Broadclyst Parish Council
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Attendance register:
Chairman (retiring) Cllr Massey
Chairman (elected) Cllr Massey
Members present: Cllrs Baker, Chamberlain, Francis, Gent, Pepper, Rhodes, Rylance, K Straw, L Straw, Staddon, Waldron.
In attendance: Clerk, Deputy Clerk, NP Officer
Also Present: Phillip Smart
MOP: 6

Broadclyst Parish Council

Annual Meeting of the Council

Press and Public were welcome to attend.
There were 2 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.

The Annual meeting of the Broadclyst Parish Council was held on **Tuesday 4th May 2021** at **19:00hrs** for the purpose of transacting the following business:

MINUTES

MINUTES

21/064 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))

PROPOSAL: Cllr Rylance proposed Cllr Massey as Chairman for 2021/22. This proposal was seconded by Cllr Staddon. All Members were in agreement.
RESOLUTION: That Cllr Massey be elected as Chairman for 2021/22.
The Chairman must sign the Acceptance of Office form in the presence of the Proper Officer[1]. This must be at the meeting at which he is elected[2] unless the Council permits signing at a later meeting fixed by the Council[3].
Resolution: It was proposed by Cllr K Straw that the council permits the Chairman to sign the Acceptance of Office form in the presence of a member of the council or of the proper officer of the council and deliver to the council a declaration of acceptance of office in a form prescribed by an order made by the Secretary of State. This was seconded by Cllr Baker and unanimously agreed.

21/065 ELECTION OF VICE CHAIRMAN

Cllr Gent resigned his post as 2019/20 & 2020/21 Vice Chairman. Cllr Massey requested nominations for Vice Chairman, 2 nominations were proposed, however only one was able to be progressed (not seconded).
PROPOSAL: Cllr Gent was proposed by Cllr Staddon, seconded Cllr Rylance. Majority vote (6 in favour, 2 abstentions, 0 objections).
RESOLUTION: That Cllr Gent is elected as Vice Chair for 2021/22.

21/066 MEMBERS

i. **Present:** Members present and the method / platform by which they are attending are recorded on the previous page.
ii. **Apologies:** Council agreed to accept apologies from Cllr Gent, Harris, and Jackson.

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[1] LGA 1972 83(3)
[2] LGA 1972 83(4)
[3] LGA 1972 83(4)(c)

21/067 DISCLOSABLE PECUNIARY INTEREST
The Chairman reminded Members to keep their Register of Interests up to date.

21/068 MINUTES
The Council received draft minutes of the Full Council meeting on 6th April 2021 9updated prior to the meeting).
PROPOSAL: It was proposed by Cllr K Straw to accept the updated draft Minutes, this was seconded by Cllr L Straw, and unanimously agreed.
RESOLVED: That the updated draft Minutes of 6th April 2021 be adopted as a correct record.

NB: The Chairman brought forward approval of Council's accounts (21/074i) and approval of the Council's IA report and AGAR (21/076) to this point to ensure this business was transacted whilst Council was quorate, and Members had reliable internet connections. For the sake of clarity, the Minutes record the consecutive numerical reference rather than the agenda 'running order'.

Standing Orders were suspended:

21/069 WARD MEMBERS

i. Broadclyst County Division Members

There were no matters for / from County Division Members Cllrs Bloxham and Randall-Johnson (NB: Due to DCC elections in May, County Members are in purdah). Cllr Bloxham is not standing for election; it was agreed that the Clerk writes to him to thank him for his work for the community.

ii. Broadclyst District Ward Members

District Ward Members Cllr Pepper, Rylance and Chamberlain were in attendance. Vaccinations are being offered to people who did not fall into the first 10 groups. The vaccination centre at Westpoint is being relocated to Greendale Business Park.
Preparations for the New Local Plan are still moving forward, with representations being processed.

21/070 NATIONAL TRUST REPORT
The Council received a report from Phillip Smart, General Manager of Killerton, National Trust. Income has been significantly impacted by Covid (losses of c.£200m), resulting in changes in the organisation and restructuring of staff. External contractors and Property Managers are being utilised to continue the level of service to tenants.
The Let Estate turnover has been slower than usual due to Covid. The house will be reopening on 17th May with a pre-booking system to remain Covid-secure. Staff have returned from furlough, which is good to see.
Going forward, there will be less resources as an organisation, resulting in less ability to do things, however Killerton remains committed to such things as the Chapel Conservation project. The estate has received a DEFRA Heritage Lottery Fund Green Recovery Award of c.£800k to help with flood management of the flood plain between Ellerhayes and Columbjohn. Other projects include restoration of ancient woodlands within the estate, as well as new tree planting at Burrowton and Ashclyst Farm (18 hectares; 25,000 trees) to address the impact of climate change; the potential to link with the community to help with planting will be explored.

21/071 PUBLIC QUESTIONS
The Chairman invited questions consider requests from members of the public. Thanks were given for the work of the Council over the last year, especially the food bank and tree planting. Climate change and the Council's Plan to set out how it will respond to the Climate emergency was

discussed. Councils work and its operational decisions are influenced by how we can reduce the Council's carbon footprint and climate impact.

The meeting reconvened under Standing Orders

21/072 ACCEPTANCE OF REPORTS

It was proposed by Cllr K Straw that the Council accept reports received above, this was seconded by Cllr L Straw with all in favour.

21/073 COUNCIL REPORTS

i. **Deputy Clerks report**

It was proposed by Cllr K Straw that the Council accept the Deputy Clerks report for April 2021, this was seconded by Cllr L Straw with all in favour.

ii. **Clerks / Food Bank report**

Recommendation 1 For Council to seek to recoup an appropriate proportion of the cost of repair through the courts.

PROPOSAL: It was proposed by Cllr Chamberlain to proceed with the above recommendation with the help of Cllr K Straw, this was seconded by Cllr K Straw and unanimously agreed.
RESOLUTION: That the cost of repair is recouped through the courts.

Recommendation 2 & 3 were noted by Council

Recommendation 4 For the Council to resolve to approve the emergency unbudgeted expenditure.

PROPOSAL: It was proposed by Cllr K Straw to approve the emergency unbudgeted expenditure. This was seconded by Cllr Rhodes and unanimously agreed.
RESOLUTION: the emergency unbudgeted expenditure to go ahead. Details in Part B)

iii. Neighbourhood Plan Officer report

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

PROPOSAL: It was proposed by Cllr Massey to accept the report and to note the recommendations contained within the report. This was seconded by Cllr Rylance with 2 abstentions and a majority vote.
RESOLUTION: That the Neighbourhood Plan report is accepted by council

21/074 FINANCE

i. **Financial Reporting: Council accounts to 31.03.2021**

The Council received the Council's year-end accounts, including the bank reconciliations, financial statement, and balance sheet to 31st March 2021.
PROPOSAL: It was proposed by Cllr Massey that the Council approves the Accounts to 31.03.2021. This was seconded Cllr Rylance and unanimously accepted.
RESOLUTION: That the Council approves the draft accounts.

ii. **Payment Schedule**

The Council received the list of payments for April 2021 for approval.
PROPOSAL: It was proposed by Cllr L Straw to approve the payment schedule for April 2021. This was seconded by Cllr Rhodes, with all in favour.
RESOLUTION: That the Council approves the April 2021 payment schedule.

iii. Banking

Council reviewed the banking arrangements for 2021/2022. There were no changes.

21/075 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 2021/22, and payments will be made using the GPC as a Power of First Resort.
PROPOSAL: It was proposed by Cllr Massey that Broadclyst Parish Council do meet the eligibility criteria to use GPC as a Power of First Resort in 2021/2022. This was seconded by Cllr Pepper, with all in favour.
RESOLUTION: That Broadclyst Parish Council can use GPC for 2021/2022

ii. Standing Order #5

The Council received a report containing business for review at the Annual meeting as set out in Standing Order #5.

RESOLUTION: It was proposed by Cllr Gent, seconded by Cllr Pepper to accept the report, with all in agreement.

iii. Committee Membership

The Council reviewed Councillor membership of each of its committees and representation on external bodies. The following was agreed:

- **Finance & Governance Committee**: Cllr K. Straw, Jackson, Pepper, Rhodes, Staddon, and Waldron.
- **Planning Committee**: Cllr Baker, Chamberlain, Massey, Pepper, Rhodes, Rylance, and L. Straw.
- **Emergency Planning Committee**: Cllr Chamberlain, Gent, Massey, Pepper, and Rylance.
- **Staffing Committee**: Cllr Chamberlain, Jackson, Massey, Pepper, Rylance, and Staddon and K. Straw
- **Communications Committee**: Cllr Baker, Gent, and L. Straw.
- **Funday Committee**: Cllr Chamberlain, Pepper, and Waldron.
- **Traffic Committee**: Cllr Baker, Gent, Jackson, L. Straw, K. Straw, and Cllr Waldron.
- **Youth Committee**: Cllr Pepper, L. Straw and Cllr K. Straw.
- **Sports Pavilion Committee**: Cllr Gent and Pepper.

Representation on external bodies:

- **Broadclyst Allotment**: Cllr Chamberlain.
- **Broadclyst in Need**: Cllr Jackson and Cllr Pepper.

- **Twinning Association**: Cllr Gent and Rylance.
- **VIP's:** Cllr Chamberlain.
- **Local Action Group:** (LAG): Vacancy
- **Airport Consultative Committee:** Cllr Rylance and Staddon
- **Victory Hall Management Committee:** Cllr Vacancy
- **Skypark Liaison Group:** Clerk, Deputy Clerk, Chairman

iv. Meeting Schedule

Council's schedule of meetings for 2021/22 was confirmed.

v. Delegated Operating

Legislation to permit virtual platforms for Council meetings expires on 6th May 2021. At the time of publishing this agenda, it is not clear how Council may meet in a way that complies with Schedule 12 of the LGA 1972 and current Covid restrictions[4].
PROPOSAL: It was proposed by Cllr K Straw that the Council instates operational delegation to the Clerk and Officers as set out in Council's approved Scheme of Delegation until such time as the Council can meet in accordance with Covid regulations.

21/076 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

i. Annual Internal Auditor Report

The Council received the Annual Internal Audit Report 2020/21.
Proposal: It was proposed by Cllr K Straw that the Annual Internal Auditor's report be approved, seconded by Cllr Pepper and unanimously agreed.
RESOLVED: that the Council accepts the Annual Internal Auditors report, which completes page 3 of the Annual Governance and Accountability Report (AGAR) 2020/21.

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 2021. The Chairman and Clerk signed page 4 of the AGAR form.

iii. Council Accounting Statement for 2020/21

For the Authority to approve Section 2 of the AGAR, Accounting Statements for year-ended 31.03.2021

iv. Exercise of Public Rights

To note that the period of elector's rights will commence on Monday 14th June 2021 and finish on 23rd July 2021. Notification will be placed on the village noticeboard and website.

21/077 PLANNING

i. Planning Committee Minutes

The Council received draft minutes of the Planning Committee meeting on 29th April 2021
PROPOSAL: It was proposed by Cllr Massey to accept the draft Minutes, this was seconded by Cllr L Straw, and unanimously agreed.
RESOLVED: That the updated draft Minutes of 6th April 2021 be adopted as a correct record.
To receive draft Minutes from 29.04.2021 as a report

ii. Recent decisions April 2021

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

[4] The result of a legal case to clarify wording in the Local Government Act 1972 is expected imminently.

Application ref:	Location:	Proposal:	Decision
21/0743/FUL	55 Hawkins Road Exeter Devon EX1 3UW	Retention of boundary treatment exceeding 2 metres in height	Approved
21/0742/FUL	57 Hawkins Road Exeter Devon EX1 3UW	Retention of trellis on top of existing fence	Approved

iii. **Appeal decisions April 2021:**
It was noted there have been 0 appeal decisions announced since the last meeting.

21/078 DOGS ON LEADS (ENFORCEMENT OF PSPO) MOTION

i. Council received a report from Cllr Liz Straw regarding dogs on leads for the recreation field.
ii. To consider and determine recommendations contained within.

Recommendation:

- that the Parish Council requests EDDC to enforce its dogs on leads order for the Holly Close recreation field from June 1st 2021 and to erect signs around the park highlighting this Order
- that the Parish Council also erects warning signage and publicises on its social media feeds and website that this Order will be enforced from 1st June 2021
- that the Parish Council continues to provide dog waste bags on the recreation ground.

PROPOSAL: It was proposed by Cllr L Straw to accept the recommendations contained within the report, this was seconded by Cllr K Straw, 1 Against, 1 Abstention. Carried with a majority vote.
RESOLVED: That the recommendations above are carried out for the 1st June 2021

21/079 CORRESPONDENCE

i. The Council received the correspondence list for the month of April
ii. There were no actions arising from the correspondence list.

21/080 FUTURE AGENDA ITEMS

The following requests for agenda items were received for consideration by the Council.

i. Traffic report for Townend
ii. Comms Committee

21/081 PART B

The Chairman proposed that the meeting moves into Part B (exclusion of press and public) as the next items for discussion contains matters of a sensitive, confidential, and/or contractual detail.

PROPOSAL: It was proposed by Cllr Massey to move into Part B of the meeting to discuss confidential matters, this was seconded by Cllr Baker, carried with a majority vote.
RESOLVED: That the meeting moved into Part B with the exclusion of the press and members of the public.

21/082 SECURITY AT PAVILIONS

To receive a quote detailing an intruder alert alarm system for the Pavilions.

PROPOSAL: It was proposed by Cllr K Straw to go ahead with the installation of the new intruder alarm for the Pavilions, this was seconded by Cllr Baker, carried with a majority vote.
RESOLVED: That the installation of the new intruder alarm for the Pavilions with the funding coming out of General Reserves.

21/083 PREFERRED SUPPLIER/ CONTRACTOR
To resolve to update the Councils Preferred Supplier/Contractor list re CCTV / security provider.

PROPOSAL: It was proposed by Cllr K Straw to update the Councils Preferred Supplier/Contractor list re CCTV / security provider, this was seconded by Cllr Massey, with all in favour
RESOLVED: That the Councils Preferred Supplier/Contractor list re CCTV / security provider is updated.

21/084 TO CLOSE THE MEETING
Meeting closed at 20:57hrs

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST