

Broadclyst Parish Council
Annual Meeting of the Council

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

The Annual meeting of the Broadclyst Parish Council was held on **Monday 9th May 2022** at **19:00hrs** at Broadclyst Sports Pavilions, Holly Close, Broadclyst, EX5 3JB for the purpose of transacting the following business:

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MINUTES (Draft)

22/031 ELECTION OF CHAIRMAN

RESOLUTION: Cllr Gent proposed Cllr Massey as Chairman, seconded Cllr Rylance. There were no further nominations. The vote for Cllr Massey was unanimous and therefore it was resolved that Cllr Massey is Chair for 2022/23.

The Chairman signed his Declaration of Acceptance of Office before continuing the meeting.

22/032 ELECTION OF VICE CHAIRMAN

RESOLUTION: Cllr Rylance proposed Cllr Get as Chairman, seconded Cllr Pepper. There were no further nominations. The vote for Cllr Gent was unanimous and therefore it was resolved that Cllr Gent is Vice Chair for 2022/23.

The Vice Chairman signed his Declaration of Acceptance of Office. (NB: 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.)

22/033 MEMBERS

- i. **Present:** Members present were recorded as Cllrs Chamberlain, Gent, Lewis, Massey, Pepper, Rhodes, Rylance and K Straw
- ii. **Apologies:** The Council resolved to approve apologies for absence from Cllr Baker, Fernley, Jackson, and L Straw. RESOLVED
Cllr Staddon was not present (no apologies).
- iii. **Vacancies:** The Council was notified by the Returning Officer of East Devon District Council that there had been no response to the public notices following the resignation of Sofie Francis and Scott Waldron. It was noted that the Council can now fill the two Parish Councillor vacancies by co-option.
Council received a short address from 2 interested parties and a letter from a third was read out. Each vacancy to be co-opted required its own round of voting.
Following two rounds of voting, it was resolved that Steve Taylor and Paul Whitmarsh be co-opted as Councillors.
- iv. **Declaration of Office:** the co-opted Member(s) Cllr Steve Taylor and Cllr Paul Whitmarsh signed their Declaration of Acceptance of Office and took their seat(s) at the council table. The new Members were reminded that they must complete and submitted their Register of Interests to East Devon District Council within 28 days.

22/034 DISCLOSABLE PECUNIARY INTEREST

There were no DPI's or requests for dispensations.

22/035 MINUTES

The Council received the draft minutes of the Full Council meeting on 7th March 2022 and extraordinary meetings on 20th April 2022.

RESOLUTION: It was proposed by Cllr Gent that both sets of draft Minutes be approved as a correct record of the meetings. This was seconded by Cllr K Straw and unanimously agreed by Members present who had also been present at the meetings. RESOLVED.

Standing Orders were suspended:

22/036 WARD MEMBERS

i. Broadclyst County Division Members

County Division Member Cllrs Gent discussed a potential proposal for the PC to purchase a traffic VAS (vehicle activated sign – used to encourage drivers to slow down)

He gave a verbal update on the Monkerton Power Station at Tithebarn which generates electricity and heat for 2,400 homes in the parish. It is currently running on gas but will eventually be powered by EFW¹ from Greendale once the heat network is connected to the Hill Barton plant.

ii. Broadclyst District Ward Members

District Ward Members Cllr Pepper, Rylance and Chamberlain were present. Cllr Rylance spoke about the extent of the impact on EFW stations if/as/when the amount of packaging is reduced. Devon Authority Waste Convergence Strategy. EDDC has excellent recycling rates and decrease in landfill bins, more than 60%, in top 10 in the country.

Parking charges have been increased in some car parks; a permit is available at £120 a year for East Devon residents. The charge supports delivery of services which in turn support the economy by attracting visitors.

Cllr Chamberlain is looking for a EDDC housing tenant to join the EDDC Housing Review Board and report on services. Meetings are virtual and held quarterly. A diverse mix is welcome.

22/037 NATIONAL TRUST REPORT

There was no report from the National Trust. It was noted that the AGM of the Tenants Association had been held yesterday in Broadclyst. Matters arising included the challenges of energy efficiency in older/listed properties and concerns over future food supply.

22/038 PUBLIC QUESTIONS

There were no questions from members of public

The meeting reconvened under Standing Orders

22/039 ACCEPTANCE OF REPORTS

It was proposed by Cllr Pepper that the Council accept reports received from stakeholders this evening; seconded by Cllr Lewis and unanimously agreed.

22/040 COUNCIL REPORTS

i. Clerks report

The Council received the Clerks Report, incorporating the Food Bank report, which contained a recommendation to protect the roof at the Pavilions from trespass, unbudgeted expenditure, proposed Cllr K Straw to authorise the Clerk to do this work. Seconded Cllr Pepper as Chairman of the Pavilions, and unanimously agreed. RESOLVED.

The Clerk reported that reasonable adjustments could be needed to support the Deputy Clerk's return to work in the office. It was proposed by Cllr K Straw to delegate to the Clerk to spend up to £2,500; seconded Cllr Rylance and unanimously agreed. RESOLVED.

ii. Neighbourhood Plan Officer Report

The Neighbourhood Plan report was tabled.

¹ Energy From Waste

22/041 FINANCE

- i. **Finance Committee Minutes**
The Council received draft Minutes from the Finance and Governance Committee's meeting on 28th March 2022 and 20th April 2022 as a report. It was proposed by Cllr Massey to accept the Finance Committee Minutes as a report to Council; seconded by Cllr Pepper, and unanimously agreed. RESOLVED
- ii. **Financial Reporting: Council accounts to 31.03.2022**
The Council received the Council's year-end accounts, including the bank reconciliations, financial statement, and balance sheet to 31st March 2022.
It was noted that the Community Grants was underspent in 21-22, so applications are invited from community groups
It was proposed by Cllr Massey to accept the draft accounts to 31.03.2022; seconded Cllr Pepper and unanimously agreed. RESOLVED.
- iii. **Payment Schedule**
It was proposed by Cllr Pepper to resolve to approve the list of payments for April 2022; seconded Cllr Lewis and unanimously agreed. RESOLVED.
- iv. **Banking**
The Council reviewed its banking arrangements and bank signatories for 2022/23; these remain unchanged and were confirmed as Cllrs Chamberlain, Jackson, Massey, Pepper.

22/042 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:

- 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. Broadclyst Parish Council continues to meet both criteria.

To confirm Broadclyst Parish Council is eligible to use the GPC in 2022/23, and payments will be made using the GPC as a Power of First Resort.

This was proposed by Cllr K Straw; seconded Cllr Rylance and unanimously agreed. RESOLVED.

ii. Standing Order #5

The Council received the Clerks report and accompanying documents in relation to business to be transacted at the Council's Annual meeting.

It was proposed by Cllr K Straw to accept the report and to agree any suggested amendments to documents/policies contained within (including Standing Orders and Financial Regulations); seconded Cllr Rylance and unanimously agreed. RESOLVED.

iii. Committee Membership

The Council reviewed Councillor membership of each of its committees, and representation on external bodies. The new committee membership and external representation structure for 22/23 can be found at Appendix A.

iv. Meeting Schedule

The Council agreed its schedule of meetings for 2022/23, which can be found at Appendix B.

22/043 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

i. Annual Internal Auditor Report

The Council received the Annual Internal Audit (IA) Report for 2021/22. It was proposed by Cllr K Straw to accept the IA report; seconded Cllr Pepper and unanimously agreed. RESOLVED.

ii. Annual Governance Statement

The Authority considered and to respond to the Annual Governance Statement assertions as set out in Section 1 of the AGAR for the year ended 31 March 2022, as informed by the IA report.

It was proposed by Cllr K Straw that the responses given were correct; seconded Cllr Pepper and unanimously agreed. RESOLVED.

iii. Council Accounting Statement for 2021/22

The Authority considered Section 2 of the AGAR, Accounting Statements for year-ending 31.03.2022.

It was proposed by Cllr K Straw to approve the Accounting Statements for year-ended 31.03.2022; seconded Cllr Pepper and unanimously agreed. RESOLVED.

iv. Exercise of Public Rights

It was noted that the period of elector's rights will commence on Monday 13th June 2022 and finish on Friday 22nd July 2022. Notification will be placed on the village noticeboard and website.

22/044 PLANNING

i. Recent decisions April 2022

Council received a report detailing decisions in April 2022. Decisions can be viewed on East Devon District Council's Planning Portal.

ii. Appeal decisions April 2022:

It was noted there have been 0 appeal decisions announced since the last meeting.

iii. Planning applications for consultation

The Council considered the following applications:

Application ref:	Location:	Proposal:	Comment
22/0856/MRES	Land Adjacent Babbage Way Exeter Science Park	<u>Reserved Matters application with details of access, layout, scale, appearance, and landscaping for the construction of a hotel (Class C1), with ancillary flexible workspace/café/ conference facilities on the ground floor and associated access, parking, landscaping, and infrastructure, including additional information and details to satisfy conditions 1, 2, 5, 6, 7, 8, 12, 14, 16, 17, 23, 25, 26, 27, 29, 30, 31, 32, 35, 36, 37, 38 and 39 on outline planning permission ref:</u>	Delegated comment to be submitted by end of the month.

		<u>09/1107/MOUT in so far as they relate to the proposed hotel</u>	
22/0831/TCA	Clyston Mill East Broadclyst EX5 3EW	<u>Cypess tree growing less than 1 metre from high wall (3m). The tree is causing heave/lean to the wall for approx 3.5m either side of the tree. With advise from our building surveyor we propose removing the tree to ground level to stop any further impact or collapse of the wall structure.</u>	Support if a replacement tree is planted as a replacement.

22/045 CORRESPONDENCE

- i. The Council received the correspondence list
- ii. There were no actions arising from the correspondence list.

22/046 FUTURE AGENDA ITEMS

The following requests were made for agenda items for consideration by the Council.

- NT energy efficiency report
- Dog off-lead exercise area
- VH rep.

22/047 TO CLOSE THE MEETING

The meeting closed at 20:45

Signed:

Print:

Date:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST