

Issue date: Monday 28th January 2019

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Parish Clerk



Broadclyst Parish Council
GROWING OUR COMMUNITY

19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

To: Broadclyst Parish Council Members.

For Information: District and County Ward

Members, Press and Public.

Broadclyst Parish Council Ordinary meeting

Press and Public are welcome to attend.

There is no item 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.

You are hereby summonsed to an Ordinary Council meeting of Broadclyst Parish Council which will be held on **Monday 4th FEBRUARY 2019 at 19:00hrs** in the **Green Room, Victory hall, Broadclyst, EX5 3EE** for the purpose of transacting the following business:

AGENDA

19/16 MEMBERS APOLOGIES	2
19/17 DISCLOSABLE PECUNIARY INTEREST	2
19/18 MINUTES.....	2
19/19 COUNTY and DISTRICT COUNCIL REPORTS.....	2
19/20 NATIONAL TRUST REPORT.....	2
19/21 PUBLIC QUESTIONS	2
19/22 ACCEPTANCE OF REPORTS.....	3
19/23 COUNCIL REPORTS.....	3
i. Clerks report.....	3
ii. Pavilions report.....	3
iii. Neighbourhood Plan report.....	3
iv. Elections Timetable	3
19/24 FINANCE	3
i. Internal Control.....	3
ii. Payment Schedule	3
iii. Community grant	3
iv. Letter of Support.....	3
19/25 GOVERNANCE.....	3
i. Budget monitoring and Variance/Virement report	3
ii. Internal Audit Report.....	3
iii. Investment Report	4
iv. Investment Strategy.....	4
v. Risk Review	4
vi. Financial Regulations	4
vii. Asset Register	4
viii. Segregation of Duties	4
ix. Statement on Internal Control 2018/19	4

19/26 PLANNING.....	4
v. Recent decisions January 2019.....	4
vi. Appeal decisions January 2019:.....	4
vii. Validated applications for consideration:.....	4
19/27 CORRESPONDENCE.....	5
19/28 AGENDA ITEMS FOR NEXT MEETING	5
19/29 CONFIDENTIAL ITEMS	5
19/30 URBAN GRASS CUTTING CONTRACT	5
19/31 STAFFING	5
To note the restructuring of National Pay Scales.....	5
19/32 TO CLOSE THE MEETING.....	5

AGENDA

19/16 MEMBERS APOLOGIES

Apologies: Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk, as it is usual for the grounds upon which apologies are tendered to also be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

19/17 DISCLOSABLE PECUNIARY INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests that are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.

19/18 MINUTES

- i. To receive and resolve to approve as a correct record the minutes of the Full Council meeting on 7th January 2019.
- ii. To receive, note the decisions of, and consider any recommendations in, the draft Minutes of the following meetings: Planning Committee meeting 14th January 2019, Sports Pavilions Management Committee 19th January 2019, Finance Committee meeting 31st January 2019.

Standing Orders will be suspended:

19/19 COUNTY AND DISTRICT COUNCIL REPORTS

- i. To consider matters for / from County Division Members Cllr Bloxham and Randall-Johnson
- ii. To consider matters for / from District Ward Members Cllr Pepper and Rylance

19/20 NATIONAL TRUST REPORT

To receive a report from the National Trust

19/21 PUBLIC QUESTIONS

For Public question time on items on this Agenda for no longer than 15 minutes if required

The meeting will reconvene under Standing Orders

19/22 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.

19/23 COUNCIL REPORTS

- i. **Clerks report**
To receive the Clerks Report for January 2019 and to resolve any recommendations contained within.
- ii. **Pavilions report**
To receive a report from the Pavilions Administrator for January 2019 and to resolve any recommendations contained within.
- iii. **Neighbourhood Plan report**
To receive a report/update for January 2019 from the Neighbourhood Plan Lead Officer.
- iv. **Elections Timetable**
To receive the Election timetable from EDDC

19/24 FINANCE

The Chairman of the Finance Committee to give a brief verbal report following the Council's quarterly Finance Committee meeting which was held on Thursday 31st January 2019.

i. **Internal Control**
The following Internal Control documents to 31.12.2018 to be recommended by the Finance Committee to Council for note/acceptance/approval:
Bank Reconciliation, Cash and Investment Reconciliation; Balance sheet;
Income/Expenditure; Statement of Reserves and Reserves Reconciliation; Investment Report; Unpaid invoices report.

ii. **Payment Schedule**
To resolve to approve the list of payments for January 2019.

iii. **Community grant**
To receive a Community grant application and accompanying Officers report from 1st Pinhoe Scouts for acoustic improvements to the Scout hut.

iv. **Letter of Support**
To receive a request for a letter of support to set-up a 'Repair Café' in Bradninch. (There is no fiscal implication for Broadclyst PC, simply to write a letter of support for this project which will also be of benefit to Broadclyst Parish residents living nearby in the hamlets of Hele, Beare, Budlake and Killerton.)

19/25 GOVERNANCE

The Chairman of the Finance Committee to present the following reports to Council, making recommendations in respect of each document:

- i. Budget monitoring and Variance/Virement report
- ii. Internal Audit Report

- iii. Investment Report
- iv. Investment Strategy
- v. Risk Review
- vi. Financial Regulations
- vii. Asset Register
- viii. Segregation of Duties
- ix. Statement on Internal Control 2018/19

19/26 PLANNING

v. Recent decisions January 2019

The following recent decisions have been announced at the time of publishing this agenda.

Application ref:	Location:	Proposal:	Decision
18/2780/FUL	38 Pinn Hill Exeter EX1 3TQ	Construction of single storey side extension.	Approved
18/2386/AGR	Land North Of Wards Farm (Land At Shutter Water Road) Broadclyst	Agricultural storage building	Approved
18/2547/FUL	Wishford Farm Station Road Broadclyst Exeter EX5 3AR	Change of use of agricultural building to equine use and conversion to 14 stables and 1 tack room, and change of use of farm yard to equine use including construction of sand school for commercial use	Approval with conditions
18/2296/FUL	6 Endsleigh Crescent Blackhorse Exeter EX5 2AW	Construction of two storey side extension	Refused

vi. Appeal decisions January 2019:

To note there have not been any appeal decisions announced in January 2019

vii. Validated applications for consideration:

To discuss validated planning applications received for consultation.

(NB: Planning applications received after publication of this agenda may also be considered)

Application Ref:	Location:	Proposal:
18/2927/FUL	Loxbrook Farm Broadclyst Exeter EX5 3BN	Proposed conversion of barns to holiday lets

Application Ref:	Location:	Proposal:
18/2928/LBC	Loxbrook Farm Broadclyst Exeter EX5 3BN	Proposed conversion of barns to holiday lets
18/2349/FUL	The Coach House Hele Exeter EX5 4PW	Sub-division of existing property into 2 no. dwellings
19/0158/FUL	Meadow View Endsleigh Crescent Blackhorse	First floor annexe over existing garage

19/27 CORRESPONDENCE

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

19/28 AGENDA ITEMS FOR NEXT MEETING

To receive requests for agenda items for consideration when Council next meets.

19/29 CONFIDENTIAL ITEMS

The Chairman to propose Council resolves to move the meeting into Part B (Exclusion of Press and Public) due to the sensitive and contractual nature of agenda items 19/30 and 19/31

19/30 URBAN GRASS CUTTING CONTRACT

- i. To receive the draft Contract for the 2019/20 season
- ii. To note the payment schedule for the 2019/20 season

19/31 STAFFING

To note the restructuring of National Pay Scales

19/32 TO CLOSE THE MEETING

Dated this 28th January 2019

Angie Hurren

Broadclyst Parish Council 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 office in advance on 01392 360269

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 must 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.