Mrs Angie Hurren, BEM, BA, FSLCC.
Broadclyst Parish Clerk & RFO

Broadclyst Parish Council
19 New Buildings
Broadclyst
Exeter
EX5 3EX

BROADCLYST PARISH COUNCIL

15th May 2023

ANNUAL MEETING MINUTES (ratified)

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

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

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

Members of the Broadclyst Parish Council were summonsed to the Annual Meeting of the Broadclyst Parish Council on 15th May 2023 where the following business was transacted:

MINUTES INDEX

MINUTES

23/034 Election Of Chairman

Cllr Massey called for expressions of interest for Chair, of which there were none. He indicated his willingness to stand.
Proposal: It was proposed by Cllr K Straw that Cllr Massey be elected Chair for 2023/24. This was seconded by Cllr Taylor.
Vote: unanimously supported
Resolved: That Cllr Henry Massey be elected Chair for 2023/24.
The Chairman signed the Declaration of Acceptance of Office before continuing the meeting.

23/035 Election Of Vice Chairman

Cllr Massey called for expressions of interest for Vice Chair.

Proposal: Cllr K Straw was proposed by Cllr L Straw, not seconded.
Vote: not majority, not carried.

Second proposal: Cllr Taylor was proposed by Cllr Pepper
Vote: majority vote. Motion carried.
Resolved: That Cllr Taylor be elected Vice Chair for 2023/24.

There is no legislative requirement for the Vice Chairman to sign a Declaration of Acceptance of Office, however Broadclyst Parish Council traditionally adopted this as good practice. Cllr Taylor signed his Declaration of Acceptance of Office.

23/036 Members

i. **Present:** Members present were recorded as: Cllrs Chamberlain, Coton, Fernley, Jackson, Massey, Pepper, Rhodes, Rylance, K Straw, L Straw, Taylor, Waldron, Whitmarsh.
ii. **Apologies:** Members resolved to accept apologies from Cllr Gent.
iii. **Declaration of Office:** it was noted that all Members had signed their Declaration of Acceptance of Office before the commencement of this meeting.

23/036 Disclosable Pecuniary Interest

It was noted that 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. (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.)

23/037 MINUTES

The Council received, and resolve to approve as a correct record, the draft minutes of the Full Council meeting on 6th March 2023
Proposed Cllr K Straw, seconded by Cllr Jackson to approve the draft Minutes as a correct record.
Vote: Unanimously supported.
Resolved: that the draft Minutes from 6th March 2023 be approved as a correct record of the meeting.

Standing Orders were suspended:

PUBLIC QUESTIONS

Cllr Coton expressed his thanks for the bus stop along Tithebarn Way. It was noted that there is an issue with litter from people waiting for / alighting from the bus.

The meeting reconvened under Standing Orders

23/038 FINANCE (PART ONE)

i. **Finance Committee Minutes**
The Council received draft Minutes from the Finance and Governance Committee's meeting on 27 March 2023 as a report.
Proposed: by Cllr K Straw, seconded Cllr Jackson to approve the draft Minutes as a correct record.
Vote**:** Unanimously supported.
Resolved: that the draft Finance Committee Minutes from 27th March 2023 be accepted 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.
Proposed: by Cllr Jackson, seconded by Cllr Rhodes to approve the **Council's year-end accounts to 31 March 2023.**
Vote: Majority vote (3 abstentions).
Resolved: that the Council's year-end accounts, including the bank reconciliations, financial statement, and balance sheet to 31st March 2023 be approved.

iii. **Payment Schedule**
The Council received the list of payments for March and April 2023 for approval. It was noted that all payments are within budget and within delegated spend limits. A query was raised re the purchase of a stainless-steel table for the foodbank. It was noted that the cost had been calculated from an average cost of 4 other similar tables at auction and was within the clerk's delegated operation and spend limits.
Proposed: Cllr Jackson, seconded Cllr Whitmarsh to approve the payment schedules.
Vote**:** 1 Abstention**,** Majority supported.
Resolved: that the payment schedules for March and April 2023 be approved.

23/039 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

i. Annual Internal Auditor Report

The Council received the Annual Internal Audit (IA) Report for 2022/23. It was noted that

there was one minor procedural point relating to procurement process of additional bus shelters, otherwise there were no issues recorded and no actions arising from the IA report to be addressed. The Finance Chairman recorded his thanks to the clerk for her work as Responsible Finance Officer (RFO).
Proposed: by Cllr Eleanor, seconded by Cllr Jackson to approve the Annual Internal Audit (IA) Report for 2022/23.
Vote: Unanimously supported.
Resolved: that the Annual Internal Audit (IA) Report for 2022/23 be accepted.

ii. **Annual Governance Statement 2022/23**

The Authority considered and responded to the Annual Governance Statement assertions as set out in Section 1 of the AGAR for the year ended 31 March 2023, informed by the IA report and by council's internal control and operational processes. 'Yes' responses were given to assertions 1-8; assertion 9 is N/A as it relates to trust funds.

Proposed: by Cllr Whitmarsh proposed that the council confirms its responses to the assertions were correct to the best of its knowledge. This was seconded by Cllr Jackson.

Vote: 1 Abstention, rest of council agreed.

Resolved: that the completed Annual Governance Statement 2022/23 be agreed as correct. The Chairman and Clerk signed Section 1 of the Annual Governance and Accountability Return 2022/23.

iii. **Council Accounting Statement for 2022/23**

The Authority considered figures from the unaudited accounts to 31.03.2023, as agreed by the Internal Auditor, for Section 2 of the AGAR, Accounting Statements for year-ended 31 March 2023. The RFO explained that the value of fixed assets as at 31.03.2022 (previous year) had been restates as it had come to light during the year that the value of old IT assets removed from the register during 21/22 had not been deducted from the column totals. This oversight has been corrected, and so the box 9 figure for 21/22 restated accordingly.
It was further noted that when this oversight was identified, the RFO arranged (in agreement with the Finance Chairman) for asset management software be installed for 23/24 to mitigate the risk of excel formula errors reoccurring. The Council was satisfied that this error was corrected and that any resulting risk had been managed accordingly.
Proposed: by Cllr Whitmarsh that the council resolves that the figures on the Accounting Statement from the unaudited accounts are correct, this was seconded by Cllr Jackson.
Vote: 1 Abstention, rest of council agreed.
Resolved: that Section 2 of the 2022/23 AGAR, the Accounting Statement, is correct to the best of the council's knowledge. The Chairman signed Section 2 of the Annual Governance and Accountability Return 2022/23.

iv. **Exercise of Public Rights**

It was noted 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:** providing it is quorate, election legislation (Representation of the People Act 1985 and the Local Government Act,1972) permits the council to fill any unfilled seat within 35 days of the election without the need for further advertisement. After such time, a Casual Vacancy exists, and the seat can be filled by co-option following proper notice.
The 2023 Broadclyst Parish election had 14 nominations for 15 seats, therefore there has one vacant seat.

One member of public who was present indicated their wish to join; another member of public had also indicated their wish but was not present.
Motion: it was moved by Cllr K Straw that the council defers filling the vacant seat until July, to allow the council to advertise what will then be a casual vacancy in order to attract a larger pool of applications.
Vote: 4 in favour, none against. Majority vote, motion carried.
Resolved: That the vacant seat remain unfilled at this meeting, with a Casual Vacancy being advertised and filled by co-option in due course following advertisement.

Standing Orders were suspended:

23/041 County Division and District Ward Members

i. Broadclyst County Division Members

There was no written report from County Division Members Cllrs Gent and Randall-Johnson
Cllrs Gent and Randall-Johnson continue to work with the clerk on county-related parish matters including highways.

ii. Broadclyst District Ward Members

The three District Ward Members for 2023-27, Cllrs Chamberlain, Fernley, and Rylance, introduced themselves to Council. Cllr K Straw congratulated the three new District Members on their election.
It was noted that parish matters for Cllrs Chamberlain, Fernley, and Rylance can be raised directly to them or passed via the clerk.

The meeting reconvened under Standing Orders

23/042 Acceptance Of Reports

There were no reports received at this meeting.

23/042 Governance.

i. General Power of Competence (GPC)

The Chairman invited the Clerk to explain this item of business to new council members and refresh former members. 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.

Resolution: It was unanimously confirmed that Broadclyst Parish Council is eligible to use the General Power of Competence (GPC) for the 2023-2027 Term of Office, and that all payments will be made using the GPC as a Power of First Resort.

ii. Standing Order #5

The council received the Clerks report that listed business to be transacted at the Council's Annual meeting, with links to accompanying documents and policies contained within for approval and adoption. The new social media policy was discussed

and held for further minor tweaking.
Proposal: It was proposed by Cllr Massey that all documents and policies listed, with the exception of the social media policy, be adopted by the council. This was seconded by Cllr Jackson
Vote: unanimously supported
Resolved: That other than the social media policy, all draft documents and policies listed in Standing Order 5 be adopted.

iii. Committee Membership

Councillor membership of each of its committees, and representation on external bodies as agreed as follows:

Standing Committees (Council appointed Chair in blue)

a. Finance Committee: Chair Cllr K Straw; Members Cllrs Jackson, Massey, Pepper, Rhodes, Taylor, Whitmarsh.
b. Staffing Committee: Chair Cllr Jackson; Members Cllrs Chamberlain, Massey, Pepper, Rylance, K Straw
c. Planning, Environment, and Climate Committee: Chair Cllr Massey; Members Cllrs Chamberlain, Fernley, Gent, Pepper, Rhodes, Taylor.
d. Emergency Planning Committee: Chair Cllr Massey; Members Cllrs Chamberlain, Gent, Pepper, Rylance, Taylor, Waldron
e. Comms Committee: Chair Cllr L Straw; Members Cllrs Colton, Fernley, MOP: Judith Ferrier, Clare Ratcliffe.

Sub committees / working groups (elect own Chair)

f. Traffic Committee Members Cllrs Gent, Jackson, K Straw, L Straw, Taylor.
g. Youth Committee Members Cllrs L Straw, Colton, Waldron.
h. CIL Members Cllrs Chamberlain, Fernley, Massey, K Straw, Whitmarsh, Pepper
i. Fun Day Members Cllrs Pepper, Chamberlain, Waldron. MOP Henri Sansbury.
j. Sports Pavilions Management Committee: Members Cllrs Pepper, Gent.

External Representation

k. Broadclyst Allotment Association: Cllr Gent
l. Broadclyst in Need: Cllr Jackson
m. Twinning: Cllrs Rylance and Gent
n. VIPs: Cllr Chamberlain
o. Exeter Airport Consultative Committee: Cllr Gent
p. SkyPark Liaison Group; Chair and Clerk attend as per Terms of Reference.
q. Victory Hall Management Committee: to check constitution to see if representation is required.

iv. Standing Committee Chairmen

To elect the Chair for each of Council's Standing Committees in accordance with Standing Orders and Terms of Reference. These are shown in blue in the above list.

v. Meeting Schedule

The Council's schedule of meetings for 2023/24 was confirmed.

23/043 COUNCIL REPORTS

i. Deputy Clerks report

Council noted the Deputy Clerks Report which had no recommendations contained within.

ii. Neighbourhood Plan Officer report

There is now a date for the referendum Thursday June 24th. Cllr Massey reminded all Cllr's that he has sent info regarding the referendum. Discussed about postal votes for Westclyst /Tithebarn.

23/044 Finance (Part Two)

i. **Banking**

The Finance Chair confirmed the banking arrangements and confirmed the bank signatories as Cllrs Chamberlain, Jackson, Pepper and Massey.

Proposal: It was proposed by Cllr Taylor and seconded by Cllr Rylance that the council confirmed the bank signatories

Resolved: That Council confirmed the Bank signatories for 2023/24

ii. **Community Grant**

The Council received a community grant application from the 1st Broadclyst Girl Guides for camping equipment and van hire to/from summer camp.

It was proposed by Cllr K Straw to award up to a maximum of £1400. This was seconded by Cllr Colton and unanimously agreed.

iii. Climate Emergency work

It was noted that a project proposal is being put together that will enable the Council to progress its climate emergency work. Final costings were not available at the time of the meeting. There is budget allocation for this work in 23/24: it was noted that the Planning, Environment, and Climate Committee has delegation to spend in accordance with budgeted, 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:

It was noted there have been 0 appeal decisions announced since the last meeting.

iii. Planning applications for consultation

Application ref:	**Location:**	**Proposal:**	**Date**
23/0747/MFUL	Land At Pinn Court Farm (Phase 4) Pinncourt Lane Exeter	Construction of 45 dwellings (including affordable housing), and all other associated development	Deferred to planning meeting on Tuesday 23rd May.
23/0817/FUL	Broadclyst House Broadclyst Devon EX5 3EW	Broadclyst House Broadclyst Devon EX5 3EW	Supported unanimously.
23/0912/TRE	Hay House Broadclyst EX5 3JL	T2, Horse Chestnut : Pollard at approximately 13-14m.	Supported unanimously.

23/046 Correspondence

i. Council received the correspondence list

ii. No actions from any matters arising from the correspondence list.

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.

Cllr Chamberlain asked for the locations of the moving bins to be emailed to her as District Cllr and they will chase it up.

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

The meeting closed at 20:50hrs

Signed:

Print:

Date:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST