



Members present: Cllr Baker, Bromley, Francis, Gent, Jackson, Lock, Massey, Pepper, Rylance, Wollacott

In attendance: Clerk

Members of Public: 0

19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

Broadclyst Parish Council Annual meeting

Press and Public are welcome to attend.

The Annual Council meeting of Broadclyst Parish Council was held on **Tuesday 2nd May 2017** at **19:00hrs** in the **Green Room, Victory Hall, Broadclyst** at which the following business was transacted:

Minutes Index

17/79 ELECTION OF CHAIRMAN	87
17/80 ELECTION OF VICE CHAIRMAN	87
17/81 APOLOGIES	87
17/82 DISCLOSABLE PECUNIARY INTEREST	87
17/83 MINUTES	87
17/84 DISTRICT COUNCIL REPORTS	87
17/85 COUNTY REPORTS	88
17/86 NATIONAL TRUST REPORT	88
17/87 POLICE REPORT	88
17/88 PUBLIC QUESTIONS	88
17/89 ACCEPTANCE OF REPORTS	88
17/90 COUNCIL REPORTS	88
i. Clerks report	88
ii. Pavilions Report	89
iii. Neighbourhood Plan report	89
17/91 FINANCE	89
i. Payment Schedule for April 2017	89
ii. Finance Meeting Minutes	89
iii. Banking	89
iv. Broadclyst Parish Council Community grant applications	89
17/92 AUDIT AND GOVERNANCE	90
i. General Power of Competence	90
ii. Internal Audit	90
iii. Annual accounts 2016/17	90
iv. Period of electors rights	90
17/93 COMMITTEE MEMBERSHIP AND EXTERNAL REPRESENTATION	90
17/94 PLANNING	91
i. Planning Decisions:	91
ii. Appeal decisions April 17:	91
iii. Planning Comment	91

iv. Validated applications:	92
17/95 CORRESPONDENCE	93
17/96 AGENDA 5 JUNE 2017	93
17/97 CLOSE OF MEETING.....	93

There is 1 matter of a confidential a nature for discussion under Part B (exclusion of press and public) this month in relation to Staffing.

MINUTES (Draft)

The election of Chairman shall be the first item of business transacted at the Annual meeting (Local Government Act 1972; 15 (2))

Cllr Pepper as outgoing Chair declared the meeting open and immediately resigned his post. The meeting continued with the Vice Chair, Cllr Massey, as the person presiding for the first agenda item, 17/79.

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 (Local Government Act 1972; 15 (3))

17/79 ELECTION OF CHAIRMAN

- i. Nominations for Chairman were received from both Cllrs Gent and Pepper.

Cllr Bromley recorded his DPI as tenant of Cllr Gent and took no part in the vote. There was an equality in votes; in accordance with the Local Government Act 1972 15 (3) Cllr Massey, as the person presiding at that time, made a casting vote which was for Cllr Pepper.

RESOLUTION: with the vote of 5:4 it was therefore declared Cllr Chris Pepper elected as Chairman for 2017/18

- ii. The Chairman signed his Declaration of Acceptance of Office.

17/80 ELECTION OF VICE CHAIRMAN

Cllr Massey resigned his post as 2016/17 Vice Chairman.

RESOLUTION: Cllr Massey indicated his willingness to be re-elected as the Broadclyst Parish Council Vice Chairman for 2017/18 (LGA 1972 15(6).) Cllr Jackson proposed Cllr Massey be elected as Vice Chair; Council was unanimous in its agreement.

17/81 APOLOGIES

Council resolved to accept apologies from Cllr Staddon (work)

17/82 DISCLOSABLE PECUNIARY INTEREST

There were no Interests at the meeting which were not already disclosed on Members ROI's; Cllr Bromley re-stated his DPI as Cllr Gent's tenant in relation to agenda item 17/79

17/83 MINUTES

RESOLUTION: It was proposed by Cllr Jackson to accept the Minutes of the full council meeting held on 3rd April 2017 as a correct record of decisions taken, noting Cllr Rylance was in fact not present at the meeting in contrary to the recording in the draft Minutes; the proposal was seconded by Cllr Baker. Council was unanimous in agreement.

Standing Orders were suspended:

17/84 DISTRICT COUNCIL REPORTS

District Ward Member Cllr Pepper reported on forthcoming changes to recycling from June 2017 which will be increasing the range of items/materials collected weekly whilst reducing landfill bins

to three-weekly. The vacant second seat for the Broadclyst District Ward Member will be filled by election on 4th May 2017.

17/85 COUNTY REPORTS

There was no report from County Ward member Cllr Bowden. The two seats for the Broadclyst County Ward Members will be filled by election on 4th May 2017.

17/86 NATIONAL TRUST REPORT

There was no report from the National Trust.

17/87 POLICE REPORT

The Police report for the previous month is usually circulated within the first week of the month. April's report has not yet been received.

17/88 PUBLIC QUESTIONS

There were no public questions time on items on this Agenda.

Within the Council: Cllr Jackson raised a question as to who is responsible for overgrown bushes; Cllr Bromley raised the issue of permanent signage at the end of Blackhorse lane; Cllrs Bromley and Wollacott raised the issue of an overgrown central verge at the Anning Way junction; Cllr Francis reported her ongoing liaison with a resident of Hillside Gardens regarding the location or and visibility from the bus stop by the speed camera; Cllr Massey reported emotive issues with trespassing on the private road between Broadclyst Station and the rear of Cranbrook Station area; Cllr Massey also raised the ongoing matter of increasing congestion on Station Road junction.

Cllr Gent and Bromley reported on their recent meeting with the Police and Primary School regarding inconsiderate parking in the Town End / Hellings Gardens area by school-run parents. One of the outcomes was that the Parish Council calls and hosts a meeting to which residents, parents, parking enforcement officers, and representatives of the school and Police be invited. It was noted the primary school goes over and above its duty to alleviate the trip numbers by providing transport by minibus, and that most parents park considerately. However there is a core of parents who continue to ignore pleas from the primary school for considerate parking. It was noted that parking/waiting on the roads in and around the area is unrestricted and that motorists inconsiderate parking, whilst ignorant, is not illegal. Enforcement is beyond the scope of the Primary School and the Parish Council.

The meeting reconvened under Standing Orders

17/89 ACCEPTANCE OF REPORTS

The matters arising from any of the public/stakeholder reports received this evening are hereby noted. The Traffic Committee to request a meeting with DCC Officers to discuss the future of Station Road as the Cranbrook expansion continues and any development at lodge trading estate comes forward.

17/90 COUNCIL REPORTS

i. Clerks report

The Clerks Report for April 2017 was received. In it, the Clerk reported that she is currently working over and above her contracted hours and at maximum capacity; the Council will need to consider how the expectations of the residents can be balanced with its current staff workload capacity.

The report included a proposal for mapping software programme which would be of great benefit to the Neighbourhood Plan process.

RESOLUTION: it was proposed by Cllr Jackson to agree the purchase of the mapping software and support/updates up to a maximum of £2,500 to support the Neighbourhood plan in its work. Cllr Gent seconded the proposal. Council was unanimous in its agreement. It was agreed that with regard the Clerks workload and additional projects would need to be put on hold until such time as the staff recruitment process is complete and current vacancies are filled.

ii. Pavilions Report

The Pavilions Administrators report for April 2017 was received and noted as all being in order.

iii. Neighbourhood Plan report

The Neighbourhood Plan Officer will attend the June meeting and present a full NP update with recommendations to move forward.

17/91 FINANCE

i. Payment Schedule for April 2017

RESOLUTION: It was proposed by Cllr Massey, seconded Cllr Gent to resolve to approve the list of payments made for April 2017, which included interim payments made in accordance with Council's adopted Financial Regulation 5.5 (to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998)

ii. Finance Meeting Minutes

The Finance Meeting scheduled for 24th April 2017 was postponed and will now take place on 22 May 2017.

iii. Banking

Council's Financial Regulation 5.1 states: "The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. review and confirm banking arrangements and bank signatories for 2017/18."

RESOLUTION: Council reviewed its arrangements, mandate, and signatories, and it was proposed by Cllr Gent that arrangements were as required and no changes were necessary. Cllr Jackson seconded the proposal, noting current arrangements enabled non-signatory Members to make 3rd party checks. All Members were unanimous in their agreement and so it was resolved.

iv. Broadclyst Parish Council Community grant applications

Applications from Tornados Netball Club for new equipment and from Clyst Caring Friends to decorate the charity shop were received, each requesting £500. Both applications met criteria and showed evidence of need and matched funding &/or volunteer support.

RESOLUTION: It was proposed by Cllr Gent that the grants be approved; Cllr Pepper seconded this proposal noting that Clyst Caring provided an invaluable and important service to the community and was under threat due to loss in grant funding from the County Council. The charity shop provides Clyst Caring with vital income and huge thanks and recognition is given to the volunteers who run the shop and for all who donate and purchase items to support this worthy local cause.

17/92 AUDIT AND GOVERNANCE

i. General Power of Competence

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; after the original resolution is passed, the Order requires the Council to resolve at each subsequent annual meeting that it continues to meet the criteria, namely:

- a. that at least two-thirds of Members were elected at the most recent ordinary elections (whether contested or not)
- b. that the Clerk to the Council holds a recognised sector-specific qualification.

RESOLUTION: It was proposed Cllr Jackson to resolve that Broadclyst Parish Council meets the criteria and is eligible to continue to use the GPC in 2017/18, and payments will be made using the GPC as a Power of First Resort.

This proposal was seconded by Cllr Wollacott and all Members were unanimous in their agreement.

ii. Internal Audit

The Council's Internal Audit for the 2016/17 financial year was carried out on 6th April 2017. The Internal Auditor's report was received and was delegated to the Council's Finance Committee to consider in more depth at its rescheduled meeting on Thursday 25th May 2017.

iii. Annual accounts 2016/17

It was noted that the accounts for 2016/17 will be presented to the Finance Committee on 25th May 2017 following completion of the year-end close-down service by software provider Rialtas, which is booked for 23rd May 2017.

Accounts will then be presented to Council for acceptance at its ordinary meeting on 5th June 2017, at which time the Council will approve its Annual Governance Statement and the Accounting Statements on the Annual Return (external audit).

iv. Period of electors rights

The Local Audit and Accountability Act 2014 requires the Council to publish its own period for public rights; the period must include the first 10 working days of July. To note that the period of electors rights will commence on 12th June 2017 and finish on 21 July 2017. Notification will be placed on the central noticeboard and website.

RESOLUTION: It was proposed by Cllr Jackson that these dates be agreed; this was seconded by Cllr Pepper with all Members unanimously in their agreement.

17/93 COMMITTEE MEMBERSHIP AND EXTERNAL REPRESENTATION

- i. The Council reviewed its Councillor Membership of each of its Committees
- ii. The Council confirmed its Member representation on external bodies
The updated structure is appended to these Minutes (Appendix A) and will be published on Council's website.

17/94 PLANNING**i. Planning Decisions:**

The following planning decisions made by the Local Planning Authority in April 17 were noted:

Application ref:	Location:	Proposal:	Decision:
17/0013/FUL	Play Area Harris Place Exeter Devon	Use of land as a play area (Local Equipped Area of Play) at Hillside Gardens, as an alternative to that approved under planning permission ref:12/0130/MRES	Approved
17/0302/VAR	Mosshayne Farm West Clyst Exeter EX1 3TR	Variation of condition 2 of planning permission 11/2754/FUL to allow extensions and alterations to west elevation including revised ramped and stepped access from parking area to first floor flat	Approved
17/0357/LBC	Little Churchill Whimble Exeter EX5 2PE	Replacement of 3no. windows, internal alterations to create shower room, install extraction vent and soil pipe	Approved
17/0461/FUL	Broadclyst Community Primary School Broadclyst Exeter EX5 3JG	Construction of temporary classroom, WCs and canteen	Approved
17/0463/VAR	Broadclyst Community Primary School Broadclyst Exeter EX5 3JG	Variation of condition 3 of planning permission 16/0818/FUL to extend the time period for siting the classroom and w.c. accommodation	Approved
17/0550/FUL	Gateshayes Farm Whimble Exeter EX5 2PA	Construction of agricultural building	Approved
17/0641/FUL	Broadclyst Recreation Ground Holly Close Broadclyst	Installation of 10 metre high emergency lighting column for use by Devon Air Ambulance for night time landings on recreation ground	Approved

ii. Appeal decisions April 17:

It was noted there has been 1 appeal decision announced in April 2017: dismissal of appeal against the decision to refuse consent for 44 dwellings at Lodge Trading Estate. The reasons upheld by the Inspector evidences concerns about any increase to the volume of traffic on Station Road that have been raised historically by the Council and will be taken into consideration by the Neighbourhood Plan Steering Group.

iii. Planning Comment

It was noted that the Planning Committee submitted its comment to the Local Planning Authority following its (inquorate) public meeting on Wednesday 26th April.

iv. Validated applications:

The following validated planning applications were discussed at the inquorate planning committee meeting and the comments put forward from that meeting are recorded below:

Application ref:	Location:	Proposal with link and comments
17/0827/FUL	Saundercroft Cottage Whimple Exeter EX5 2PF	Construction of two storey rear extension, single storey side extension and insertion of first floor window to side Supported
14/2195/MOUT (Amendments)	Land Adjacent To Sandycote Honiton Road Blackhorse Clyst Honiton	Outline application for the construction of up to 34 no. dwellings, access and open space (Not supported: Council is pleased to note the reduction in house numbers, however a number of our concerns from the original application remain unaddressed. The Council would like to make the following comment: • The main issue with any development on this site is that it is outside of the Local Plan and we question its need given the District Council has achieved its 5-year land housing supply. • access on to main road – request access to the development be sought off the Tithebarn link road • Scale: houses at rear of the development overlook neighbouring bungalows • Given its location in proximity to the decibel corridor Council has concerns as to the effect of noise and air traffic movement on residents. It may be in the future that development becomes required to address any gaps in the land housing supply, however at this moment in time Broadclyst Parish Council considers this to be outside current planning policy and therefore should not be consented.
17/0502/FUL	Land adjacent to Huxham View, Church Hill, Pinhoe	Construction of dwelling and garage Council has reservations as to the inevitable reliance on the private car given its unsustainable location (1.4 miles from the nearest bus stop along narrow country lane with no pavement), but it is pleased to see the alternative and eco-friendly design. Overall, it is felt that the design mitigates much of the impact on the environment by reliance on the car and therefore is generally supportive of this application.
17/0530/FUL	Old Park Farm One Pinn Hill Exeter	Construction of piled wall to the rear of plots 308-321 The parish council would like to defer to EDDC's building control department for advice on the effectiveness of the retaining wall and asks that Planners consider any concerns that may be raised by nearby residents in relation to appearance of the wall.
17/0602/FUL	Redlands Broadclyst EX5 3AE	Demolition of garage and construction of new dwelling

		Supported. It was noted this property is on the edge of the settlement and is likely to be excluded from the 'black line' in EDDC's villages development plan. However at this date the DVP is still under consultation and therefore we consider this application can be supported.
17/0807/FUL	Burraton House Broadclyst EX5 3DB	Two and single storey side extension including replacement garage, first floor window to side elevation No objections - Supported
17/0863/FUL	Trekenton Broadclyst EX5 3HZ	(a) Conversion of existing garage to form self-contained one bedroom living accommodation (b) Construction of new extension from main bedroom for wheelchair storage Council has no objection to either part of this planning application which will improve the quality of life for our parishioner. Supported
17/0894/GPD	6 Elm Close Broadclyst EX5 3LT	Construction of single storey rear extension measuring 5metres in depth, 2.8metres to the eaves and 2.9metres in total No comment to make

17/95 CORRESPONDENCE

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

17/96 AGENDA 5 JUNE 2017

The following Agenda Items were noted for 5th June 2017:
the Council will receive a NP update; the work of the Traffic Committee and associated traffic matters in the community will be taken forwards in the autumn.

17/97 CLOSE OF MEETING

The meeting closed at 21:00hrs

Signed:.....

Print:.....

Dated:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

Broadclyst Parish Council

Committees (noting delegated powers)

<u>FINANCE and GOVERNANCE</u> (Delegation to act as set out in Financial Regulations)	<u>STAFFING</u> (Sub Committee of Finance Committee)	<u>PLANNING</u> (Delegation to submit comment on behalf of Council)	<u>FUN DAY</u> (Delegation to administrate Fun Day to within its budgetary constraints)	<u>SPORTS PAVILIONS</u> Day-to-day management of facility; bookings/usage)
Evening: at least quarterly	Daytime: as required & quarterly	Evening: monthly or as required	Daytime as required	Alternate day/evening Quarterly
CHAIRMAN				
Cllr Jackson	Cllr Massey	Cllr Massey	Cllr Pepper	Cllr Pepper
MEMBERS				
Cllr Wollacott	Cllr Jackson	Cllr Bromley	Cllr Lock	Cllr Staddon
Cllr Baker	Cllr Pepper	Cllr Jackson	Cllr Gent	Cllr Gent
Cllr Massey	Cllr Staddon	Cllr Pepper	Jackie Massey	User group representatives
Cllr Pepper	Cllr Francis	Cllr Rylance	Sally Robinson	
Cllr Staddon		Cllr Francis		
Cllr Bromley		Cllr Lock		
<u>OFFICER</u>				
Clerk	Clerk	Deputy Clerk	Clerk & Administrator	Administrator

FINANCE INTERNAL CHECKS: Cllr Gent; Lock;

<u>EMERGENCY PLANNING</u> (Delegation to act and make decisions in the event of an emergency)	<u>YOUTH</u> (Delegation to administrate delivery of community youth club with the YMCA)	<u>COMMUNICATIONS</u> (Delegation to produce Broadsheet and press releases on behalf of the Council)	<u>TRAFFIC COMMITTEE</u> (Advisory committee reporting to Council)
<u>As required and annually</u>	Daytime as required	<u>Daytime as required & quarterly</u>	<u>Daytime as required</u>
<u>Cllr Massey</u>	<u>Cllr Pepper</u>	<u>Cllr Gent</u>	<u>Cllr Gent</u>
<u>Cllr Gent</u>	Cllr Lock	<u>Cllr Baker</u>	<u>Cllr Bromley</u>
<u>Cllr Pepper</u>	Sally Robinson	<u>Judy Ferrier</u>	<u>Cllr Baker</u>
<u>Cllr Bromley</u>	Nikki Ricketts	<u>Clare Ratcliffe</u>	<u>Cllr Lock</u>
	Henri Sansbury	<u>Stephen Schlich</u>	<u>Cllr Rylance</u>
			<u>Stephen Schlich</u>
<u>Clerk</u>	Clerk	<u>Clerk or Admin Asst</u>	<u>Deputy Clerk</u>

NEIGHBOURHOOD PLAN**STEERING GROUP**

Membership and structure of NP Steering Group to be considered after the June NP update

Cllr Vaughan (Chair); Cllr Massey; Cllr Pepper; Cllr Staddon; Ang Apps; Jackie Massey; Henri Sansbury

In attendance: NP Officer

COMMUNITY GROUPS

ALLOTMENT ASSOCIATION	BROADCLYST IN NEED	BROADCLYST TWINNING	EAST DEVON COMMUNITY SAFETY GROUP	EXETER AIRPORT CONSULTATIVE
Graham Cutting (Chair)	Cllr Pepper	Cllr Gent (PC Rep)	Cllr Gent	Cllr Gent
Viv Derek (Secretary)	Cllr Jackson	Cllr Rylance	Cllr Baker	Cllr Lock
Nikki Ricketts (Treasurer)		Mary Stiff		Cllr Rylance
Cllr Gent (PC Rep)				

JOINT PARISHES	VICTORY HALL MANAGEMENT	BROADCLYST VIP (VILLAGERS IMPROVING PLAY)	VOICE IN EMERGING WESTCLYST
Cllr Gent	Cllr Staddon (PC Rep)	Nicole Walland (chair)	Broadclyst Parish Council
Cllr Massey		New members	Officer support as required
Cllr Pepper		Officer support as required	
Cllr Wollacott			