

Issue date: Wednesday 23rd December 2015

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Parish Clerk



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For Information: District and County Ward Members, Press and Public.

Broadclyst Parish Council meeting

Press and public are welcome to attend.

There will be an Ordinary Council meeting of Broadclyst Parish Council which will be held on:

Monday 4th January 2016 at 19:00hrs in the Green Room, Victory Hall, Broadclyst

for the purpose of transacting the following business:

AGENDA

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There will be one matter of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month 16/12 iv

16/01 APOLOGIES

To resolve to accept apologies for absence

16/02 DISCLOSABLE PECUNIARY INTEREST

To receive Declarations of Interest not currently on Councillors' ROIs and receipt of requests for new Disclosable Pecuniary Interest* (DPI) dispensations on items on the Agenda.

16/03 MINUTES

To receive and resolve to approve as a correct record the minutes of the Parish Council meeting held on 7th December 2015

Standing Orders will be suspended:

16/04 POLICE REPORT

To receive the Police report

16/05 DISTRICT COUNCIL REPORTS

To receive a report from District Ward members Cllr Pepper and Cllr Hale

16/06 COUNTY REPORTS

To receive a report from County Ward member Cllr Bowden

16/07 NATIONAL TRUST REPORT

To receive a report from the National Trust

16/08 VIP REPORT

16/09 PUBLIC QUESTIONS

For Public question time on items on this Agenda - adjournment for 15 minutes if required

The meeting will reconvene under Standing Orders

16/10 ACCEPTANCE OF REPORTS

To accept reports received from stakeholders and to resolve to action any matters arising from any of the public/stakeholder reports received this evening accordingly.

16/11 CLERKS REPORT

To receive the Clerks Report for December 2015 and to resolve to action any matter contained within as necessary

16/12 FINANCE

i. **BANK REC**

To resolve to approve the Bank reconciliation for November 2015

ii. **PAYMENT SCHEDULE FOR DECEMBER 2015**

To resolve to approve the list of payments made for December 2015

iii. **GRASS CUTTING CONTRACT**

To resolve to formally enter an agreement with DCC for grass cutting as per the recommendation carried in the Budget report (Minute ref: F15/17, acceptance of report Minute ref 15/202iii)

The Chairman will declare the session moves into Part B (exclusion of press and public) for the following item due to its contractual nature.

Press and public will be asked to leave the room; all press/public recording equipment must be switched off at this point.

iv. **GRASS CUTTING CONTRACT**

To receive 3 quotes for grass cutting in accordance with Council's adopted Financial Regulations 11.1h and to resolve to appoint a contractor for these works for 16/17.

The Chairman will declare the session moves out of Part B (exclusion of press and public) and back in full session.

Press and public will be invited to re-join the room; all press/public recording equipment may now be switched on again from this point.

16/13 STAFFING UPDATE

- i. To note that the new staff pay structure was implemented as from 1 December 2015 in accordance with rates and hours ratified by Council on 7 December 2015.
- ii. To note that Gerri Tingey and Roger Beer have received draft contracts of employment, with which they are in agreement; to resolve to employ Gerri Tingey and Roger Beer on a permanent Contract of Employment (continuous period of employment from 1 June 2015) following completion of a probationary period.

- iii. To resolve the virement of funds from the Lengthsman budget to the Handyman budget to meet financial outgoings for the remainder of the financial year.
- iv. To advertise for a part time Officer to support Council in preparing its Neighbourhood Plan and in general administrative duties; to delegate the recruitment process to the Staffing Committee, with a recommendation to Council for appointment of successful candidate in due course
- v. Sickness Policy
To receive draft sickness policy in accordance with the National Joint Committee's Green Book and to resolve to adopt the sickness policy as part of Councils employment handbook.

16/14 DELEGATION SCHEME

In order for Council to run with efficient use of Member and Officer time, certain responsibilities and duties can be delegated to either one person or to a committee. This document sets out the current delegations which Broadclyst Parish Council has in place, with appropriate "safety nets" to ensure the democratic process is observed and financial risk is kept within acceptable limits.

To receive and to resolve to adopt Council's draft Delegation Scheme.

16/15 BLACKHORSE IDENTITY

- i. To receive a report on the process for Blackhorse to be identified as a village in its own right as opposed to part of Clyst Honiton.
- ii. To resolve to carry out a community consultation with residents at Blackhorse
- iii. To form and delegate authority to a working party to liaise with the Royal Mail, County Council and Street Naming dept. at East Devon to progress the project should residents so wish.

16/16 OPERATION AND MAINTENANCE OF FLOOD WARNING SYSTEM

- i. To resolve to enter a Memorandum of Understanding with for the Installation and Maintenance of a water level gauge on Wishford bridge, Broadclyst
- ii. To receive and resolve to enter a maintenance contract with HydroLogic Services LLP for the water level gauge.

16/17 PLANNING

a. To note the following:

i. Planning decisions made in December 15:

15/2561/CPL Validated: Tue 17 Nov 2015	9 Ross Close Exeter EX1 3UE	Erection of sun room to replace existing conservatory	Approved
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15/1232/FUL Validated: Mon 27 Jul 2015	Appletree Cottage Station Road Broadclyst Exeter EX5 3AL	Construction of tractor shed, workshop and store	Approved
13/0001/MOUT Validated: Mon 22 Apr 2013	Old Park Farm Two West Clyst Exeter	Construction of up to 350 dwellings plus associated public open space, landscaping and infrastructure (all matters reserved except access)	Approved

ii. **Appeal decisions December 15:**

To note there have been no appeal decisions announced in December 2015

iii. **Planning Code of Good Practice**

To review Council's Code of Good Practice and to receive an additional
planning advice note

To resolve to adopt an updated Code of Good Practice with the advice note
appended.

b. To discuss the following planning applications validated in December 15

15/2750/LBC	Killerton House Killerton Exeter EX5 3LE	Internal and external alterations to facilitate installation of biomass boiler, stainless steel hopper with timber fence screening, increase in height of existing store to provide wood chip store, installation of new chimney and single storey extension to create bin store. Installation of heat main pipework
15/2768/LBC	Pinn Court Farm Pinncourt Lane Exeter EX1 3TG	Replace existing slate roof, replacement windows with timber, removal of rear lean-to, raising of roof to rear single storey porch and utility, removal of chimney, installation of flue, repointing of brick work and render repairs
15/2749/FUL	Killerton House Killerton EX5 3LE	Installation of Biomass boiler and stainless steel hopper with timber frame screening, increase in height of existing store to provide woodchip store, installation of new chimney and single store extension to create bin store.
15/1240/MRES	Land South Of Moonhill Copse West Clyst Exeter	Reserved matters pursuant to outline permission 13/0215/MOUT to approve appearance, landscaping, layout and scale for the erection of 35 dwellings and associated open space, landscaping and parking.
15/0898/MFUL	Land Adjacent To The Gardens Clyst Honiton EX5 2AN	Residential development of land to include 39 dwellings (Use Class C3), site access and other associated infrastructure.

15/2726/OUT	Brockhill House Station Road Broadclyst Exeter EX5 3AR	Outline application for the erection of two dwellings with all matters reserved
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16/18 SANGS (Suitable Alternative Natural Green Space)

To receive an update on SANGS (Suitable Alternative Natural Green Space) for the Cranbrook extension zones and the potential impact on the feasibility study for a bridge over the railway at Cranbrook depending if the off-site mitigations are identified to the south or north of the railway

16/19 CORRESPONDENCE

- i. To receive the correspondence list
- ii. To resolve to action any matters arising from the correspondence list as appropriate.

16/20 AGENDA 1 FEBRUARY 2016

To note Agenda Items for 1st February 2016.

Dates for forthcoming meetings this month are:

6th EDDC Cabinet

12th Sports Pavilions Management Committee (tbc)

19th EDDC Development Management Committee

21st Quarterly Finance Committee meeting

16/21 CLOSE OF MEETING

To close the meeting

Dated this 23rd day of December 2015

Angie Hurren

Broadclyst Parish Council Clerk

Disclosable pecuniary interests*

You must declare the nature of any Disclosable pecuniary interests. [Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners]. You must also disclose any personal interest.

You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered. Make sure you say what your interest is as this has to be included in the

minutes. [For example, 'I have a Disclosable pecuniary interest because this planning application is made by my husband's employer'.]

If your interest is a Disclosable pecuniary interest you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk.

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

Public speaking

Members of the public are welcome to attend and speak on Agenda items at this meeting. Please note that there is no requirement or facility to record the details of the speaker before the day of the meeting.

The Chairman will suspend standing orders and invite questions from members of the Press and Public on items contained within this Agenda. The public will then be able to speak on that matter only.

Please note:

- All individual contributions will be limited to a period of 3 minutes – **where there is an interested group of objectors or supporters, a spokesperson should be appointed to speak on behalf of the group.**
- **Speakers should restrict their comments to Agenda items only.**
- The Chairman has the right and discretion to control questions and irrelevant points being raised to avoid disruption, repetition and to make best use of the meeting time.
- Speakers are asked not to come forward if their points have already been covered. After the public speaking period has finished the Chairman will reconvene the meeting under standing orders, the consideration of reports will begin and the public will take no further part in the meeting.
- All attendees at the meeting are asked to offer all speakers the courtesy of listening to others' points of view, even if they do not agree with it.
- The Chairman will not tolerate any interruptions from the public and is entitled to exclude people from the meeting if the business of the committee cannot be carried out effectively.

Should anyone have any special needs or require any reasonable adjustments to assist them in making individual contributions, please contact the Clerk in advance on 07532 286713

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

- No prior notification is needed but it would be helpful if you could let Council's Officers know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings.
- This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.
- If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting.
- The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.
- Members of the public exercising their right to speak during Public Question Time, but do not wish to be recorded, need to inform the Chairman who will instruct those taking a recording to cease while they speak.

