

Agenda issue date: Tuesday 1st October 2024
Meeting date: Monday 7th October 2024
Meeting time: commences 19:00hrs
Meeting venue: Westclyst Primary School, Maddick Rd,
 Westclyst EX1 3YG
Agenda issued by: Angie Hurren, Clerk and RFO
Signed: *Angie Hurren*



To: Broadclyst Parish Council Members.
For Information: District and County Ward Members, Press
 and Public.

Broadclyst Parish Council Ordinary Meeting of the Council

Public Notice of meeting: Press and Public are welcome to attend.
 There are 3 items / part items for discussion or to receive a report that meet criteria for the 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.

Councillor summons: You are hereby summonsed to an Ordinary meeting of the Broadclyst Parish
 Council on **Monday 7th October 2024 at 19:00hrs** at Westclyst Primary School, Maddick Rd, Westclyst
 EX1 3YG for the purpose of transacting the following business:

AGENDA

24/121 Open Meeting; Members Attendance	2
24/122 Disclosable Pecuniary Interest	2
24/123 Minutes	2
24/124 Council Membership	2
24/125 Ward Members Reports	2
i. Broadclyst County Division Members	2
ii. Broadclyst District Ward Members.....	2
24/126 Public Questions	3
24/127 Acceptance of Reports.....	3
24/128 Council Reports.....	3
24/129 Finance and Governance	3
24/130 Planning & Environment.....	3
i. Recent Decisions/ Appeal decisions / TPO update	3
ii. To receive a report on recent decisions in September 2024	3
iii. Planning applications for consultation	3
iv. Local Plan site allocation	3
24/131 Correspondence.....	3
24/132 Future Agenda Items.....	3
24/133 Committee structures	4
23/134 CONFIDENTIAL ITEMS	4
24/135 Carbon Literacy Training Quotes.....	4
24/136 To Close The Meeting	4

AGENDA

24/121 OPEN MEETING; MEMBERS ATTENDANCE

- i. The Chair to open the meeting. Where the Chair is not present, the Vice Chair will act.
- ii. **Attendance:** to record Members present.
- iii. **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 in advance 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.

24/122 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.

24/123 MINUTES

- i. To receive, and resolve to approve as a correct record, the draft minutes of the Ordinary Council meeting on Monday 2nd September 2024.
- ii. To receive draft Planning Committee Minutes from 23rd September and draft Minutes from the Comms Working Group on 19th July as a report.

24/124 COUNCIL MEMBERSHIP

- i. Exclusion of press and public. To propose and resolve to exclude press and public.
Reason: to receive a member-only report from council's advisors.
- ii. To receive a confidential report from Devon Association of Local Councils.
- iii. To resume the meeting with inclusion of press and public.
- iv. To resolve whether to re-run agenda item 24/104iii.
- v. If required (dependant on the resolution made in the previous item), to re-run agenda item 24/104iii, the co-option of **two** new councillors for **two** vacant seats. Applicants for this co-option are restricted to the three people who stood on 2 September.
- vi. To receive and resolve to adopt a co-option policy.
- vii. Separate to items i and ii above, to note that the council has received the CVP4 form from East Devon advising that the seat of former councillor Jason Jackson can now be filled through co-option. The council will receive applications from candidates wishing to be considered for the **one** vacant seat (NB. Although preferable for administrative purposes, there is no requirement to pre-submit a letter of interest/application. Verbal applications to be co-opted as a councillor will also be accepted on the night.)
- viii. To co-opt **one** Member to fill **one** vacant seat. Once co-opted, the successful applicant may join the council table and take full part in the meeting, though it is respectfully suggested they refrain from voting on matters which they do not have the benefit of background knowledge.

24/125 WARD MEMBERS REPORTS

i. **Broadclyst County Division Members**

To receive a written report from Cllr Randall-Johnson.

To consider matters for / from County Division Members Cllrs Gent and Randall-Johnson.

ii. **Broadclyst District Ward Members**

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

24/126 PUBLIC QUESTIONS

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, in accordance with Standing Orders 3e-k. The Chair 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 meetings on the last page of this agenda.

24/127 ACCEPTANCE OF REPORTS

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

24/128 COUNCIL REPORTS

i. Clerks Report

To receive a report from the Clerk, and to resolve any recommendations contained within.

ii. Assistant Clerk Report

To receive a report from the Assistant Clerk, and to resolve any recommendations contained within.

iii. Community Connector Report

To receive a report from the Community Connector, and to resolve any recommendations contained within.

24/129 FINANCE AND GOVERNANCE

- i. Accounts.** To receive and approve the accounts for June, July, and August (financial statement, bank rec, balance sheet).
- ii. Payment Schedules**
To receive and approve payment schedules for June, July, August, and September.
- iii. Community Grant.**
To receive a community grant from the VIP's.

24/130 PLANNING & ENVIRONMENT

- i. Recent Decisions/ Appeal decisions / TPO update**
To note there have been 0 appeal decisions announced since the last meeting.
- ii. To receive a report on recent decisions in September 2024**
- iii. Planning applications for consultation**

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

iv. Local Plan site allocation.

To receive a report from the clerk regarding representations to the Strategic Planning committee regarding potential sites for allocation in the emerging Local Plan and the outcomes of each site at Committee. (NB, a written summary is provided in the Clerks Report and draft Planning Committee Minutes above).

24/131 CORRESPONDENCE

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

24/132 FUTURE AGENDA ITEMS

To receive requests for agenda items for consideration by the Council

24/133 COMMITTEE STRUCTURES

- i. Exclusion of press and public. To propose and resolve to exclude press and public.
Reason: to receive a member-only report from council's advisors.
- ii. To receive a confidential report from Devon Association of Local Councils on committee structures.
- iii. To resume the meeting with inclusion of press and public.
- iv. To note that the council's Standing Committees are: Finance & Governance; Planning & Environment; and Staffing.
- v. To agree structures for: Traffic, Comms, Youth, Events (incorporating Fun Day).
- vi. To appoint new councillors to Standing and Advisory committees

23/134 CONFIDENTIAL ITEMS

To resolve 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 item.

Reason: commercially sensitive

24/135 CARBON LITERACY TRAINING QUOTES

To receive anonymised quotes for different options for Carbon Literacy Training (further to Cllr Gent's previous motion) and to identify/resolve to approve a trainer.

24/136 TO CLOSE THE MEETING

Dated this 01.10.2024.

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 invite questions from members of the Press and Public on items contained within this Agenda in accordance with Standing Orders 3e-k.

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.