

BROADCLYST PARISH COUNCIL

ANNUAL MEETING AGENDA

Agenda issue date: Tuesday 9th May 2023

Meeting date: Monday 15th May 2023

Meeting time: commences 19:00hrs

Meeting venue: Westclyst Primary School, Maddick Road, Broadclyst, EX1 3YG

Agenda issued by: Angie Hurren, Clerk and RFO

Signed: *Angie Hurren*

PUBLIC NOTICE OF MEETING

The Annual Meeting of the Council will take place at the above time / venue.

Members of the Press and Public are welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2)

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

NB: There are no matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) in this meeting.

COUNCILLOR SUMMONS

To: Broadclyst Parish Council Members:

Cllrs K Straw (Chairman), Jackson, Massey, Pepper, Rhodes, Taylor, Whitmarsh

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

Members of the Broadclyst Parish Council, you are hereby summonsed to the Annual Meeting of the Broadclyst Parish Council for the purpose of transacting the following business:

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AGENDA

23/034 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.

23/035 ELECTION OF VICE CHAIRMAN

Cllr Gent to resign his post as Vice Chairman. The Council shall elect the Broadclyst Parish Council Vice Chairman for 2023/24 (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.

23/036 MEMBERS

- i. **Present:** to record Members present
- 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. **Declaration of Office:** all Members are required to sign their Declaration of Acceptance of Office before or at this meeting. Failure to do so nullifies their seat.

(NB: It is the responsibility of each Member to complete and submit their Register of Interests to East Devon District Council within 28 days of taking office.)

23/036 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.

23/037 MINUTES

To receive, and resolve to approve as a correct record, the draft minutes of the Full Council meeting on 6th March 2023

Standing Orders will be suspended:

PUBLIC QUESTIONS

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business on this agenda 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 council meetings on the last page of this agenda.

The meeting will reconvene under Standing Orders

23/038 FINANCE (PART ONE)

- i. **Finance Committee Minutes**
To receive draft Minutes from the Finance and Governance Committee's meeting on 27 March 2023 as a report.
- ii. **Financial Reporting: Council accounts to 31.03.2023**
To receive and resolve to approve the Council's year-end accounts, including the bank reconciliations, financial statement, and balance sheet to 31st March 2023.
- iii. **Payment Schedule**
To resolve to approve the list of payments for March, April 2023.

23/039 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

i. Annual Internal Auditor Report

To receive and resolve to accept the Annual Internal Audit (IA) Report 2022/23

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 2023, as informed by the IA report.

iii. Council Accounting Statement for 2022/23

For the Authority to approve Section 2 of the AGAR, Accounting Statements for year-ended 31 March 2023 (informed by Council Accounts and confirmed by IA figures)

iv. Exercise of Public Rights

To note that the period of elector's rights will commence on Monday 5th June 2023 and finish on Friday 14th July 2023. Public notification will be placed on noticeboards and the website.

23/040 VACANT SEAT

- i. **Vacant seat:** To fill one unfilled seat.

The 2023 Broadclyst Parish election had 14 nominations for 15 seats, therefore there remains one vacant seat.

If there are more than two candidates for the vacancy, more than one round of voting is needed, with the candidate with the least number of votes dropping out each time, with the applicants voted on again until there is a majority vote for the last two remaining candidates. The Chairman has two votes: their own vote and in the event of a tie, a casting vote.

The successful candidate to sign their Declaration of Office and take their seat at the Council table.

Standing Orders will be suspended:

NB: to maximise Parish Council meeting time and improve transparency, County and District Members are invited to submit a written report no less than one week in advance of the next Parish Council meeting. The report will be circulated with the document pack which is published on the council website.

23/041 COUNTY DIVISION AND DISTRICT WARD MEMBERS

i. Broadclyst County Division Members

To receive a written report from County Division Members Cllrs Gent and Randall-Johnson

To consider parish matters for Cllrs Gent and Randall-Johnson

ii. Broadclyst District Ward Members

For District Ward Members to introduce themselves to Council.

To consider parish matters for Cllrs Chamberlain, Fernley, and Rylance.

The meeting will reconvene under Standing Orders

23/042 ACCEPTANCE OF REPORTS

To accept reports received from stakeholders and to agree any actions arising from any of the public/stakeholder reports received at this meeting.

23/042 GOVERNANCE.

i. General Power of Competence (GPC)

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, 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.

To confirm Broadclyst Parish Council is eligible to use the GPC for the 2023-2027 Term of Office, 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 and accompanying documents and policies contained within for approval and adoption.

iii. Committee Membership

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

iv. Standing Committee Chairmen

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

v. Meeting Schedule

To confirm Council's schedule of meetings for 2023/24

23/043 COUNCIL REPORTS

i. Deputy Clerks report

To receive the Deputy Clerks Report and to resolve any recommendations contained within.

ii. Neighbourhood Plan Officer report

To receive the Independent Examiners report and a verbal update from the Steering Group via the Chairman as to the status of the Broadclyst Neighbourhood Plan, and to resolve any recommendations moving forward.

23/044 FINANCE (PART TWO)

i. Banking

To review and confirm banking arrangements and bank signatories for 2023/24

ii. Community Grant

To receive a community grant application from the 1st Broadclyst Girl Guides.

iii. Climate Emergency work

To note that a project proposal is being put together that will enable the Council to progress its climate emergency work. Final costings are not available at the time of publishing this agenda. There is budget allocation for this work in 23/24: the motion is to resolve to delegate to the Planning, Environment, and Climate Committee, in conjunction with the Clerk and Finance Chairman, to spend in accordance with budget, ensuring best value and complying with Council's Financial Regulations.

23/045 PLANNING

i. Recent decisions April 2023

Recent decisions in April 2023 are listed in a report in the meeting documents file.

ii. Appeal decisions April 2023:

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
23/0747/MFUL	Land At Pinn Court Farm (Phase 4) Pinncourt Lane	Construction of 45 dwellings (including affordable housing), and all other	Fri 19 May 2023

	Exeter	associated development	
23/0817/FUL	Broadclyst House Broadclyst Devon EX5 3EW	Broadclyst House Broadclyst Devon EX5 3EW	Wed 17 May 2023
23/0912/TRE	Hay House Broadclyst EX5 3JL	T2, Horse Chestnut : Pollard at approximately 13-14m.	Fri 26 May 2023

23/046 CORRESPONDENCE

- i. To receive the correspondence list
- ii. To resolve to action any matters arising from the correspondence list as appropriate.
- iii. Dog waste at Tithebarn/Langaton Lane
 - a) Emails from residents and Scout hut
 - b) Phone call from MOP
 - c) EDDC position on additional dog/waste bins.

23/047 FUTURE AGENDA ITEMS

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

NB: councillors may submit agenda items in writing to the clerk for consideration for inclusion on future council / committee agendas at any time. No less than two weeks' notice is required for inclusion on the next meeting agenda.

23/048 TO CLOSE THE MEETING

**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.