Members present: Cllr Baker, Bromley, Francis, Gent, Massey, Pepper, Rylance, Staddon, Waldron.

In attendance: Clerk, Deputy Clerk.

Members of public: 0

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Minutes

Press and Public were welcome to attend.

The Annual Council meeting of Broadclyst Parish Council was held on Tuesday 8th May 2018 at 19:00hrs in the Wiltshire Room, Victory Hall, Broadclyst at which the following business was transacted:

Minutes Index

There were no matters of a confidential nature for discussion under Part B (exclusion of press and public)

MINUTES (Draft)

18/70 ELECTION OF CHAIRMAN

Cllr Pepper resigned his post as 17/18 Chairman
Nominations for Chairman were invited; Cllr Pepper indicated his willingness to stand.
RESOLUTION: with the vote of 6:0 it was therefore declared Cllr Pepper elected as Chairman for 2018/19
The Chairman signed the Declaration of Acceptance of Office.

18/71 ELECTION OF VICE CHAIRMAN

Cllr Massey resigned his post as 17/18 Vice Chairman
RESOLUTION: Cllr Massey indicated his willingness to be re-elected as the Broadclyst Parish Council Vice Chairman 2018/19 (LGA 1972 15(6).) Cllr Massey was the only applicant for the post. The Council were unanimous in vote.

18/72 APOLOGIES

Council resolved to accept apologies from Cllr Lock, Cllr Woolacott, Cllr Jackson, Apologies due to work commitments.

18/73 DISCLOSABLE PECUNIARY INTEREST

There were no pecuniary interest declared at the meeting.

18/74 MINUTES

RESOLUTION: It was proposed by Cllr Gent to accept the Minutes of the full Council Meeting held on 3rd April 2018 as a correct record of decisions taken. The proposal was seconded by Cllr Bromley. Council was unanimous in agreement.

18/75 CO-OPTION

Cllr Gent proposed to co-opt Mr Scott Waldron as a Local Councillor for Broadclyst Parish Council. Seconded by Cllr Rylance and all unanimously agreed.

Standing Orders will be suspended:

18/76 DISTRICT COUNCIL REPORTS

There was a brief verbal report from Cllr Pepper. EDDC Committee memberships which will be confirmed after EDDC's Annual meeting on 16th May2018. Cllr Diviani has been replaced as the leader of the Conservative Group by Cllr Ian Thomas. He will remain the leader of the council however until the Annual Council Meeting on May 16. Cllr Philip Skinner has secured the post of Deputy Leader.

18/77 COUNTY REPORTS

There was no report from County Division Members Cllr Bloxham and Randall-Johnson.

18/78 NATIONAL TRUST REPORT

There was no report from the National Trust.

18/79 PUBLIC QUESTIONS

There were no public questions. Within the Council: Cllr Gent would like to express his and Cllr Rylance thanks to the Broadclyst Primary school and Clyst Vale Community College for all their help with the Broadclyst Twining event. Both Cllrs will draft a thank you letter on behalf of the Council. Cllr Rylance is owed huge thanks for all her hard work.

The meeting will reconvene under Standing Orders

18/80 ACCEPTANCE OF REPORTS

The matters arising from any of the public/stakeholder reports received this evening are hereby noted.

18/81 COUNCIL REPORTS

i. The Clerks Report for April 2018 was received and the following resolutions were made:

   a. to note and adopt updated RA's for Fun Day and the Rainbows Community Litter pick.

   b. to note that it has been clarified that Council's insurance policy provides cover in respect of these two events without any additional cover or premium being required

   c. to note that the allotments layout now meets all the criteria we requested.

   d. to buy a tablet on which to run the play inspection software, with delegation to Cllr Massey and the Clerk to source a suitable operating system (if Council's existing tablets do not run the software)

ii. **Pavilions Report**

The Pavilions Administrators report for April 2018 was received. It was proposed by Cllr Gent to accept the report; seconded by Cllr Staddon and unanimously agreed.

iii. **Neighbourhood Plan report**

Council received a report from the Neighbourhood Plan Officer, containing a recommendation that "Council acknowledges that land coming forward in the Neighbourhood Plan is varied, and that it is centred on addressing diverse community needs, and in developing the Parish in a way that benefits its' community."

It was proposed by Cllr Bromley that the recommendation be agreed; seconded Cllr Massey, and unanimously agreed.

18/82 FINANCE

i. **Bank Reconciliation**
Council received the Bank Reconciliations to 31st March 2018: Account 1 £6,750.67; Account 2 £119,679.49. All council's accounts reconcile.
RESOLUTION: It was proposed by Cllr Massey to ratify the bank reconciliation, seconded by Cllr baker. Unanimously agreed.

ii. **Financial Statement**
The financial statement and balance sheet to 31st March 2018 were received.
Total Income to year end: £304,345; Total Expenditure to year end: £247,712
Balance Sheet figures:
Current Assets: Debtors £250; VAT control £2,280; BPC Account 1 £6,751; BPC Account 2 £119,679; Total £128,960
Current Liabilities: Creditors £300; Accruals £0.
Total Assets less Liabilities: £128,660
Represented by: General res £57,554; EM Res £71,106; Total £128,660
RESOLUTION: It was proposed by Cllr Massey and seconded by Cllr Gent to resolve to approve the Council's financial statement to 31.03.2018. Unanimously agreed.

iii. **Payment Schedule**
RESOLUTION: It was proposed by Cllr Baker to approve the payment schedule for March 2018 for £37,806.51 seconded by Cllr Massey.

iv. **Banking**
Council reviewed its' banking arrangements and bank signatories for 2018/19.
RESOLUTION: It was proposed by Cllr Gent that the Council holds its accounts with Lloyds Bank, with the following signatories: Cllrs Bromley, Massey, Pepper, Wollacott. The proposal was seconded by Cllr Baker and unanimously agreed.

v. **Insurance**
Council's insurance policy and 3-year long-term agreement expires on 8th June 2018; receipt of quotes for renewal has been delayed due to a power outage at the brokers.
RESOLUTION: It was proposed by Cllr Staddon to delegate processing renewal quotes for Council's insurance policy to the Clerk, with an upper limit of no more than £2,500. It was further proposed by Cllr Staddon that Council enters a 3-year long term agreement if doing so further reduces the premium. These proposals were seconded by Cllr Baker and unanimously agreed.

18/83 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:
a. that at least two-thirds of Members were elected at the most recent ordinary

elections (whether contested or not)
b. that the Clerk to the Council holds a recognised sector-specific qualification.
Broadclyst Parish Council continues to meet both criteria, therefore the motion is to resolve Council is eligible to use the GPC in 2018/19, and payments will be made using the GPC as a Power of First Resort.
RESOLUTION: It was proposed by Cllr Pepper that Broadclyst Parish Council meets the criteria and is eligible to continue to use GPC in 2018/19. The proposal was seconded by Cllr Gent and all Members were unanimous in their agreement. All payments in 2018/19 will be made using the General Power of Competence.

ii. **Internal Audit**
The second and final part of Council's Internal Audit for the 2017/18 financial year was carried out on 25th April 2018. There were no actions arising from the second Audit; Council has received a clean audit. The Auditor completed
RESOLUTION: It was proposed by Cllr Staddon to receive and accept the Internal Audits for 2017/18. The proposal was seconded by Cllr Gent and all Members unanimous in their agreement.

iii. Exercise of public rights
It was noted that the period of elector's rights will commence on 4th June 2018 and finish on 13th July 2018 as per the resolution made on 3rd April 2018, Minute ref 18/64i as part of the Clerks report. Notification will be placed on the central noticeboard and website. It was proposed to accept the Exercise of Public Rights by Cllr Staddon and seconded by Cllr Gent. With all Members unanimously agreeing.

18/84 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

i. **Annual Governance Statement**
The Authority considered and responded "Yes" to the assertions as set out in the Annual Governance Statement with respect to the Accounting Statements for the year ended 31 March 2018

It was proposed by Cllr Baker to note YES to all assertions within the Annual Governance Statement. Seconded by Cllr Gent with all Members unanimous in their agreement.

ii. **Approval of Council's Accounts for 2017/18**
RESOULTION: It was proposed by Cllr Staddon to accept and approve the Council's accounts for the financial year ending 31.03.2018. Proposal was seconded by Cllr Massey. All Members unanimous in their agreement.

Cllrs Rylance (Twinning visit), Baker (illness), and Massey (other engagement) left the meeting.

18/85 COMMITTEE MEMBERSHIP AND EXTERNAL REPRESENTATION

i. To review Councillor Membership of each of its Committees
ii. To confirm Council representation on external bodies
RESOULTION: Council all agreed to defer this item to June 4th meeting.

18/86 PLANNING

i. Planning Decisions:

To note the following planning decisions made by the Local Planning Authority in April 18:

Application ref:	Location:	Proposal:	Decision:
18/0554/FUL	Goulds Farm Westwood Broadclyst EX5 3DL	Construction of agricultural building	Approval with conditions
18/0492/FUL	Sutherlake Broadclyst Exeter EX5 3BL	Construction of detached two storey outbuilding.	Approval with conditions

ii. Appeal decisions April 18:

To note there have been no appeal decision announced in April 2018

iii. Validated applications:

To discuss the following validated planning applications

Application ref:	Location:	Proposal with link	Decision
18/0943/FUL	3 Pound Wall Broadclyst Exeter Devon EX5 3EB	Construction of detached outbuilding (revised scheme to 17/3020/FUL)	Council wish to make no comment.
18/0863/FUL	8 Tower View Broadclyst Exeter EX5 3AG	Construction of single storey extension to existing porch	Supported

18/87 CORRESPONDENCE

i. To April 2018 correspondence list was received. Proposed by Cllr Bromley and seconded by Cllr Francis. All members unanimously agreed.

ii. There were no matters arising from the correspondence list.

18/88 AGENDA 4 JUNE 2018

The following was noted for 4th June 2018:

- Committees and external agencies
- Conditions for the primary school planning consents

18/89 CLOSE OF MEETING

The meeting closed at 8.pm.

Signed: Print: Date:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST