



Present: Chairman Cllr Pepper

Members: Cllrs Baker, Bromley, Jackson, Rylance, Wollacott.

Cllrs Massey and Francis joined the meeting at 19:10hrs

In attendance: Clerk

Members of Public: 2

19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

BROADCLYST PARISH COUNCIL

ORDINARY MEETING

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

There was an Ordinary Council meeting of Broadclyst Parish Council on **Monday 3rd April 2017** at **19:00hrs** in the **Green Room, Victory Hall, Broadclyst** where the following business was transacted:

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MINUTES (Draft)

NB: There were no matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month

17/60 APOLOGIES

Council resolved to accept apologies from Cllrs Gent (holiday), Lock (Holiday), Staddon (personal).

17/61 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.

17/62 APPROVAL OF MINUTES

RESOLUTION: It was proposed by Cllr Jackson to accept the Minutes of the full council meeting held on 6th March 2017 as a correct record of decisions taken, noting Cllr Francis was present having joined the meeting at 19:10; the proposal was seconded by Cllr Baker. Council was unanimous in agreement.

Standing Orders were suspended:

17/63 DISTRICT COUNCIL REPORTS

A report was given by District Ward Member Cllr Pepper; current issues include the broadband network, the condition of rural roads, and the forthcoming election for a second District Ward Member following Maria Hale's resignation. The election will be held at the same time as the County Ward Members elections on 4th May 2017.

The Enterprise Zone came into effect today, including SkyPark, Exeter Airport Industrial Estate, Cranbrook Town Centre, and the Science Park. This scheme incentivises take up of commercial business by offering zero business rates.

17/64 COUNTY REPORTS

There was no report from County Ward Member Cllr Bowden

17/65 NATIONAL TRUST REPORT

There was no report from the National Trust.

17/66 POLICE REPORT

Cllr Francis and Massey joined the meeting. The Police report for March 2017 was received and the response from the Police Crime Commissioner to the Council's letter regarding PCSO funding and local police presence was noted.

17/67 PUBLIC PARTICIPATION

There were 2 members of public present who were attending as observers.

The meeting reconvened under Standing Orders**17/68 ACCEPTANCE OF REPORTS**

There were no matters arising from any of the public/stakeholder reports received this evening for action.

17/69 COUNCIL REPORTS**i. Clerks report**

The Clerks Reports relating to March 2017 was received; the following resolutions arose:

Westclyst bus stops: a member of public has raised concerns about the visibility from the bus stop by the speed camera, and Cllr Francis and Baker noted there is no bus shelter at all in the stop on the eastbound side.

RESOLUTION: Cllr Jackson proposed that a maximum of £250 be spent to make short term improvements to the westbound bus stop. Ward Member, Cllr Francis, and Clerk to take the provision of extra stops forward with developers, DCC, and Stagecoach.

RESOLUTION: Came and Company, Council's insurers, have submitted a quote for a general parish vehicle insurance policy of £506 including Tax. It was proposed by Cllr Jackson to accept the quote.

Both proposals were seconded by Cllr Massey and unanimously agreed by all Members present and voting.

ii. Sports Pavilions report

The monthly report from the Pavilions Administrator was received; there were no matters arising for action.

iii. Neighbourhood Plan

It was noted that the analysis of the Housing Needs Survey is in progress and a report should be published shortly.

17/70 CORPORATE GOVERNANCE and FINANCE**i. Bank Reconciliations**

Bank balances as at 31.03.2017

Current Account: £43,112.53; Reserves Account: £34,931.84; both accounts reconcile exactly.

RESOLUTION: It was proposed by Cllr Francis to approve the Bank reconciliation to year-end 31.03.2017; seconded by Cllr Baker. Council was unanimous in its agreement.

ii. **Financial Statement to 31.03.2017**

Financial Statement as at 31.03.2017

Income Budgeted: £213,785; Actual £225,028

Expenditure Budgeted: £213,785; Actual £192,588

It was noted that the year-end financial statement to 31.03.2017 and a draft set of 2016/17 accounts were being prepared prior to the Internal Auditor's visit on 06.04.2017.

The draft accounts were not able to be published in time for consideration and acceptance at this meeting. They will be presented to Council, along with the Internal Auditor's report, at its annual meeting on 2 May 2017.

iii. **Payment Schedule for March 2017**

RESOLUTION: It was proposed by Cllr Massey to approve the payment schedule for February 2017 with payments totalling £18,459.38; seconded by Cllr Wollacott. Council was unanimous in its agreement.

iv. **Financial Regulations**

Council reviewed its Financial Regulations, which were derived from NALC's Model Regulations v.May 2016.

RESOLUTION: Acceptance of the Regulations was proposed by Cllr Pepper, with a further proposal that limits/thresholds contained within be reviewed and monitored by the Council's Finance Committee, and that the Finance Committee be given delegation to amend limits/thresholds as necessary to ensure the compliant operation of the Council (for example where there is a change of statutory limits/thresholds)

This proposal was seconded Cllr Wollacott; Council unanimously supported these proposals.

17/71 COMMUNITY MATTERS Community Grant fund application

A request was received from Safe Places regarding a project to recruit & train local shops, pubs, leisure facilities etc to become Safe Places along with the accompanying officers report.

It was noted that it is not usual for the Council to make an award to a scheme based outside of the parish, however as part of the application process Council has invited representatives to liaise with Broadclyst Village stores regarding feasibility for the scheme in the Parish.

RESOLUTION: It was proposed by Cllr Jackson to award the £100 requested, this proposal was seconded Cllr Massey. All Members were unanimous in supporting this grant.

17/72 PLANNING

i. **Planning Decisions:**

To note the following planning decisions made by the Local Planning Authority

Application ref:	Location:	Proposal:	Outcome:
17/0216/FUL	6 Woodbury View Broadclyst EX5 3HJ	Construction of single storey rear and side extension, enlargement of front porch and creation of parking area (revision to 16/0473/FUL)	APPROVED
17/0245/FUL	9 Endsleigh Crescent Blackhorse EX5 2AW	Construction of side/rear extension	APPROVED

17/0018/FUL	Mosshayne Farm West Clyst EX1 3TR	Creation of new vehicular access and driveway.	APPROVED
16/2776/LBC 16/2775/FUL	Higher Willyards Broadclyst EX5 3DB	Retention of and amendments to existing replacement sunroom extension	APPROVED

ii. Appeal decisions March 2017:

To note there have been no appeal decisions announced in March 2017 to date.
The appeal 16/00077/REF relating to residential use of Land Adjacent To Main Yard Lodge Trading Estate Broadclyst remains in progress.

iii. Validated applications:

To discuss any validated planning applications received up to and including the date of this meeting:

Application ref:	Location:	Proposal:
17/0391/MRES	Site Of Cranbrook New Community, London Road, Broadclyst	Reserved matters application seeking approval of appearance, landscaping, layout and scale, for the construction of 149 dwellings and associated infrastructure (This application is made pursuant to outline permission 03/P1900) (EIA development)

Planning applications can be viewed on the East Devon District Council's [Planning Portal](#).

17/73 EAST DEVON VILLAGES PLAN

East Devon Villages Plan – Notice of Publication – Representation period 22 March 2017 until noon on Wednesday 10 May 2017

East Devon District Council is inviting representations on its Proposed Submission Villages Plan and the accompanying Sustainability Appraisal until noon on 10 May 2017. The proposed submission plan, sustainability appraisal and all of the supporting documents may be viewed through [Proposed submission plan and supporting documents - East Devon](#)

This link will take you directly to the published plan <http://eastdevon.gov.uk/media/2049500/villages-plan-publication-version.pdf> and this will take you to the comments form, which is the Council's preferred method for making representations <http://eastdevon.gov.uk/media/2049608/villages-rep-form-2017.pdf>

RESOLUTION: Council considered the draft village plan and to resolve Council's response to the consultation.

17/74 CORRESPONDENCE

- i. The March 2017 correspondence list was received
- ii. There were no matters arising from the correspondence list as appropriate

- iii. It was noted that Council received 1 FOI in March 2017 regarding Declaration of Members Interests in local Planning applications.

Members were respectfully reminded that all communications should go through the Clerk, in accordance with Council's adopted Standing Orders

17/75 STAFFING – NEIGHBOURHOOD PLAN OFFICER APPOINTMENT

Council received a recommendation for appointment of a Neighbourhood Plan Officer following interviews for the post on 29th March 2017

RESOLUTION:

It was proposed by Cllr Massey, Chair of the Staffing Committee, that:

- i. that the Council resolves to appoint Mrs. Janvrin Edbrooke to the post of Neighbourhood Plan Officer
- ii. that the appointment be for an initial period of 18 months from appointment and may be extended until such time as the Plan is made. There will be a six-month probationary period with three-monthly reviews.
- iii. that the post be 8 hrs/week; salary £8,320
- iv. that the hours be reviewed within the first 2 months of the probationary period and adjusted as felt necessary.

This proposal was seconded by Cllr Jackson and all Council Members agreed to the appointment unanimously.

17/76 VACANCIES

i. Staff

It was noted the vacancies for a Deputy Clerk, Administrative Assistant, and Man Friday are currently being advertised.

ii. Members

It was noted that Council has received confirmation that EDDC did not receive a petition for an election following Sarah Vaughan's resignation, and so Council may fill its 4 vacancies by co-option.

17/77 AGENDA MAY 2017

The next meeting is the Council's Annual meeting on 2nd May 2017

17/78 CLOSE OF MEETING

The meeting closed at 20:00hrs

Signed:.....

Print:.....

Dated:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST