

Issue date: 27 April 2021

**To:** Bishops Clyst Parish Council Members.

**For Information:** District and County Ward Members, Press and Public.

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

There are no matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) at this meeting.

You are hereby summonsed to the **Annual Meeting** of Bishops Clyst Parish Council which will be held virtually commencing at **19:30hrs on Tuesday 04 May 2021** via ZOOM.

For members of the public, if you would like to attend please contact the Parish Clerk [bishopsclyst@gmail.com](mailto:bishopsclyst@gmail.com) for ZOOM link and passcode, for the purpose of transacting the following business:

### **AGENDA**

- 1. ELECTION OF CHAIRMAN** - To receive nominations and elect a Chairman. The Chairman to sign the Declaration of Acceptance of Office.
  
- 2. COUNCIL MEMBERS**
  - 2.1 Present:** to record Members present and the method / platform by which they are attending
  - 2.2 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.
  
- 3. RISK ASSESSMENT/DECLARATIONS OF INTEREST AND DISPENSATIONS**
  - 3.1** 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;
  - 3.2** To receive any new Declarations of Interest from Councillors on items on the agenda.
  - 3.3** To consider any new requests for Dispensations.
  
- 4. ELECTION OF VICE-CHAIRMAN** - to receive nominations and elect a Vice-Chairman. The Vice-Chairman to sign the Declaration of Acceptance of Office.

- 5. ELECTION OF FINANCE CHAIRMAN AND COMMITTEE MEMBERS** - to receive nominations and elect Committee Chairman and Committee members.
- 6. ELECTION OF PLANNING CHAIRMAN AND COMMITTEE MEMBERS** - to receive nominations and elect Committee Chairman and Committee members.
- 7. COMMITTEE AND GROUP MEMBERSHIP** - Council to consider and approve a report on membership of committees and groups and nominations to other bodies for the forthcoming year.
- 8. STATEMENT OF INTERNAL CONTROLS** - Council to approve a Statement of Internal Controls for 2020/21.

**9. MINUTES** – To receive and resolve to approve the Minutes of the last meeting held on 19/04/2021. Paper copies will be signed by the Chairman once circumstances allow.

#### **10. OPEN SESSION**

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders. Questions in advance would be welcomed. (The Chairman reserves the right to restrict this item to no longer than 15 minutes, with a maximum of 3 minutes per item).

#### **11. MATTERS ARISING/ACTION LIST**

##### **From 19 April 2021**

- 6.1** Clerk to ask if trees at both ends of the footpath will be cut back (only the tree at the WPA end has a tag) - actioned.
- 6.5** Clerk to pursue litter bin in bus shelter with Street Scene – actioned (to be discussed under 18.1).
- 6.6.4** Clerk to advise Street Scene and request regular servicing and contact resident to advise action taken – actioned (to be discussed under 18.1).
- 10.6** Clerk to advise Avalon/BE that the current information is insufficient to enable comments and request more details, particularly Zones A and D - actioned.
- 13.2** Clerk to advise quotation provider to go ahead with work (WPA-A376 junction) - actioned.
- 13.3** Clerk to advise quotation provider that we do not wish to go ahead (Village Hall bank) - actioned.
- 13.4** Cllr Steer-Kemp to see if he can dispose of it and advise clerk if unable to do so - actioned.
- 13.5** Parking enforcement to be discussed by Traffic and Parking Group and a recommendation made to the Council.
- 14.1** Cllr Leverton to complete a snagging list on play area.
- 18.7** Cllr Leverton to write a piece for the DALC report; clerk to provide photos.
- 18.9** Clerk to write to Simon Jupp in advance of his meeting with SWW CEO – actioned.
- 20.1** Clerk to write to both tenderers (Greenspire to CSM Village footpath) advising them of the decisions made by Council regarding their tenders - actioned.

#### **12. CORRESPONDENCE FROM THE LAST MEETING**

- 12.1** Update on Co-Cars and eBikes
- 12.2** Exe-Estuary Management Partnership – Memorandum of Agreement

- 12.3 To note any further correspondence received since last meeting.
- 13. **REPORT FROM COUNTY COUNCILLOR** (not expected due to Purdah restrictions)
- 14. **REPORT FROM DISTRICT COUNCILLOR HOWE**
- 15. **REPORT FROM POLICE**

**16. PLANNING**

- 16.1 Colyton Parish Neighbourhood Plan
- 16.2 To consider any other planning and licensing matters.

**17. ACCOUNTS AND FINANCES.**

**17.1 Payment Schedule**

- 17.1.1 To note and approve retrospectively the following payments made in advance of the meeting, paid in accordance with Financial Regulations as they related to invoices which were due for payment prior to the meeting. (Information to follow.)

Payee	Services	Amount	Method

- 17.2 To receive Council’s Budget Monitoring report to 01/05/2021.
- 17.3 To receive Council’s Bank Reconciliation to 01/05/2021.
- 17.4 To consider insurance renewal, policy start date 01/06/21, £561.65.
- 17.5 To approve Annual Governance and Accountability Statement (2020-21).

**18. GENERAL MAINTENANCE INCLUDING HIGHWAYS**

- 18.1 To receive update on litter and dog bins (Clerk).

**19. IMPROVEMENT WORKS**

- 19.1 To receive an update on Greenspire to Clyst St Mary Village footpath (PTC).
- 19.2 To receive an update on Clyst Valley Cycle Trail (RH)

**20. WEBSITE**

- 20.1 To receive an update on new Parish Council website (Clerk)

**21. TRAINING**

- 21.1 To note training opportunities

**22. REPORTS**

- 22.1 Clyst St Mary Village Hall – PTC
- 22.2 Sowton Village Hall – MF
- 22.3 Airport – CS
- 22.4 Allotments – PTC
- 22.5 School liaison – Clerk
- 22.6 Crealy liaison – MH
- 22.7 DALC - CT
- 22.8 Police – CT

- 22.9** Flood Action Group (to include review of Emergency Plan) – CS/RSK
- 22.10** Traffic & Parking Group – RSK
- 22.11** Exe Estuary Management Partnership – CS
- 22.12** Infrastructure Delivery Plan – HP

**23. DATES OF NEXT MEETINGS**

- 23.1** Next Parish Council Meeting Monday 14 June 2021.

**24. CONFIDENTIAL ITEMS**

**25. CLOSE OF MEETING**

To close the meeting.

Dated this 27<sup>th</sup> April 2021

*Karan Bennett*

**Bishops Clyst Parish Council**

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