

Present: Cllrs Arthurs, Gent, Jackson, Massey, Pepper, Staddon, Wollacott, Vaughan.

Also present: Cllr Peter Bowden, DCC Broadclyst Ward Member

In attendance: Clerk

Members of Public: 0

Broadclyst Parish Council meeting

Press and public were welcome to attend.

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

Monday 7th September 2015 at 19:00hrs in the Green Room, Victory Hall, Broadclyst

when the following business was transacted:

MINUTES (Draft)

There were no matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month

15/140 APOLOGIES

Council resolved to accept apologies for absence from Cllrs Baker and Bromley (illness)

15/141 DISCLOSABLE PECUNIARY INTEREST

There were no Declarations of Interest not currently on Councillors' ROIs received, nor receipt of requests for new Disclosable Pecuniary Interest* (DPI) dispensations on items on the Agenda.

15/142 MINUTES

The draft Minutes of the Parish Council meeting held on 3rd August 2015 were circulated prior to the meeting.

RESOLVED. It was proposed by Cllr Gent to accept the draft Minutes as a correct record of the meeting; Council was unanimous in its agreement.

Standing Orders were suspended:

15/143 POLICE REPORT

PSCO Stannard provided a Police report which was circulated and contents noted. 4 crimes were committed between the dates of 24th July and the 24th August 2015, recorded as 3 criminal damage and 1 common assault. Police logs for the parish in this period. 1 RTC, 2 concern for welfare, 3 ASB logs, 4 reports of missing persons (found safe) and 3 reports of suspicious circumstances.

A question was raised as to why a major domestic incident in the parish was not recorded; this question will be passed on to the PCSO.

15/144 DISTRICT COUNCIL REPORTS

There was a short verbal report from District Ward Members Cllr Pepper. There is to be a further Masterplan workshop on 23rd 24th September.

EDDC could be asked to help with the refugee housing crisis. The Government will agree with County as the principle Authority for welfare what they are going to do – likely to be in urban facilities and supported by the Government; there should be no significant call on affordable homes set aside for local people.

15/145 COUNTY REPORTS

County Ward member Cllr Bowden was in attendance. DCC have been asked to give a briefing as to development over next 15-20 years, however difficulties not yet determined final boundaries of Cranbrook, so no starting point in 2026. Difficult to predict housing education need for further 30 years thereafter.

The report commissioned by DCC into the early days of Cranbrook has now been published, ref CS15/19. Community not happy with some aspects of town planning – built based on planning application rather than the first application for the start of a new town. Design challenges as well as timescale to bring forward employment and business opportunities.

Cranbrook – the railway dualling is made more complex and expensive as the existing track was moved to the centre of the railway due to flooding issues. Existing platforms were built out to meet the new position of the track which will need to be undone.

The possibility of a footbridge/cycle link across the railway is now being discussed. The National Trust has published its report on Green Infrastructure linking Cranbrook with Ashclyst.

15/146 NATIONAL TRUST REPORT

Apologies were received from Phillip Smart, General Manager of Killerton.

It was noted the summer events at Killerton had been very well attended by a wide age-range of visitors. The cider apple weekend is coming up shortly.

15/147 PUBLIC QUESTIONS

There were no public questions on items on this Agenda.

The meeting reconvened with Standing Orders

15/148 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.

15/149 CLERKS REPORT

To receive the Clerks Report for August 2015

RESOLVED:

It was proposed to name the new link road Tithebarn Way.

It was proposed that the Viking re-enactment be funded from the Comms budget at the cost of £300

It was proposed that the Parish Council supports the installation of a dog waste bin at the rear of Sunnyfields and resolves to enter a servicing agreement with SITA for the bin

It was agreed not to move forward with adopting the car park until such time it is in a good state of repair.

It was proposed the financial implications of taking on the car park needed to be fully researched and understood before an agreement to adopt the car park could be considered.

All Council Members were in agreement with the above proposals.

It was noted that the Clerk will place an order for appropriate signage for CCTV around the pavilions and recreation ground.

15/150 FINANCE

i. **BANK RECONCILIATION**

The bank reconciliation for July 2015 was received.

RESOLVED It was proposed by Cllr Massey to approve the bank reconciliation for August; all Council Members were in agreement.

ii. **PAYMENT SCHEDULE FOR AUGUST 2015**

The list of payments made relating to the month of August 2015 was received.

RESOLVED It was proposed by Cllr Massey to approve the payment schedule for July; all Council Members were in agreement.

15/151 COUNCIL STRUCTURE AND OPERATION

Policies

i. A Draft Absence Management Policy was received.

It was proposed by Cllr Jackson that the staffing committee meet to work on the Draft Absence Management Policy, bringing a final draft back to Council for adoption in due course. All Council Members were in agreement and so it was **RESOLVED**.

ii. A Draft Grass Cutting / Hedge Trimming / Vegetation Clearance Policy was received.

This policy has been produced in accordance with current County policy and community self-help guidelines published in August 2015 by Devon County Council

It was proposed by Cllr Wollacott to adopt the draft policy; all Council Members were in agreement and so it was **RESOLVED**.

Vacancies

iii. There are currently 5 vacancies on the Council, which puts an increase on the workload of existing Members. It was agreed to carry out a campaign to recruit 5 co-opted Members to fill the vacant places on the Council; direct approach from existing Councillors has worked well in the past.

Policy Committee

iv. In order to meet demand made on the Council by the Growth Point and the current East Devon Local Plan consultations, need has been recognised to establish a Policy Committee which will:

a. Oversee Growth Point developments and their impact on Broadclyst

b. review draft policy documents received by the Council and to make recommendations to the Full Council on consultation responses where there is an impact on the Parish

It was suggested as this Committee touches on many areas including Planning, Highways, Green Infrastructure and Neighbourhood Planning, it would be beneficial to have representation from each Committee

It was proposed by Cllr Massey that until such time there are new Members joining the Council, a second full council monthly meeting be called, with attendance mainly dictated by relevance to the items to be discussed. The committee would be supported by the Clerk.

It was decided the best night would be a third Thursday.

15/152 ALLOTMENT FIELD LEASE

It was noted that a draft copy of a 5 year lease between the National Trust (lessor) and Broadclyst Parish Council (lessee) for the sum of £600 (+VAT) per annum is currently being prepared.

RESOLVED: the proposal was made by Cllr Jackson that delegation be given to the Finance Committee to review, agree and to enter into the legal agreement as outlined within, reporting back to Council on 5th October 2015. All Council Members were in agreement.

An electronic copy of the draft lease will be circulated to all Councillors prior to the Finance Committee meeting.

15/153 PLANNING

a. The following was noted:

i. Planning decisions made in August 15:

15/0966/ADV	Co-operative Retail Services Ltd 147 Younghayes Road Cranbrook Exeter Devon EX5 7DR	3 externally illuminated fascia signs, 1 internally illuminated projecting sign, 1 non-illuminated projecting sign and 9 printed window graphics.	Approved
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	Approved

ii. Appeal decisions August 15:

There were no appeal decisions announced in August 2015

iii. Comment from Planning Committee meeting

It was noted that Broadclyst Parish Council Planning Committee submitted a comment to the Local Planning Authority following its public meeting on Monday 3rd August 2015.

The comments have been uploaded to the Parish website; a hard copy is available on request to the Clerk.

Further comment has been submitted to the LPA following a site meeting at Clyst Honiton relating to 2 adjoining parish applications at Waldrons Cottage, Clyst Honiton.

b. The following planning applications validated in August 15 were discussed:

15/1689/FUL	9 Oak Tree Close Broadclyst EX5 3NB	Construction of first floor side extension (amendments to planning permission 14/2488/FUL) for the installation of clear glazed window to second floor gable wall (Closing date for comment 24 th August) SUPPORTED
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15/1721/FUL	Meadow View Endsleigh Crescent Clyst Honiton EX5 2AW	Construction of single storey extension (Closing date for comment 25 th August) SUPPORTED
15/1751/ADV Adjoining parish	Co-operative Retail Services Ltd 147 Younghayes Road Cranbrook	Installation of internally illuminated projecting sign and X 1 window graphic (Closing date for comment 11 th September) SUPPORTED
15/1406/FUL	36 Parkside Road Exeter EX1 3TN	Amended plans showing all elevations and current proposal (Closing date for comment 8 th September) SUPPORTED
15/1825/MOUT Adjoining parish	Land South Of London Road Rockbeare	Outline application (all matters except access reserved) for demolition of existing agricultural buildings and development of up to 250 dwellings, a local centre providing commercial floorspace of up to 600 sqm (use classes A1,A3,A4 & B1), a community building/cafe of up to 300sqm (use class D1 & A3), public open space/green infrastructure and associated works (Resubmission of application 15/0371/MOUT) (Closing date for comment 11 th September) Original comment NOT TO SUPPORT stands; the reasons for refusal have not been addressed in this resubmission.
15/1895/FUL	Towhill Farm Westwood EX5 3DJ	New agricultural building to form a cow accommodation facility; creation of a below ground slurry store and bulk feed hopper (Closing date 14 th September) SUPPORTED
15/1901/FUL	41 West Clyst EX1 3TL	Proposed loft conversion to include extension to roof, rear dormer and rooflights to front (Closing date 15 th September) SUPPORTED
15/1799/FUL	Dairy WC Killerton House	Conversion of existing toilet to cafe facility, installation of rear door, new timber steps and door, creation of terrace and creation of toilet within adjacent timber shed building (Closing date 16 th September) SUPPORTED
15/1800/LBC	Dairy WC Killerton House	Conversion of existing toilet to cafe facility, installation of rear door, new timber steps and door, creation of terrace and creation of toilet within adjacent timber shed building (Closing date 16 th September) SUPPORTED

15/154 CONSULTATIONS

The following consultations are underway:

- i. Gypsy and traveller accommodation - Development Plan Document (DPD)
(Closing date: 21 September 2015)
- ii. East Devon Villages Plan Monday (Closing date: 21 September 2015)
- iii. Review of Polling Districts and Polling Places (Closing date: 25 September 2015)
- iv. Devon Minerals Plan (Closing date: Monday 16th November 2015)

These consultations were discussed and actions resolved to be as follows:

- i. Gypsy and traveller accommodation – Clerk to draft a response
- ii. East Devon Villages Plan – Cllr Massey to research Councils’ original comment
- iii. Review of Polling Districts and Polling Places – it was noted that following consultation with its Management Committee, a response agreeing that the Victory hall is a suitable location for Polls has already been submitted to the Returning Officer.
- iv. Devon Minerals Plan – to be discussed by the Policies Committee

It was noted that in order to meet the September deadlines, electronic circulation for agreement to recommended responses will be necessary in this instance. All Members were in agreement.

15/155 CORRESPONDENCE

- i. The correspondence list was received.
- ii. There were no matters arising from the correspondence list for action.

15/156 AGENDA 5 OCTOBER 2015

The following Agenda Items were noted for 5th October 2015:

Policies committee report

Policies Committee Agenda: The National Trust Green Infrastructure document; DCC Minerals Plan; car parking on Council land outside the Clyst room.

15/157 CLOSE OF MEETING

The meeting closed at 20:45hrs

Signed:.....

Position:.....

Date of ratification:.....

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