draft minutes of the Ordinary Full Council meeting on 7th April 2025

25/078 PUBLIC QUESTIONS

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business on this agenda 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 council meetings on the last page of this agenda.

25/079 FINANCE

i. Payment Schedule

To resolve to approve the list of payments for April 2025.

ii. Banking

To review and confirm banking arrangements and bank signatories for 2025/26.

25/080 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

i. 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 2025, as informed by the IA report.

ii. Council Accounting Statement for 2024/25

For the Authority to approve Section 2 of the AGAR, Accounting Statements for year-ended 31 March 2025 (informed by Council Accounts and confirmed by IA figures)

iii. Exercise of Public Rights

To note that the period of elector's rights will commence on Tuesday 3rd June 2025 and finish on Monday 14th July 2025. Public notification will be placed on noticeboards and the website.

25/081 GOVERNANCE.

i. General Power of Competence (GPC)

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, 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.

To confirm Broadclyst Parish Council continues to be eligible to use the GPC for the 2023-2027 Term of Office, and payments in 2025/26 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 and accompanying documents and policies contained within for approval and adoption.

iii. Committee Structure and Councillor Membership

- To receive and agree an alternative structure of the Council's Committees.
- To the appoint Councillor membership of each of its committees.

iv. Standing Committee Chairmen

To elect the Chair for each of Council's Standing Committees in accordance with Standing Orders and Terms of Reference.

v. External Representation

To appoint Council representation on external bodies.

vi. Meeting Schedule

To note that the Council's schedule of meetings for 2025/26 will be presented for acceptance on 2nd June 2025.

25/082 COUNCIL OFFICERS REPORTS

i. Clerks Report

To receive a report(s) from officers, and to resolve any recommendations contained within.

ii. Assistant Clerks Report

To receive a report(s) from officers, and to resolve any recommendations contained within

25/083 PLANNING

i. Recent decisions April 2025

Recent decisions in April 2025 are listed in a report in the meeting documents file.

ii. Appeal decisions April 2025:

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 ref:	Location:	Proposal:	Date
25/0711/FUL	Mosshayne Farm West Clyst Devon EX1 3TR	Siting of temporary rural workers dwelling (retrospective)	Fri 30 May 2025

25/084 CORRESPONDENCE

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

NB: to maximise Parish Council meeting time and improve transparency, County and District Members are invited to submit a written report no less than one week in advance of the next Parish Council meeting. The report will be circulated with the document pack which is published on the council website.

25/085 COUNTY DIVISION AND DISTRICT WARD MEMBERS

i. Broadclyst County Division Members

To note that following the 5th May 2025 Devon County elections, the elected Broadclyst Division members are Cllr Henry Gent and Cllr Nathaniel Vanstone

To consider parish matters for Cllrs Gent and Vanstone.

ii. Broadclyst District Ward Members

To receive a written report from District Ward Members.

To consider parish matters for Cllrs Chamberlain, Fernley, and Rylance.

25/086 FUTURE AGENDA ITEMS

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

NB: councillors may submit agenda items in writing to the clerk for consideration for inclusion on future council / committee agendas at any time. No less than two weeks' notice is required for inclusion on the next meeting agenda.

24/087 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

24/088 LEGIONELLA CONTRACT 25/26

To receive a commercially sensitive quote from the 24/25 contractor for legionella compliance work in 25/26.

25/089 TO CLOSE THE MEETING

**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.