



19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

**Present: Cllrs Arthurs, Baker, Gent, Jackson, Pepper, Wollacott**

**In attendance: Clerk**

**Guests: District Cllr Hale, Dan Fields (National Trust),**

**Members of Public: 0**

## **Broadclyst Parish Council meeting**

**Press and public were welcome to attend.**

There was Ordinary Council meeting of Broadclyst Parish Council held on:

**Monday 1<sup>st</sup> June 2015 at 19:00hrs in the Green Room, Victory Hall, Broadclyst**

during which the following business was transacted:

### **MINUTES**

**(Draft until accepted on 6<sup>th</sup> July 2015)**

It was noted that there were two matter of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month

#### **15/87 APOLOGIES**

The Council resolved to accept apologies for absence from Cllrs Massey, Staddon and Vaughan

#### **15/88 DISCLOSABLE PECUNIARY INTEREST**

There were no new Declarations of Interest not currently on Councillors' ROIs received and no receipt of requests for new Disclosable Pecuniary Interest\* (DPI) dispensations on items on the Agenda.

#### **15/89 MINUTES**

Draft Minutes of the meeting on 18 MAY 2015 were published and circulated prior to the meeting. It was proposed by Cllr Wollacott, seconded by Cllr Arthurs and unanimously agreed to accept the minutes as a correct record of the meeting AND IT WAS RESOLVED

***Standing Orders were suspended:***

#### **15/90 POLICE REPORT**

The Police report was received. A query was raised if it is possible to estimate how many crimes go unreported.

#### **15/91 DISTRICT COUNCIL REPORTS**

Cllr Hale was welcomed to the meeting and gave a brief verbal report to accompany her written one. Cllr Hale is Youth Champion for EDDC.

**Cllr Hale:** New Cranbrook Town Council has had its first meeting; Chair Kevin Blakey, Vice Chair Shaun West. Basic formation at the start, joint Finance/Personnel committee then expanding into

formal committee structure. Cllr Gent stated Cllr Hale would be welcomed to attend Traffic Group meetings with regard joint infrastructure concerns and progress. The Town Council is looking to appoint a locum Clerk for 6 month period.

### **15/92 COUNTY REPORTS**

County Ward member **Cllr Bowden** gave a verbal report:

DCC Footpath Officers are actively looking to see if funding can be found to make good the footpath at Wishford ford. There is mention of need for a second station at Cranbrook; dualling of track being considered, use of a Metro system to link areas across the County on one continuous journey.

DCC's OFSTED report of suggests a lot needs to be put right regarding records/book-keeping.

Devon Fostering service is undergoing major change; looking towards improving stability and suitability of long-term placements, matching carers with children's requirements and ages.

Highways: there are further discussions needed about the 3 community self-help schemes which need to be formalised.

### **15/93 NATIONAL TRUST REPORT**

**Dan Fields**, Rural Surveyor from Killerton Estate gave an update from the estate.

#### **Events:**

Classic Car day was a fun event held on 17 May with a record 4800 attendees and 400+ cars. The 'Frame the View' exhibition has now been launched; this is an interactive and educational exhibition with something for all ages and will run until mid-September.

Killerton will be asking local people what does Killerton mean to you at the 'Spirit of Place' evening Friday 19<sup>th</sup> June in the Victory Hall, Broadclyst.

Big Picnic on 4<sup>th</sup> July at Clyston Mill.

Car park improvements underway following planning consent. Killerton Clock renovations have been completed, scaffold now down.

**Let estate:** all houses are currently let save for those under work which are 1&2 Queens Square, Oakdene, Myrtle Cottage, 4 Sunnyfield and The Firs and 2 Elbury; it is hoped all will be on the letting market Aug/Sept 15.

### **15/94 COMMUNITY LEADERS / CRANBROOK REPORT**

It was noted the next Community Leaders meeting is on Wednesday 10th June 2pm to 4pm.

### **15/95 PUBLIC QUESTIONS**

There were no Public questions on items on this Agenda

*The meeting reconvened with Standing Orders*

### **15/96 ACCEPTANCE OF REPORTS**

It was proposed by Cllr Jackson, seconded Cllr Gent that the reports received from stakeholders be accepted; there were no matters arising for action. All Members agreed and so IT WAS RESOLVED.

**15/97 CLERKS REPORT**

- i. The Clerks Report for May 2015 was received and contained the following recommendations:
- Pavilions CCTV: to install a 4 live camera system
  - Local Council Award Scheme: to register for the Local Council Award Scheme; Quality Award
  - Old Park Farm: To formally request that Broadclyst Parish Council be part of the consultation process for the formal sports pitch, recreational play, allotment and open space provision and also to be involved with any variation to the legal agreement relating to the provision of these community facilities.
  - Printer: to enter a contract with RICOH for a Ricoh MP305SF printer/scanner/copier on either a 3 or 5 year agreement
- It was proposed by Cllr Arthurs, seconded by Cllr Wollacott with all Council members voting in favour to agree these recommendations and so IT WAS RESOLVED.

*The Chairman proposed that the meeting will go into Part B (exclusion of press and public) in order for Members to discuss one matter of a contractual nature and two matters of a confidential nature*

- ii. It was noted that Council's current insurance policy reaches the end of its 3 year agreement with its current provider. The Clerk presented a report to the Council on different Insurance renewal options. It was recorded that only 2 quotes were presented to Council for consideration due to the specialist nature of the product (Local Council Insurance). A third quote was requested but had not been forthcoming within the timeframe indicated to the Broker.
- It was proposed by Cllr Jackson, seconded by Cllr Wollacott with all Members in agreement to enter a 3 year Long Term Agreement with Came and Company, with the first year confirmed at a cost of £1,710.22 covering the period from 8th June 2015 to 8th June 2016 and IT WAS RESOLVED.
- iii. A report was presented to the Council from the Clerk and Chair of Staffing Committee with regard appointment of a parish Man-Friday and of a Cleaner at the Pavilions. The following proposal was made by Cllr Wollacott and seconded by Cllr Jackson:
- a. To employ Mr Roger Beer as Parish Man-Friday, at the rate of £8/hr on a PAYE employed basis, for an average of 8 hours/week
  - b. To employ Mrs Gerri Tingey as Pavilions Cleaner at the rate of £6.50/hr on a PAYE employed basis for an average of 3 hours/week
- All Council Members were in favour of the proposal and so IT WAS RESOLVED.
- It was noted that a probationary period of 13 weeks will be served, after which a suitability for post interview will be held prior to offering a permanent contract of employment. and that the rate of pay for these posts will be reviewed in July 2015 when the annual staff reviews take place.

*The Chairman declared that the Part B section of the meeting is over and that the rest of the meeting would be open to members of the press and public.*

**15/98 FINANCE****i. PAYMENT SCHEDULE FOR MAY 2015**

The list of payments for May 2015 was presented to Council.

It was noted BACS transactions are given an in-house reference number for auditing purposes; this is shown on the payment schedule along with the date the transactions were made.

It was proposed by Cllr Jackson, seconded by Cllr Arthurs and unanimously agreed to approve the schedule and so IT WAS RESOLVED

**ii. BANK RECONCILIATION**

It was proposed by Cllr Gent, seconded by Cllr Jackson with all Members in agreement to approve the Bank reconciliation for April 2015. and so IT WAS RESOLVED

**15/99 COUNCIL STRUCTURE AND DEVELOPMENT**

- i. The Councils Committee and Subcommittee Members were reviewed and confirmed as follows:

<b><u>FINANCE</u></b>	<b><u>PLANNING</u></b>	<b><u>STAFFING</u></b>	<b><u>YOUTH</u></b>
<b><u>Chair:</u></b>	<b><u>Chair:</u></b>	<b><u>Chair:</u></b>	<b><u>Chair:</u></b>
CLLR WOLLACOTT	CLLR MASSEY	CLLR PEPPER	CLLR PEPPER
CLLR ARTHURS	CLLR ARTHURS	CLLR JACKSON	CLLR WOLLACOTT
CLLR BAKER	CLLR BROMLEY	CLLR MASSEY	
CLLR MASSEY	CLLR JACKSON	CLLR STADDON	
CLLR PEPPER	CLLR PEPPER	CLLR VAUGHAN	
CLLR STADDON			

All Committees are attended by Clerk &/or Assistant Clerk

<b><u>PAVILIONS</u></b>	<b><u>EMERGENCY PLANNING</u></b>	<b><u>COMMUNICATIONS</u></b>	<b><u>TRAFFIC GROUP</u></b>
<b><u>Chair:</u></b>	<b><u>Chair:</u></b>	<b><u>Chair:</u></b>	<b><u>Chair:</u></b>
CLLR PEPPER	CLLR MASSEY	CLLR GENT	Malcolm Roker
CLLR STADDON	CLLR ARTHURS	CLLR ARTHURS	CLLR GENT
Michelle Bailey	CLLR GENT	CLLR MASSEY	CLLR BROMLEY
Stephen Cowling	CLLR PEPPER	CLLR PEPPER	CLLR BAKER
Steve Higginson	CLLR VAUGHAN	CLLR VAUGHAN	Simon Roberts
Stephen Schlich	Angie Hurren	Judy Ferrier	Stephen Schlich
Margaret Simmons	Mollie Bolton	Clare Ratcliffe	
Steph Trebilcock		Malcolm Roker	
Hazel Went			
<b><u>In attendance:</u></b>		<b><u>In attendance:</u></b>	<b><u>In attendance:</u></b>
ADMINISTRATOR		CLERK	ASSISTANT CLERK
CLERK		ASSISTANT CLERK	

<b><u>Working parties</u></b>		
<b><u>NEIGHBOURHOOD PLAN</u></b>		
Chair:		
CLLR VAUGHAN		
CLLR MASSEY	Ang Apps	
CLLR PEPPER	Julie Bateman	<u>In attendance:</u>
CLLR GENT	Jackie Massey	ASSISTANT CLERK
CLLR STADDON	Malcolm Roker	
	Simon Roberts	
	Henri Sansbury	

- ii. Councils representatives for external committees, boards, panels etc. were confirmed as follows with an additional Council Representative appoint to the Broadclyst in Need Fund.

<b>ALLOTMENT ASSOCIATION</b>	<b>BROADCLYST IN NEED</b>	<b>BROADCLYST TWIN</b>	<b>CRANBROOK COMMUNITY LEADERS</b>
Graham Cutting (Chair)	CLLR PEPPER	CLLR BAKER	CLERK
Viv Derek (Secretary)	CLLR JACKSON	CLLR GENT (PC rep)	CLLR PEPPER
Nikki Ricketts (Treasurer)		Mary Stiff	
CLLR GENT (PC rep)			<b>BROADCLYST VIP</b>
			Sally Robinson (Chair)
			Helen Cutting
<b>EAST DEVON COMMUNITY</b>	<b>EXETER AIRPORT</b>	<b>JOINT PARISHES</b>	<b>VICTORY HALL</b>
<b>SAFETY GROUP</b>	<b>CONSULTATIVE COM.</b>	CLLR GENT	<b>MANAGEMENT COM.</b>
CLERK	CLLR GENT	CLLR MASSEY	CLLR STADDON
<b>VACANCY</b>		CLLR PEPPER	
		CLLR WOLLACOTT	
		CLERK	
		ASSISTANT CLERK	
			CLLR WOLLACOTT (PC Rep)

- iii. It was noted that as the Clerk has passed her CiICA (Certificate in Local Council Administration) the Council now meets the criteria to use the General Power of Competence (GPC).  
Resolved: That all future payments will be made using the GPC as a Power of First resort.
- iv. Registration in the Local Council Award Scheme.  
The Clerk explained that the Local Council Award Scheme exists to celebrate the successes of the very best local councils, and to provide a framework to support all local councils to meet their full potential. All local councils want to serve their local communities and make a real difference to the lives of the people that live there. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.  
It was proposed by Cllr Jackson, seconded by Cllr Gent with all Members in agreement to register for the Local Council Award Scheme and IT WAS RESOLVED.

- v. The Council discussed formulation of an action plan / forward plan which summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan will include a timetable for actions to be completed with dates for reviewing the plan. This will be produced in line with the Council's budget which shows how the action plan is put into practice and manages risks to public money.  
It was proposed by Cllr Gent, seconded by Cllr Wollacott with all members voting in favour to draft an action plan which clearly sets out the Council's specific objectives and IT WAS RESOLVED.
- vi. A discussion took place around the Council's response to County Council ward division consultation which closes on 6<sup>th</sup> July. It was proposed by Cllr Gent that a draft document comprising the views of all Members be compiled by the Clerk and circulated for consideration to enable the view of The Council to be finalised for submission. All Members present were in favour and so IT WAS RESOLVED.

### **15/100 PLANNING**

**a. The following was noted:**

**i. Planning decisions made in May15:**

14/2971/LBC	Syms Cottage Westwood Broadclyst Exeter EX5 3DF	Replacement of 2 no. windows on side elevation at ground floor with bi-folding doors and installation of 2 no. rooflights	Approved
15/0611/ADV	Science Park Centre 6 Babbage Way Science Park Clyst Honiton Exeter EX5 2FN	Installation of fascia sign adjacent main entrance.	Approved
15/0640/ADV	Forest Gate Car Park Ashclyst Forest Broadclyst	Display of 2 no. information signs	Approved
15/0641/ADV	Danes Wood Car Park Broadclyst	Display of 2 no. information signs	Approved
15/0698/ADV	Land Off Honiton Road Science Park Clyst Honiton Exeter EX5 2FN	Display of advertisement sign	Approved

ii. **Appeal decisions May 15:**

There was 1 appeal decision announced in May 2015

13/00063/REF	Pinn Court Farm Pinn Court Lane Exeter EX1 3TG	Residential development of up to 430 units (outline application with details of appearance, landscaping, layout and scale reserved for subsequent approval) including a local centre comprising retail (up to 240 sqm) and community space, care home of up to 60 bedspaces, specialist care home of up to 60 bedspaces and a skatepark and a visitor car park together with associated open space (formal and informal), cycleways, footpaths and infrastructure, safeguard vehicular route to Langaton Lane, served off a new access from the highway (B3181).	Appeal Allowed (with conditions)
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**b. It was noted that the following planning applications validated in May 15 will be discussed at a meeting of the Planning Committee which will be held on Wednesday 3rd June**

15/1160/PDQ	Barns 1 & 2 The Arlington Hele	Prior approval for conversion of agricultural buildings to 2 dwellings and associated operational development
15/0898/MFUL	Land Adjacent To The Gardens Clyst Honiton Exeter EX5 2AN	Construction of 48no dwellings and new vehicular access off Honiton Road and associated drainage works
15/1233/FUL	41 Pinn Hill Exeter EX1 3TH	Extensions and alterations including partial raising of roof and single storey rear extension and change of use from retail and warehouse premises to funeral directors
15/1215/MRES	Skypark Energy Centre, Clyst Honiton, Exeter EX5 2DX	The erection of two office blocks, public realm, landscaping and associated infrastructure (Reserved Matters application in pursuance of outline planning permission ref: 06/3300/MOUT).

**c. Westclyst Primary School**

The Council debated its response to an informal consultation from Broadclyst Primary School regarding sports provision and installation of an artificial pitch at Westclyst Primary School.

In principle, a shared facility is a sensible possible outcome, providing that the community and school each have clearly defined times of use, a formal agreement is in place as to maintenance costs and a Management Committee comprising equal representation from the Council, the school and the community be set up to oversee the amenity.

**Artificial Grass Pitch**

EDDC’s Playing Pitch Strategy states that in addition to the planned 3g at Axminster College and the converted half size 3g at Exmouth, there is a need for a minimum of two additional 3g AGPs to serve East Devon to meet current and future demand. One of these could be provided to serve existing and planned new communities to the East of Exeter; others to meet demand for training facilities (and junior match play) in the Exmouth area and/or the Sidmouth/Ottery/Feniton area.

It is not considered an artificial surface at this location to be suitable for the following reasons:

- i. High maintenance costs for the tax payer
- ii. Finite lifespan with considerable replacement costs
- iii. By its very nature it is not open community space; it can only be used for formal sports and cannot double for any other community use in the same way a grassed pitch can (fetes, casual/recreational use)
- iv. It would take away invaluable community ground space which is at a premium on this site.
- v. Within the immediate area there are existing pitches at St Lukes, St Peters and St James, with 3g laid at Cranbrook. Geographically, it makes more sense and would serve a wider section of the community if it were to be more centrally-placed in Broadclyst village.

**15/101 CORRESPONDENCE**

- i. The correspondence list was received
- ii. There were no matters arising from the correspondence list that required action. It was noted Broadclyst VIP’s have successfully secured a Local Youth Network grant for approx. 50% of the Youth Worker’s salary and a large percentage of room rent. This grant is to be used within the next 6 months.

**15/102 AGENDA 6 JULY 2015**

There were no Agenda Items noted for the next meeting on 6<sup>th</sup> July 2015

**15/103 CLOSE OF MEETING**

The meeting closed at 21:10hrs

**Signed:.....**

**Print:.....**

**Date:.....**

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