

Attendance record:**Chairman:** Cllr Massey**Members Present:** Cllrs Chamberlain, Gent, Lewis, Pepper, Rhodes, Rylance, K Straw, L Straw, Waldron.**In attendance:** Clerk, Deputy Clerk.**MOP: 1**Broadclyst Parish Council
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Broadclyst Parish Council Ordinary meeting

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.

There was an Ordinary Council meeting of Broadclyst Parish Council, held virtually via Microsoft Teams, for the purpose of transacting the following business:

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MINUTES

20/066 MEMBERS

- i. **Present:** Members present are recorded on the first page of these Minutes; the meeting was held using Microsoft Teams. All Members attending virtually were able to achieve an audio link, with all but Cllr Rylance achieving a video link.
- ii. **Apologies:** The Council accepted apologies from Cllr Baker.
- iii. **Sabbatical:** the Council received and considered a request from Cllr Jason Jackson for a six-month sabbatical from the Council. It was proposed by Cllr Pepper to accept the request, seconded by Cllr Gent and unanimously agreed.
Cllr Jackson is Vice Chairman and Chairman of the Finance Committee, therefore:
- iv. **Election of Vice Chair:** to elect a Vice Chair: Cllrs Henry Gent and Karl Straw were both nominated. Majority vote in favour of Cllr Gent.
RESOLVED: That Cllr Henry Gent is Vice Chair.
- v. **Appointment of Finance Committee Chairman:** for the Council to appoint a Finance Chairman. Cllr Karl Straw indicated his willingness to serve in this post. Proposed Cllr Massey, seconded Cllr Gent with all Members present voting in favour.
RESOLVED: That Cllr Karl Straw is Finance Committee Chairman.

20/067 DISCLOSABLE PECUNIARY INTEREST

The Chairman requested that any Members with an Interest to record in the book email the Clerk so a record could be kept. No new DPI's recorded.

20/068 GOVERNANCE

Virtual meeting policy: the Council considered amendments to Council's 'Virtual meeting' policy to clarify voting method(s).

It was proposed by Cllr K Straw to accept the amendments, seconded Cllr Gent, with all in favour.

RESOLVED: that the amendments be adopted.

20/069 MINUTES

The Council received, and resolved to approve as a correct record, the draft minutes of the Full Council meeting on 4 May 2020

Proposed: Cllr K Straw to adopt the draft Minutes; seconded: Cllr Gent with all in favour.

RESOLVED

Standing Orders were suspended:

20/070 EXETER YMCA

The Council welcomed Sam Thomas, Exeter YMCA Community Projects Manager, to the meeting to discuss options for Broadclyst Youth Club during lockdown. Sam noted the uncertainty in young peoples lives, with the very unusual situation created by Covid-19 closing schools, sports clubs, and social activities. Along with other youth clubs / youth providers such as SPACE, YMCA was initially engaging with young people online but has recognised that young people aren't engaging with online platforms as well as they could be, so the Club is now looking at how to engage with young people in different ways especially where they may

not want or have the resources to engage online. Following 9 weeks of online service, the YMCA recognises things cannot stay as they are and would like to propose that they move to more 'detached' youth work, meeting young people 'out and about' in public places (observing social distancing) to offer a listening ear of trusted adult.

With regard the three proposals in the report, Sam agrees that the school should be used as a vehicle for consultation, and firmly believes that young people should engage with the parish council; however, he does not believe it is the time to pause work with young people but to move into a new stage of how they engage. He does not think that in Broadclyst this is running an online service as the only means but engaging young people on their patch and doing things in small groups that the government will allow.

It was raised that one night a week is not enough to build a relationship with young people; Sam explained that due to its structure, the YMCA has not furloughed its youth workers and that Martha and Becky are still available one night a week to be allocated to this work. Youth work does ideally require a much greater level of local resources but this one night does facilitate youth workers to listen and respond to young people, listening to where young people are 'at', providing some access to trusted adults.

Winter provision: this would be the summer service with further thoughts as to how best to deliver community youth work once the bad weather /dark evenings come, all depending on what restrictions there are at that time. Consider introducing new service for the summer season, review and reflect in the autumn. This piece of work is about meeting and listening to a larger number of people than possible online.

The possibility of entering a 3-month SLA for the summer season was discussed, with a review in September to take into account current restrictions / situations with schools at that time. Sam confirmed that the YMCA would be happy with this arrangement to support young people during these uncertain times rather than the service being stopped.

20/071 COUNTY AND DISTRICT COUNCIL WARD MEMBERS

i. Broadclyst County Division Members

There were no matters for / from County Division Members Cllrs Bloxham and Randall-Johnson; reports and updates had been circulated through the month.

ii. Broadclyst District Ward Members

District Ward Members Cllrs Pepper and Chamberlain reported on change of Leadership at East Devon, the Democratic Alliance now has the majority.

20/072 PUBLIC QUESTIONS

A member of public recorded that he was pleased to note that the Council had reduced its Council Tax for 2020/21. It was noted that the participatory budget process would be run this autumn, probably using the Broadsheet and an online system to receive feedback from parishioners.

During these challenging times where it's difficult to meet face to face, would like to suggest the Parish Broadsheet is used to collate feedback to determine the support for public services in the Parish and to evaluate their public value.

The meeting reconvened under Standing Orders

20/073 ACCEPTANCE OF REPORTS

The Council accepted reports received from stakeholders, with no matters arising from any of the public/stakeholder reports received this evening.

20/074 COUNCIL REPORTS

i. Clerks report

The Council received the Deputy Clerks Report for May 2020 which was presented for approval.

Cllr Karl Straw proposed an amendment to the proposal to accept the report as follows: "The parish council would like to place on record its appreciation and thanks to the Clerk and Deputy Clerk for their work during the current COVID-19 pandemic. They both have worked above and beyond their job roles and have continued to work despite significant childcare issues and other logistical issues.

"In recognition of this effort council resolves to give them some respite and reduce their workload by cancelling all meetings in August, allocating additional discretionary holiday time of 5 days to their allowance, and giving them each a £50 food or takeaway voucher to compensate for the addition time they have spent away from their families."

RESOLUTION: It was proposed by Cllr K Straw that the Council accepts the Deputy Clerks report and sanction the amended proposal. This was seconded Cllr Massey and unanimously supported. Motion carried.

ii. Pavilions report

There was no separate report from the Pavilions Administrator as it has been closed since 23rd March 2020 under government regulations in relation to the Covid-19 pandemic.

The relocation of the food bank and decoration of the Pavilions through the summer to prepare for re-opening on 1st September 2020 (subject to regulations at that time) was discussed. It was agreed that Cllr K Straw and the Clerk would prepare a report with costings for decision to be made at the next meeting on 6th July 2020. **Action: KS/Clerk**

iii. Neighbourhood Plan Officer report

The Council received a report from the Neighbourhood Plan (NP) Officer who is working remotely with a team of volunteer proof-readers to prepare draft policies. Cllr K Straw voiced his concerns that the NP Officer was not present at tonight's meeting to answer questions he had in relation to her report. He felt he was unable to accept the report without having had those questions answered and so proposed that the Council rejects the report as presented to this meeting. This was seconded by Cllr L Straw.

VOTE: The Council voted on this proposal: To reject the report: 4; to accept the report: 1; abstentions 4.

RESOLVED: that the Neighbourhood Plan report is rejected.

iv. Neighbourhood Plan Review report

Cllr Lewis stated that his report following his review of the Broadclyst Neighbourhood Plan will be presented to Council on 6th July 2020.

20/075 FINANCE:

- i. The Council received the bank reconciliations and balance sheets to 30.04.2020.
Cashbook 1 £1,983.22; cashbook 2 £431,652.48.

- ii. The Council received the Income/Expenditure Financial Statement as at 30.04.2020.
Income 196,862 (48.1%); Expenditure £19,356 (5.2%)

RESOLUTION: It was proposed by Cllr K Straw, seconded by Cllr Gent to accept both above Internal Control reports. This was unanimously agreed.

- iii. The Council received and resolve to approve the list of payments for May 2020 for £20,523.50.

RESOLUTION: It was proposed by Cllr K Straw, seconded by Cllr Gent to approve the Schedule of Payments for May 202 totalling £20,523.50. This was unanimously agreed.

- iv. The Council received draft Minutes from the Finance and Governance Committee meeting on 20th May 2020 and considered the recommendations contained within in respect of the

- a. Clyst Room Parking: to raise a charge of £15 pcm per space, with applications invited from anybody in that area to rent the spaces on a 12-month period;
- b. Bowling Green: to reduce maintenance to a minimal level to maintain the asset whilst a forward plan is determined;

RESOLUTION: It was proposed by Cllr K Straw that the Council accepts these recommendations; seconded by Cllr Gent and unanimously agreed.

- c. Youth Club SLA renewal: the Finance Committee had recommended to pause the SLA until such time as the Club could meet in person. However, following consideration of options with Exeter YMCA's Sam Thomas earlier in the meeting, the proposal was made by Cllr K Straw to proceed with a 3-month summer season of detached youth work at one quarter of annual fee, with a review in September for proposals for the Autumn term.

RESOLUTION: This proposal was seconded by Cllr L Straw and unanimously agreed.

Action: Youth Committee to agree date for autumn review

20/076 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

i. Annual Internal Auditor Report

The Council received the Annual Internal Audit Report 2019/20 (part 2), that was carried out on 22.05.2020.

Proposal: It was proposed by Cllr K Straw that the Council accepts the Internal Audit report. This was seconded by Cllr Massey and unanimously agreed.

RESOLUTION: that the Council accepts the Internal Audit report for 2019/20

ii. Annual Governance Statement

The Authority considered and gave positive responses to the Annual Governance Statement assertions as set out in Section 1 of the AGAR for the year ended 31 March 2020.

Proposal: It was proposed by Cllr K Straw that the Council accepts the Internal Audit report. This was seconded by Cllr Massey and unanimously agreed.

RESOLUTION: that the Council approves the Annual Governance Statement 2019/20 (Section 1 on the AGAR).

NB: Clerk to arrange for 'wet' signature by the Chairman as scanned signatures are not acceptable.

iii. **Approval of Council's Accounts for 2019/20**

The RFO completed Section 2 of the AGAR, Accounting Statements for year-ended 31.03.2020; it was proposed by Cllr K Straw that the Authority approves these Accounting Statements. This was seconded by Cllr Massey and unanimously agreed.

RESOLUTION: that the Council approves the Accounting Statements for year ending 31 March 2020 (Section 2 on the AGAR).

20/077 PLANNING

iii. **i. Recent decisions May 2020**

The following recent decisions were noted:

Application ref:	Location:	Proposal:	Decision
20/0143/LBC	Barn At Loxbrook Farm Broadclyst Exeter EX5 3BN	Proposed conversion of the existing barns to five dwelling houses including internal alterations and insertion of window	Approval with conditions
20/0142/FUL	Barn At Loxbrook Farm Broadclyst Exeter EX5 3BN	Proposed conversion of the existing barns to five dwellings	Approval with conditions

iv. **ii. Appeal decisions May 2020:**

It was noted there have been 0 appeal decisions announced in May 2020.

v. **iii. Validated applications for consideration:**

The Council discussed validated planning applications received for consultation. (NB: Planning applications received after publication of this agenda may be considered)

Application	Location:	Proposal:	Comment
20/0849/VAR	Little Barton Farm Broadclyst Exeter EX5 3DE	<u>Variation of condition 1 (development completion) of planning permission 19/2694/FUL (Demolition of existing agricultural buildings and erection of four dwellings, change of use of land to residential and associated works), to allow commencement of the development within three years</u>	Variation of condition one: Supported
20/1102/FUL	Plot Dc1 (Amazon Building) Exeter Gateway	<u>Installation of 3 no air intake louvres, 4 no air outtake louvres and 1no. condenser unit</u>	Council supported this application.

20/0976/FUL	2 Endsleigh Crescent Blackhorse Exeter EX5 2AW	2 Endsleigh Crescent Blackhorse Exeter EX5 2AW	Council supported this application.
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20/078 CLIMATE DECLARATION (Motion Cllr Gent)

Broadclyst Parish Council resolved at its July 2019 meeting to declare a climate emergency. The Council considered a paper by Cllr Gent that gave a background behind the motion to sign up to Devon's Climate Declaration.

Proposal: It was proposed by Cllr Gent, seconded by Cllr Pepper that Broadclyst Parish Council signs up to the Devon Climate Declaration, noting that this will give more weight to Greenhouse Gas Emissions (GHGE) reduction measures in the Broadclyst Neighbourhood Plan.

RESOLUTION: This proposal was unanimously agreed. Motion carried.

Action: Deputy Clerk to liaise with Cllr Gent and DCC.

20/079 CORRESPONDENCE

- i. The Council received the correspondence list for the month
- ii. There were no matters arising from the correspondence list.

20/080 FUTURE AGENDA ITEMS

The following agenda items were requested for 6th July 2020:

- Food Bank relocation report, including the redecoration of the Pavilions in preparation for re-opening 1st September 2020 (or when legislation permits thereafter);
- Clarification of matters for participatory budgeting to be included in the Broadsheet
- Cllr Lewis to present his NP review report.

20/081 TO CLOSE THE MEETING

The meeting closed at 20:30hrs.

Signed:

Print:

Date:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST