

Agenda issue date: Tuesday 7th May 2024
 Meeting date: Monday 13th May 2024
 Meeting time: commences 19:00hrs
 Meeting venue: Broadclyst Primary School, School Lane,
 Broadclyst, EX5 3JG
 Agenda issued by: Angie Hurren, Clerk and RFO
 Signed: *Angie Hurren*

Broadclyst Parish Council
 19 New Buildings
 Broadclyst
 Exeter
 EX5 3EX

BROADCLYST PARISH COUNCIL
ANNUAL MEETING MINUTES (Draft)
Broadclyst Parish Council
Annual Meeting of the Council

PUBLIC NOTICE OF 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)

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

NB: There were three matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) in this meeting.

The Annual Meeting of the Broadclyst Parish Council took place on Monday 13th May 2024 at Broadclyst Primary School Hall, commencing 19:00hrs. The following business was transacted:

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MINUTES

24/047 ELECTION OF CHAIRMAN

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

Cllr Massey resigned his post as Chair; Cllr Taylor took the Chair.

Proposal: It was proposed by Cllr K Straw. that Cllr Massey be Chair for 24/25 council term. This was seconded by Cllr L Straw and unanimously agreed. **RESOLVED.**

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

24/048 ELECTION OF VICE CHAIRMAN

Cllr Taylor resigned his post as Vice Chairman.

Proposal: It was proposed by Cllr Whitmarsh that Cllr Taylor be Vice Chair for 24/25 council term. This was seconded by Cllr Rylance and unanimously agreed. **RESOLVED.**

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.

24/049 MEMBERS

- Present:** Members present were recorded as: Cllr Massey (Chair), Cllrs Coton, Fernley, Pepper, Rylance, K Straw, L Straw, Taylor, Whitmarsh.
- Apologies:** The council resolved to accept apologies from Cllrs Chamberlain, Gent, Rhodes, Waldron, (Jackson approved sabbatical).
- Officers:** Clerk, Deputy Clerk.

24/050 DISCLOSABLE PECUNIARY INTEREST

It was noted that Cllr Rhodes would have a new Pecuniary Interest should matters contained in item 24/065 be approved.

24/051 MINUTES

The Council received draft minutes of the Extra Ordinary Full Council meeting on 22nd April 2024
Proposed Cllr K Straw that the council resolve to approve the draft Minutes as a correct record, seconded Cllr Whitmarsh. Unanimous, **RESOLVED**.

Standing Orders were suspended:

24/052 PUBLIC QUESTIONS

There were no members of the public present or questions tabled.

The meeting reconvened under Standing Orders:

24/053 FINANCE

- i. **Finance Committee Minutes**
 The Council received draft Minutes from the Finance and Governance Committee's meeting on 25th March 2024 as a report.
Proposed Cllr Massey that the council resolve to approve the draft Minutes as a correct record, seconded Cllr Pepper, Unanimous. **RESOLVED**.
- ii. **Financial Reporting: Council accounts to 31.03.2024**
 The Council receive the Council's unaudited year-end accounts, including the bank reconciliations, financial statement, and balance sheet to 31st March 2024.
Proposed Cllr Taylor that the council resolve to approve the unaudited Council accounts, seconded Cllr Rylance, Unanimous, **RESOLVED**.
- iii. **Payment Schedule**
 The Council received the list of payments for April 2024.
Proposed Cllr Whitmarsh that the council resolve to approve the payment schedule, seconded Cllr Straw and majority vote (Cllr Pepper abstention as Cllr who makes payments). **RESOLVED**.
- iv. **Banking**
 The Council reviewed and confirmed its banking arrangements and bank signatories for 2024/25. Signatories were confirmed to remain as Cllr Chamberlain, Massey, Pepper, and Jackson, with Cllr Paul Whitmarsh to be added while Cllr Jackson is on sabbatical. No other changes. Proposed Cllr Rylance, seconded Cllr Fernley, unanimously supported and **RESOLVED**.

24/054 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**i. Annual Internal Auditor Report**

The Council received the second part of the Annual Internal Audit (IA) Report 2023/24 (08/04/2024) in accordance with page 3 of the AGAR.

Proposed Cllr Rylance and seconded Cllr Massey that the Council resolves to accept the IA report in the AGAR. Unanimously supported and **RESOLVED**.

ii. Annual Governance Statement

The Authority consider and respond to the Annual Governance Statement assertions as set out in Section 1 of the AGAR for the year ended 31 March 2024, as informed by the IA report.

Having considered the assertions, it was **proposed** Cllr Massey that the Council records 'yes' assertions for 1-8, with N/A for section 9 (relating to charitable trust funds). This was seconded by Cllr Whitmarsh, unanimously agreed and **RESOLVED**.

iii. Council Accounting Statement for 2023/24

The Authority considered Section 2 of the AGAR, Accounting Statements for year-ended 31 March 2024 (as informed by Council Accounts and confirmed by IA figures)

Having considered the Accounts and IA figures, it was **proposed** Cllr Whitmarsh that the Council approves the Accounting Statement. This was seconded by Cllr Rylance, unanimously agreed and **RESOLVED**.

iv. Exercise of Public Rights

It was noted that the period of elector's rights will commence on Monday 3rd June 2024 and finish on Friday 12th July 2024, using dates suggested by the External Auditor. Public notification will be placed on noticeboards and the website on Friday 31st May 2024.

24/055 GOVERNANCE.

i. General Power of Competence (GPC)

To confirm Broadclyst Parish Council continues to be eligible to use the GPC for the 2023-2027 Term of Office, and payments in 2024/25 will be made using the GPC as a Power of First Resort.

It was **proposed** by Cllr Massey that the Council resolves it meets eligibility criteria to use GPC in 24/25. Seconded by Cllr Rylance, unanimously agreed. **RESOLVED**.

ii. Standing Order #5

The Council received the Clerks report in relation to business to be transacted at the Council's Annual meeting and accompanying documents and policies contained within for approval and adoption.

It was noted NALC has recently released new Model Financial Regulations; these will be presented to the Finance Committee with future recommendation to full council for adoption.

It was noted that the Scheme of Delegation may change once the new committee structure was agreed.

Proposed by Cllr Massey that the Council accepts the report and notes no changes to any of the policies. This was seconded by Cllr Rylance and unanimously agreed. **RESOLVED**

iii. Committee Structure and Councillor Membership

- To consider the optimal structure of the Council's Committees;
NB: the appointment of Councillor membership of each of its committees is deferred until 3rd June to allow analysis of feedback from this item.
- To appoint Council representation on external bodies.

iv. Standing Committee Chairmen

Deferred until 3rd June. To elect the Chair for each of Council's Standing Committees in accordance with Standing Orders and Terms of Reference.

v. Meeting Schedule

Deferred until 3rd June. To confirm Council's schedule of meetings for 2024/25

24/056 COUNCIL REPORTS

i. Clerks Report

The Council received the Clerks Report and to resolve the following recommendations contained within:

- 1.5.1. That the Council resolves to focus its energies on finalising the first draft of its Strategic Plan.
- 1.5.2. That it is acknowledged this will be a priority for its staff, in addition to and around their usual duties as time permits.
- 1.5.3. That projects for CIL are invited to be submitted through - and only through - the Community Consultation.
- 2.3. That the Parish Council resolves to submit the Locality funding application for the Poltimore Bowles and pay the contractor.
- 4.0 that the parish council delegates its response to the Killerton Woodland Creation Consultation to Officers/named Members.

Proposed Cllr K Straw, seconded Cllr Taylor and unanimously agreed to accept the recommendations. **RESOLVED.**

ii. Deputy Clerks report

The Council received the Deputy Clerks Report, no recommendations for consideration.

iii. Committee Clerks report

The Council received the Committee Clerks Report with Minutes attached. Matters arising from the Committee Minutes to be presented to council on 3 June for decision / ratification.

24/057 PLANNING

i. Recent decisions April 2024

Recent decisions in April 2024 were reported.

ii. Appeal decisions April 2024:

It was noted there have been 1 appeal decisions announced since the last meeting.

iii. Planning applications for consultation

Application ref:	Location:	Proposal:	Comment
24/0868/CPE	Barley Barn, Station Road, EX5 3AZ	<u>Certificate of existing lawful development for the construction of a rear, ground floor extension</u>	Supported
24/0844/VAR	Orchard View, Broadclyst, EX5 3AB	Removal of Condition Number 5 from permission 18/1249/FUL	Supported, providing all other Planning Conditions (including not to be used as separate dwelling), are transferred to Columbine.

24/058 CORRESPONDENCE

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

24/059 COUNTY DIVISION AND DISTRICT WARD MEMBERS

i. Broadclyst County Division Members

The Council received a written report from County Division Member Cllr Randall-Johnson
There were no parish matters for Cllrs Gent and Randall-Johnson.

ii. Broadclyst District Ward Members

There were no written reports from District Ward Members.

There were no parish matters for Cllrs Chamberlain, Fernley, and Rylance.

24/060 COUNCILLOR MOTION: TRAVEL SAFELY EVERY DAY, ROAD SAFETY CAMPAIGN.

The Council received a Motion from Cllr L Straw that the Parish Council asks Devon & Cornwall Police if it will trial a school version of Operation Snap during the school week.

Proposed by Cllr K Straw and seconded by Cllr Coton, unanimously agreed, and **RESOLVED.**

24/061 FUTURE AGENDA ITEMS

There were no new requests for agenda items for consideration by the Council (24/056iii for 3 June meeting).

24/062 CONFIDENTIAL ITEMS

The Chairman proposed, Vice Chair seconded, and Council resolved that in accordance with the provision of Schedule 12a of the Local Government Act 1972, the Public Bodies (Admissions to

Meetings) Act 1960, and Broadclyst Parish Council's Standing Orders, press and public be excluded from the next items. Reason: commercially sensitive; confidential.

24/063 LEGIONELLA MONITORING COMPLIANCE CONTRACTS

The Council received three anonymised quotes for the Pavilions and Public toilets for Legionella Compliance Monitoring contracts.

Proposed by Cllr K Straw that council contracts Hydro-X for work as detailed in its quote. This was seconded Cllr Rylance and unanimously agreed. **RESOLVED.**

24/064 HR SOFTWARE PACKAGES

The Council received three anonymised quotes for HR and Health & Safety support packages.

Proposed by Cllr K Straw that council contracts Worknest for work as detailed in its quote. This was seconded Cllr Coton and unanimously agreed. **RESOLVED.**

It was further **proposed** by Cllr Whitmarsh to agree a 5-year contract term. This was seconded by Cllr K Straw and unanimously agreed. **RESOLVED.**

24/065 STAFFING UPDATE

The Council received a confidential report from the Clerk with recommendations for temporary staff cover and football pitch maintenance. The reporting was done in accordance with Financial Regulation 4.5 (i.e. retrospectively to mitigate risk to council service delivery.)

- i. That the Council retrospectively approves the appointment of Joe Lockyear as groundsman on a casual hours contract from 07.05.2024, remunerated at SCP10.
- ii. That the approval of any significant (over £200) associated costs i.e. truck insurance premium increase, be delegated to the Clerk in consultation with the Finance Chairman.
- iii. That the Council approves Martinsfield Farm carry out pitch maintenance works at a cost of c.£200-250
- iv. That the Council resolves to add Martinsfield Farm to its Preferred Suppliers and Approved Contractors list.
- v. That due to the value of the pitch work and the urgency of the situation, the council approves an exception to Financial Regulations 10.1 and 11.1h.
- vi. That Cllr Rhodes does not carry out any third-party checks in relation to Martinsfield Farm payment transactions.

This was proposed by Cllr K Straw, seconded Cllr Pepper, and unanimously agreed. **RESOLVED.**

24/066 TO CLOSE THE MEETING

The meeting closed at 20:52hrs.

**ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY
REQUEST**

Print:..... Sign:..... Date:.....