



Broadclyst Parish Council
GROWING OUR COMMUNITY

19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

Members Present:

Chair: Cllr Pepper

**Members Present: Baker, Bromley, Chamberlain,
Francis, Gent, Jackson, Massey, Waldron**

In attendance: Clerk

MOP: 2

Broadclyst Parish Council Ordinary meeting

Press and Public are welcome to attend.

There were no 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.

An Ordinary Council meeting of Broadclyst Parish Council was held on **Monday 4th FEBUARY 2019** at **19:00hrs** in the **Green Room, Victory hall, Broadclyst, EX5 3EE** for the purpose of transacting the following business:

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MINUTES

19/16 MEMBERS APOLOGIES

Apologies were accepted from Cllrs Lock and Staddon (work).

19/17 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.

19/18 MINUTES

- i. The Council received and the draft minutes of the Full Council meeting on 7th January 2019.
RESOLUTION: It was proposed by Cllr Gent to resolve to approve as a correct record seconded Cllr Chamberlain
- ii. The Council received, noted the decisions of, and considered any recommendations in, the draft Minutes of the following meetings: Planning Committee meeting 14th January 2019, Sports Pavilions Management Committee 19th January 2019, Finance Committee and Staffing Committee meetings on 31st January 2019.

Standing Orders were suspended:

19/19 COUNTY AND DISTRICT COUNCIL REPORTS

- i. To consider matters for / from County Division Members Cllr Bloxham and Randall-Johnson
It was noted that a Traffic Order is being progressed for roads in the new estate and Parkside at Westclyst. A report will go to DCC's HATOC Committee, a period of local consultation will follow before the Order is made.
- ii. To consider matters for / from District Ward Members Cllr Pepper and Rylance
Cllr Rylance has raised concerns at EDDC with the regular overturning of Neighbourhood Plans; it was reported that the Localism Act is now an 'old' Act and therefore its weight is lessening.

19/20 NATIONAL TRUST REPORT

There was no report from the National Trust this month; the Council continues to work closely with Killerton in respect of the Neighbourhood Plan.

19/21 PUBLIC QUESTIONS

A member of public raised concerns about parked cars on the Town Hill / B3181 junction and outside the Doctors surgery on double yellow lanes. This causes an obstruction to traffic and hazard to pedestrians alike.

Action: Clerk to write to Police and reiterate the Council's increase in concerns about parking in Town Hill.

The meeting reconvened under Standing Orders

19/22 ITEM OF URGENT BUSINESS

The Chairman introduced an item of urgent business:

19/23 COUNCIL REPORTS

i. Clerks report

The Council received the Clerks Report for January 2019 which contained the following recommendations:

- That the Council submits its annual survey and grant application.
- That the Council notes it is within legislation and no licence/permit is required for the Bowls Club to hold a bingo evening with cash prizes on the Council's premises, with proceeds being reinvested in the Bowls Club.
- Elections:
 - That the Council recognises the **absolute necessity** of being able to use the General Power of Competence to deliver devolved services for the community;
 - That those Members wishing to step down at the end of this term respectfully consider notifying the Clerk and/or their fellow Members well in advance, so the required number of nominees can be calculated;
 - That every effort is made to recruit new Members to fill vacant seats prior, enabling and supporting them to submit their nomination papers prior to the deadline (16:00hrs on 3rd April 2019).

RESOLUTION: It was proposed by Cllr Massey to accept the recommendations and actions in the Clerks report. Seconded by Cllr Rylance and unanimously agreed.

ii. Pavilions report

The Council received a report from the Pavilions Administrator for January 2019 (no actions contained)

RESOLUTION: It was proposed by Cllr Massey to accept the recommendations and actions in the Clerks report. Seconded by Cllr Rylance and unanimously agreed.

iii. Neighbourhood Plan report

The Council received a report/update for January 2019 from the Neighbourhood Plan Lead Officer which contained the following recommendations:

- For Council to note the range of potential sites being brought forward in the Neighbourhood Plan, and to note key consultation dates.
- For Council Members to attend the Neighbourhood Plan public consultation events from May 18th to 24th; to be part of the process and to become knowledgeable as to the range and diversity of potential sites across the Parish.
- For Council to note change of NP Steering Group work.

- For Council to note progression of the potential Neighbourhood Sports Hub site.

RESOLUTION: It was proposed by Cllr Massey to accept the recommendations and actions in the Neighbourhood Plan Lead Officer's report. Seconded by Cllr Jackson and unanimously agreed.

iv. **Elections Timetable**

The Council received and noted the Election timetable from EDDC.

19/24 FINANCE

The Chairman of the Finance Committee to give a brief verbal report following the Council's quarterly Finance Committee meeting which was held on Thursday 31st January 2019.

i. **Internal Control**

The following Internal Control documents to 31.12.2018 were recommended by the Finance Committee to Council for note/acceptance/approval:

Bank Reconciliation, Cash and Investment Reconciliation; Balance sheet; Income/Expenditure; Statement of Reserves and Reserves Reconciliation; Investment Report; Unpaid invoices report.

RESOLUTION: It was proposed by Cllr Baker to accept the above recommended reports/documents from the Finance Committee. Seconded by Cllr Bromley and unanimously agreed.

ii. **Payment Schedule**

The Council received the list of payments for January 2019, totalling £.

RESOLUTION: It was proposed by Cllr Massey to accept the above recommended reports/documents from the Finance Committee. Seconded by Cllr Bromley and unanimously agreed.

iii. **Community grant**

The Council received a Community grant application and accompanying Officers report from 1st Pinhoe Scouts for acoustic improvements to the Scout hut.

RESOLUTION: It was proposed by Cllr Gent to approve the application as follows: £500 from the Broadclyst Community Grant Fund; £574.59 from the Emerging Communities Fund. Seconded by Cllr Massey and unanimously agreed.

iv. **Letter of Support**

The Council receive a request for a letter of support to set-up a 'Repair Café' in Bradninch. (There is no fiscal implication for Broadclyst PC, simply to write a letter of support for this project which will also be of benefit to Broadclyst Parish residents living nearby in the hamlets of Hele, Beare, Budlake and Killerton.) This was unanimously agreed.

19/25 GOVERNANCE

The Chairman of the Finance Committee to present the following reports to Council, making recommendations in respect of each document:

- Budget monitoring and Variance/Virement report
- Internal Audit Report
- Investment Report
- Risk Review
- Financial Regulations

- vi. Asset Register
- vii. Segregation of Duties
- viii. Statement on Internal Control 2018/19

RESOLUTION: It was proposed by Cllr Chamberlain to accept the above recommended governance reports/documents from the Finance Committee. Seconded by Cllr Gent and unanimously agreed.

It was noted that the Investment Strategy will be presented to Council at a later date.

19/26 PLANNING

v. Recent decisions January 2019

The following recent decisions were noted:

Application ref:	Location:	Proposal:	Decision
18/2780/FUL	38 Pinn Hill Exeter EX1 3TQ	Construction of single storey side extension.	Approved
18/2386/AGR	Land North Of Wards Farm (Land At Shutter Water Road) Broadclyst	Agricultural storage building	Approved
18/2547/FUL	Wishford Farm Station Road Broadclyst Exeter EX5 3AR	Change of use of agricultural building to equine use and conversion to 14 stables and 1 tack room, and change of use of farm yard to equine use including construction of sand school for commercial use	Approval with conditions
18/2296/FUL	6 Endsleigh Crescent Blackhorse Exeter EX5 2AW	Construction of two storey side extension	Refused

vi. Appeal decisions January 2019:

To note there have not been any appeal decisions announced in January 2019

vii. Validated applications for consideration:

To discuss validated planning applications received for consultation.
(NB: Planning applications received after publication of this agenda may also be considered)

Application Ref:	Location:	Proposal:
18/2927/FUL	Loxbrook Farm Broadclyst Exeter EX5 3BN	Proposed conversion of barns to holiday lets
Application Ref:	Location:	Proposal:

18/2928/LBC	Loxbrook Farm Broadclyst Exeter EX5 3BN	Proposed conversion of barns to holiday lets
18/2349/FUL	The Coach House Hele Exeter EX5 4PW	Sub-division of existing property into 2 no. dwellings NP to answer
19/0158/FUL	Meadow View Endsleigh Crescent Blackhorse	First floor annexe over existing garage Supported
Phase 8	Redhayes	Defer to HM and Clerk to respond

19/27 CORRESPONDENCE

- i. The Council received the correspondence list for the month
- ii. To following actions were resolved:

19/28 AGENDA ITEMS FOR NEXT MEETING

There were no requests for agenda items for consideration when Council next meets.

19/29 CONFIDENTIAL ITEMS

The Chairman to propose Council resolves to move the meeting into Part B (Exclusion of Press and Public) due to the sensitive and contractual nature of agenda items 19/30 and 19/31

19/30 URBAN GRASS CUTTING CONTRACT

- i. The Council received the draft Contract for urban grass cutting for the 2019/20 season.
It was proposed by Cllr Massey to renew the contract; seconded by Cllr Jackson
- ii. The payment schedule of four quarters for the 2019/20 season was noted.

19/31 STAFFING

The Council noted the restructuring of National Pay Scales

19/32 TO CLOSE THE MEETING

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

Public speaking

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. The public will then be able to speak on that matter only.

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 and 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.

Should anyone have any special needs or require any reasonable adjustments to assist them in making individual contributions, please contact the office in advance on 01392 360269

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.