

BISHOPS CLYST PARISH COUNCIL

The Village Hall, Clyst St Mary, Exeter, EX5 1AA
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Issue date: 27 April 2022

To: Bishops Clyst Parish Council Members.

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

You are hereby summonsed to the **Annual Meeting** of Bishops Clyst Parish Council which will be held at **Clyst St Mary Church**, commencing at **19:00 hrs on Wednesday 04 May 2022**.

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).

COVID-19: To reduce the risk of spreading the virus social distancing, wearing of masks and hand sanitising is recommended in crowded spaces.

AGENDA

- 1. ELECTION OF CHAIRMAN** - To receive nominations and elect a Chair. The Chair to sign the Declaration of Acceptance of Office.

- 2. COUNCIL MEMBERS**
 - 2.1** Present: to record Members present.
 - 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 s/he has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Clerk in advance, or at the start, 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-CHAIR** - to receive nominations and elect a Vice-Chair. The Vice-Chair to sign the Declaration of Acceptance of Office.

5. **ELECTION OF FINANCE CHAIR AND COMMITTEE MEMBERS** - to receive nominations and elect Committee Chair and Committee members.
6. **ELECTION OF PLANNING CHAIR AND COMMITTEE MEMBERS** - to receive nominations and elect Committee Chair 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 2021/22.
9. **COUNCILLOR APPLICATION** – Council to consider an application for co-option to the Council.
10. **MINUTES** – To receive and resolve to approve the Minutes of the meeting held on 13/04/2022 and Extraordinary Meeting held on 20/04/2022.
11. **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).
12. **MATTERS ARISING/ACTION LIST**
 - 12.1 Clyst Valley Trail Public Consultation 09/05/2022 – 10/06/2022
 - 12.2 Resident’s request for trees on Winslade Park estate 14/03/2022
 - 12.3 NHO advice regarding posts at end of driveways.
13. **CORRESPONDENCE FROM THE LAST MEETING**
 - 13.1 EDDC Proposed new car parking amendment order – no waiting in EV Charging Bay
 - 13.2 Cat & Fiddle Resident: Excess water and state of footpath
 - 13.3 Cat & Fiddle Resident: Bus shelters
14. **REPORT FROM COUNTY COUNCILLOR**
15. **REPORT FROM DISTRICT COUNCILLOR HOWE**
16. **PLANNING**
 - 16.1 Any planning matters.
17. **NEIGHBOURHOOD PLAN REVIEW**
 - 17.1 To receive Neighbourhood Plan Review Group report (RH).

18. ACCOUNTS AND FINANCES

18.1 Payment Schedule: To note and approve the following payments to be paid in accordance with Financial Regulations.

Payee	Services	Amount	Method
Information Commission's Office (ICO)	Annual subscription	35.00	DD
CSM Parochial Church Council	Meetings 30/03/22 & 13/04/22 (2 x £15)	30.00	BACS
RoSPA	Play area, MUGA and Gym inspection & checklists	290.40	BACS
BHIB	Insurance Premium	679.24	BACS
Npower	Street Light (March)	37.73	DD
CHIC/Plandscape	Grounds Maintenance (May)	541.41	SO
CSM Village Hall	Office Hire	148.00	SO

18.2 To receive Council's Budget Monitoring report to 30/04/2022.

18.3 To receive Council's Bank Reconciliation to 30/04/2022.

18.4 To note insurance renewal received £679.24 due before 01/06/2022.

18.5 To receive 2021-22 Finance Chair's Report and Year-end Accounts.

19. PROJECTS

19.1 Greenspire to Clyst St Mary Village Footpath update, including s106 agreement (PTC).

19.2 Sowton telephone kiosk (Clerk).

19.3 Platinum Jubilee preparations update (Clerk).

20. MAINTENANCE AND IMPROVEMENT WORKS

20.1 To receive update on Greenspire Grit Bin (PTC).

20.2 To note Annual RoSPA report on play area, MUGA and outdoor gym received, and some repairs required (quotation sought).

21. TRAINING

21.1 To receive monthly schedule on councillor training (Clerk).

22. REPORTS

22.1 Clyst St Mary Village Hall – PTC

22.2 Sowton Village Hall

22.3 Airport – CS

22.4 School liaison – Clerk

22.5 Crealy liaison – MHowe

22.6 DALC – CT

22.7 Police - CT

22.8 Flood Action Group (to include review of Emergency Plan) – RSK

22.9 Traffic & Parking Group – RSK

22.10 Exe Estuary Management Partnership – CS

22.11 Cat & Fiddle – DM/MHudson

23. DATE OF NEXT MEETING

23.1 Date of Next Meeting.

24. CONFIDENTIAL ITEMS

24.1 To consider s106 funding request from Football Club.

24.2 To consider quotation from Neighbourhood Plan consultant.

25. CLOSE OF MEETING

25.1 To close the meeting.

Dated this 27 April 2022

Karan Bennett

Bishops Clyst Parish Council

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST