

Issue date: Tuesday 1st May 2018

Contact number: 01392 360269

E-mail: clerk@broadclyst.org

Mrs. Angie Hurren

Parish Clerk



Broadclyst Parish Council
GROWING OUR COMMUNITY

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

19, New Buildings
Broadclyst
Exeter
EX5 3EX
www.broadclyst.org

Broadclyst Parish Council Annual meeting

Press and Public are welcome to attend.

You are hereby summonsed to the Annual Council meeting of Broadclyst Parish Council which will be held on **Tuesday 8th May 2017** at **19:00hrs** in the **Wiltshire Room, Victory Hall, Broadclyst** for the purpose of transacting the following business:

Agenda Index

18/70 ELECTION OF CHAIRMAN	2
18/71 ELECTION OF VICE CHAIRMAN	2
18/72 APOLOGIES	2
18/73 DISCLOSABLE PECUNIARY INTEREST	2
18/74 MINUTES	2
18/75 CO-OPTION	2
18/76 DISTRICT COUNCIL REPORTS	3
18/77 COUNTY REPORTS	3
18/78 NATIONAL TRUST REPORT	3
18/79 PUBLIC QUESTIONS	3
18/80 ACCEPTANCE OF REPORTS	3
18/81 COUNCIL REPORTS	3
i. Clerks report	3
ii. Pavilions Report	3
iii. Neighbourhood Plan report	3
18/82 FINANCE	3
i. Bank Reconciliation	3
ii. Financial Statement	3
iii. Payment Schedule for April 2018	3
iv. Banking	3
v. Insurance	3
18/83 GOVERNANCE	4
i. General Power of Competence	4
ii. Internal Audit	4
iii. Exercise of public rights	4
18/84 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN	4
i. Annual Governance Statement	4
ii. Approval of Council's Accounts for 2017/18	4

18/85 COMMITTEE MEMBERSHIP AND EXTERNAL REPRESENTATION.....	4
18/86 PLANNING	4
i. Planning Decisions:.....	4
ii. Appeal decisions April 18:	5
iii. Validated applications:.....	5
18/87 CORRESPONDENCE.....	5
18/88 AGENDA 4 JUNE 2018	5
18/89 CLOSE OF MEETING	5

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

AGENDA

The election of Chairman shall be the first item of business transacted at the Annual meeting (Local Government Act 1972; 15 (2))

Cllr Pepper as outgoing Chair will declare the meeting open and immediately resign his post. Cllr Massey, as Vice Chair, will then take over as person presiding for the first agenda item.

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 (Local Government Act 1972; 15 (3))

18/70 ELECTION OF CHAIRMAN

- i. To receive nominations for Chairman and to resolve to elect a Chairman for 2018/19
- ii. The Chairman to sign their Declaration of Acceptance of Office.

18/71 ELECTION OF VICE CHAIRMAN

Cllr Massey to resign his post as 2017/18 Vice Chairman. The Council shall elect the Broadclyst Parish Council Vice Chairman for 2017/18 (LGA 1972 15(6).)

18/72 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.

18/73 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.

18/74 MINUTES

To receive and resolve to approve as a correct record the minutes of the Parish Council meeting held on 3rd April 2018

18/75 CO-OPTION

To receive a letter from Mr Scott Waldron, Westclyst who wishes to be co-opted as Local Councillor.

Standing Orders will be suspended:

18/76 DISTRICT COUNCIL REPORTS

To consider matters for / from District Ward Members Cllr Pepper and Rylance

18/77 COUNTY REPORTS

To consider matters for / from County Division Members Cllr Bloxham and Randall-Johnson

18/78 NATIONAL TRUST REPORT

To receive a report from the National Trust

18/79 PUBLIC QUESTIONS

For Public question time on items on this Agenda for no longer than 15 minutes if required

The meeting will reconvene under Standing Orders

18/80 ACCEPTANCE OF REPORTS

To accept reports received from stakeholders and to resolve to action any matters arising from any of the public/stakeholder reports received this evening accordingly.

18/81 COUNCIL REPORTS

i. Clerks report

To receive the Clerks Report for April 2018 and to resolve to action any matter contained within as necessary

ii. Pavilions Report

To receive the Pavilions Administrators report for April 2018.

iii. Neighbourhood Plan report

To receive a report from the Neighbourhood Plan Officer

18/82 FINANCE

i. Bank Reconciliation

To receive the bank recs to 31.03.2018

ii. Financial Statement

To receive the Council's financial statement to 31.03.2018

iii. Payment Schedule for April 2018

To resolve to approve the list of payments made for April 2018

iv. Banking

To review and confirm banking arrangements and bank signatories for 2018/19.

v. Insurance

To receive the renewal quote for the van and Council insurance policies.

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.

ii. Internal Audit

To note that Council's Internal Audit for the 2017/18 financial year was carried out on 25th April 2018. To receive and approve the Internal Auditor's report.

iii. Exercise of public rights

To note 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 .

Notification will be placed on the central noticeboard and website.

18/84 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

i. Annual Governance Statement

For the Authority to consider and to respond to the assertions as set out in the Annual Governance Statement with respect to the Accounting Statements for the year ended 31 March 2018

ii. Approval of Council's Accounts for 2017/18

To receive and to resolve to approve the Council's accounts for the financial year ending 31.03.2018

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

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	Construction of agricultural building	Approval

	Westwood Broadclyst Exeter EX5 3DL		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
18/0943/FUL	3 Pound Wall Broadclyst Exeter Devon EX5 3EB	Construction of detached outbuilding (revised scheme to 17/3020/FUL)
18/0863/FUL	8 Tower View Broadclyst Exeter EX5 3AG	Construction of single storey extension to existing porch

18/87 CORRESPONDENCE

- i. To receive the April 2018 correspondence list
- ii. To resolve to action any matters arising from the correspondence list as appropriate.

18/88 AGENDA 4 JUNE 2018

To note Agenda Items for 4th June 2018.

18/89 CLOSE OF MEETING

To close the meeting

Dated this 1st day of May 2018

Angie Hurren

Broadclyst Parish Council Clerk

**ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY
REQUEST**

Public speaking

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. The public will then be able to speak on that matter only.

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 and 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.

Should anyone have any special needs or require any reasonable adjustments to assist them in making individual contributions, please contact the Clerk in advance on 07532 286713

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 may 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.