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To: Broadclyst Parish Council Members.

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

Broadclyst Parish Council Annual Meeting of the Council

Press and Public are welcome to attend.

There are 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.

You are hereby summonsed to the Annual meeting of the Broadclyst Parish Council 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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AGENDA

22/031 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 retains his post as Chair until the new Chairman is elected (LGA 1972 15(4)); in the event of an equality of votes in the election of Chairman, the person presiding at the meeting has a casting vote in addition to any other vote he may have (LGA 1972; 15 (3))

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

22/032 ELECTION OF VICE CHAIRMAN

Cllr Gent to resign his post as Vice Chairman. The Council shall elect the Broadclyst Parish Council Vice Chairman for 2022/23 (LGA 1972 15(6))

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:** to record Members present and the method / platform by which they are attending
- ii. **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.
- iii. **Vacancies:** To fill two Parish Councillor vacancies by co-option. Each vacancy to be co-opted shall require its own round of voting.
If there are more than two candidates for a vacancy, more than one round of voting is needed, with the candidate with the least amount of votes dropping out, then the remainder must be voted on again until there is a majority vote.
- iv. **Declaration of Office:** the co-opted Member(s) to sign their Declaration of Acceptance of Office and take their seat(s) at the council table. New Members must complete and submitted their Register of Interests to East Devon District Council within 28 days of becoming a Member.

22/034 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.

22/035 MINUTES

To receive, and resolve to approve as a correct record, the draft minutes of the Full Council meeting on 7th March 2022 and extraordinary meeting on 20th April 2022.

Standing Orders will be suspended:

22/036 WARD MEMBERS

i. Broadclyst County Division Members

To consider matters for / from County Division Members Cllrs Bloxham and Randall-Johnson (NB: Due to DCC elections in May, County Members are in purdah)

ii. Broadclyst District Ward Members

To consider matters for / from District Ward Members Cllr Pepper, Rylance and Chamberlain

22/037 NATIONAL TRUST REPORT

To receive a report from the National Trust

22/038 PUBLIC QUESTIONS

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders. (The Chairman reserves the right to restrict this item to no longer than 15 minutes, with a maximum of 3 minutes per item). Please see notes on public speaking during virtual meetings on the last page of this agenda.

The meeting will reconvene under Standing Orders

22/039 ACCEPTANCE OF REPORTS

To accept reports received from stakeholders and to consider any actions arising from any of the public/stakeholder reports received this evening accordingly.

22/040 COUNCIL REPORTS

i. Clerks report

To receive the Clerks Report, incorporating the Food Bank report, and to resolve any recommendations contained within.

ii. Neighbourhood Plan Officer report

To receive a report from the Neighbourhood Plan Officer, and to resolve any recommendations contained within.

22/041 FINANCE

i. Finance Committee Minutes

To receive draft Minutes from the Finance and Governance Committee's meeting on 20th April 2022 as a report.

ii. Financial Reporting: Council accounts to 31.03.2022

To receive and resolve to approve the Council's year-end accounts, including the bank reconciliations, financial statement, and balance sheet to 31st March 2022.

iii. Payment Schedule

To resolve to approve the list of payments for April 2022.

iv. Banking

To review and confirm banking arrangements and bank signatories for 2022/23

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.

ii. Standing Order #5

To receive the Clerks report in relation to business to be transacted at the Council's Annual meeting

iii. Committee Membership

To review Councillor membership of each of its committees, and representation on external bodies

iv. Meeting Schedule

To confirm Council's schedule of meetings for 2022/23

22/043 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

i. Annual Internal Auditor Report

To receive and resolve to accept the Annual Internal Audit (IA) Report 2021/22

ii. Annual Governance Statement

For the Authority to consider 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

iii. Council Accounting Statement for 2021/22

For the Authority to approve Section 2 of the AGAR, Accounting Statements for year-ended 31.03.2022

iv. Exercise of Public Rights

To note 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

Recent decisions in April 2022 are listed in a report in the meeting documents file.

ii. Appeal decisions April 2022:

To note there have been 0 appeal decisions announced since the last meeting.

iii. Planning applications for consultation

(Council may also consider any applications for which notification was received after publication of this agenda)

Application ref:	Location:	Proposal:	Date
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: 09/1107/MOUT in so far as they relate to the proposed hotel</u>	29.05.22
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>	20.05.22

22/045 CORRESPONDENCE

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

22/046 FUTURE AGENDA ITEMS

To receive requests for agenda items for consideration by the Council.

22/047 TO CLOSE THE MEETING

Dated this 29th April 2022

Angie Hurren

Broadclyst Parish Council Clerk & RFO

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

Public speaking during council meetings

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.

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; 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.

Inclusivity

We appreciate meetings are not easy for everybody to attend. Should you have any special needs or require any reasonable adjustments to help you to make individual contributions, please contact the office in advance on 01392 360269. You may submit questions in advance of the meeting by phone or by emailing clerk@broadclyst.org

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.