

Present: Cllrs Arthurs, Bromley, Gent, Massey, Pepper (Chair), Staddon, Vaughan, Wollacott

In Attendance: Clerk, Assistant Clerk

Members of Public: 4



Broadclyst
Parish
Council
19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

Full Council meeting

Monday 2nd March 2015

19:00hrs

Green Room, Victory Hall, Broadclyst

Press and public were welcome to attend.

There was a Full Council meeting of Broadclyst Parish Council where the following business was transacted:

MINUTES

(Draft until approved on 7 April 15)

It was noted that there is 1 matter (15/48ii) of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month:

The Chairman requested Press and Public to leave the room while this item is discussed; all public recording equipment must be removed from the meeting room for this item.

15/33 APOLOGIES

Council agreed to accept apologies for absence from Cllr Jackson.

15/34 DISCLOSABLE PECUNIARY INTEREST

To receive Declarations of interest not currently on Councillors' ROIs and receipt of requests for new Disclosable Pecuniary Interest* (DPI) dispensations on items on the Agenda

Cllr Gent declared a personal in Agenda item 15/45iii as a family member and reiterated his previously declared pecuniary interest 15/45vi as landowner of Mosshayne

15/35 MINUTES

Draft Minutes of the Parish Council meeting held on 2 February 2015 had been published and were received; it was proposed by Cllr Wollacott, seconded Cllr Vaughan and unanimously agreed to resolve to approve as a correct record the minutes of the meeting AND IT WAS RESOLVED

Standing Orders were suspended:

15/36 POLICE REPORT

The Police report was received from PCSO Jack Stannard

15/37 COUNTY REPORTS

Council resolved to accept apologies from County Ward member Cllr Bowden who was unable to attend this evening but is happy to answer any queries arising from tonight's meeting.

15/38 NATIONAL TRUST REPORT

There was no report from the National Trust this month.
'The F Word' fashion show is now running at Killerton.

15/39 CRANBROOK COMMUNITY LEADERS GROUP REPORT

An update was circulated from the Cranbrook Community Leaders Group about community developments in Cranbrook. Council welcomed a member of CHIC who added that a date for the Station is still awaited (it is now looking like it's going to be several months later than expected) and added that Cranbrook in Bloom is now being planned.

15/40 TRAFFIC GROUP UPDATE

- i. The minutes from the Traffic Group meeting which was held on 29th January 2015 were circulated and noted by Council.
- ii. A proposal suggesting that village gateways be installed at the four primary entry points to the village was received.

Cllr Gent gave an explanation of the psychological effect of village gateways, how they make drivers feel as if they are entering a different area, research backs this to be correct. The gates themselves would be hopefully funded by grant/sponsorship monies.

Concern was voiced as to a possible negative effect that while gateways would slow approaching traffic, there may be an opposite effect of encouraging traffic to speed up more than usual on leaving the village / built up areas.

A visual 'signal' to encourage motorists to slow down is highly desirable, and would work well on the B3181 where the road is wide and straight. The character of the by-roads on the Station Road and Whimble Road approaches is such that the gates may not be as effective or easy to site in the appropriate place.

It was proposed by Cllr Massey to move forwards and support in principle to allow further investigations, to see if the relevant permissions and funding can be obtained/secured to deliver this project. Cllr Wollacott added this project could be suitable for wider areas across the parish, Cllr Staddon suggesting the entrances to Westclyst and Blackhorse areas also would benefit from anything that slows traffic on the approaches.

A question was raised if there would be a benefit to move the speed limit further back along the straight on the approach from Cullompton.

The use of approved safety traffic gates as opposed to farm wooden gates was discussed; it is likely that Highways would specify that only approved gates be fitted.

Traffic camera relocation:

An update on the relocation of the GATSO speed camera was requested/given; it is likely the camera will remain at Westclyst as it is still catching motorists.

15/41 PUBLIC QUESTIONS

Chairman's discretion:

A member of public spoke about the terrible deterioration of the condition of the roads at Saundercroft junction with the 2 solar panel farms. Water now collects right across the road, drivers who are not familiar with the area would be likely to cause severe damage to their vehicles. This has been caused by the developers of the solar farms, their vehicles going to and fro sites.

A condition of the planning is that nearby roads should be maintained so as not to impact on the surrounding area.

ACTION – CLERK to follow up with EDDC as the Local Planning Authority to report concerns raised and to request any conditions relating to roads be enforced.

The meeting reconvened with Standing Orders

15/42 CLERKS REPORTS

The Clerks Report was received and content noted, with the following action arising:

With regard the Clerk working for other parishes:

It was proposed by Cllr Staddon, seconded Cllr Vaughan, and unanimously agreed to set the rate £30/hr per half day, to be booked in advance.

Delegation was given to the Chairman to manage the Clerks work schedule.

15/43 ACCEPTANCE OF REPORTS

Proposed Cllr Arthurs, seconded Cllr Staddon that the Clerk actions the Highways matters arising from any of the public/stakeholder reports received this evening, with all Councillors in favour, and IT WAS RESOLVED.

15/44 FINANCE

i. Bank reconciliation

The bank reconciliation for January 2015 was received. It was proposed by Cllr Gent, seconded Cllr Arthurs and unanimously agreed to approve the bank reconciliation as correct AND IT WAS RESOLVED.

ii. Cranbrook Community Fund Application – Messy Church

A CCF application from Cornerstone Church for Messy Church was received for a grant of £487.32 to expand the amenity to include a baby area.

It was noted that although grant money cannot benefit any one specific religion, Messy Church was welcoming to all and there is no obligation to take part in the worship part of the group. Given lack of other provision in the community at this point in time, it was felt to be of good community benefit.

It was proposed by Cllr Arthurs, seconded Cllr Vaughan and all Councillors voted in favour of approving this application.

iii. Cranbrook Community Fund Application – Cranbrook in Bloom

A CCF application from CHIC was received for a grant of £300 towards 2015 Cranbrook in Bloom. It was noted the project has received additional funding and will bring a positive feel to the town.

It was proposed by Cllr Gent, seconded Cllr Arthurs and all Councillors voted in favour to approve this application.

iv. Cranbrook Community Fund Application – Cranbrook Credit Union

A CCF application from Cornerstone Church was received to set up and run a trial of the Cranbrook branch of Credit Union for a grant of £499.50

It was noted that although the Church was the applicant it was acting on behalf of Credit Union and the wider community and the project is likely to be of huge benefit to the community

It was proposed by Cllr Gent, seconded Cllr Arthurs and all Councillors voted in favour to approve this application.

v. Cranbrook Community Fund Application – Cranbrook Netball Club

A CCF application from Cranbrook Netball Club was received for a start-up grant to fund hall hire and netball posts for £500.

It was noted additional funding is being sourced although not yet secured.

Proposed Cllr Arthurs, seconded Cllr Vaughan and all Councillors voted in favour to approve this application.

vi. **Cranbrook Community Fund Application – Cranbrook Football Club**

A CCF application from Cranbrook Football Club was received to purchase equipment upgrade to enable affiliation to the league for a grant of £250 and to resolve to process the application accordingly.

It was noted additional funding has been secured to support this upgrade.

Proposed Cllr Gent, seconded Cllr Massey and all Councillors voted in favour to approve this application.

vii. **Parish Together Projects**

It was noted an application was submitted to the PT fund to deliver a youth community-based project which teaches life-skills and leads to a formal qualification.

At the time of setting this agenda the outcome of the bid is not known.

Cranbrook Medical Transport Scheme

The Clerks report on the Cranbrook Medical Transport Scheme was received and the options contained within were discussed. It was proposed by Cllr Arthurs, seconded Cllr Gent and with all Councillors in favour IT WAS RESOLVED to process recommendations contained within as follows:

To dissolve the Cranbrook Medical Transport Scheme

To arrange for the petty cash to be returned to Broadclyst Parish Council

To request to the New Homes Bonus panel (which originally awarded the monies for the Medical Transport scheme from Parish Together funding) that the closing balance of the scheme be transferred to the Cranbrook Community Fund.

viii. **Cheque List**

The list of cheques raised for February 2015 had been published and circulated in advance of the meeting.

Proposed Cllr Gent, seconded Cllr Staddon with all Council Members in agreement to approve the cheque list for February 2015, AND IT WAS RESOLVED.

15/45 PLANNING

i. **The following were noted:**

Planning decisions made in December 14 and January 15:

Ref. No: 14/2816/COU	The Black Horse Inn Clyst Honiton Exeter EX5 2AN	Temporary siting of mobile home in car park to provide staff accommodation for 3 years	Approved (with conditions)
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Appeal decisions made in Jan 15:

It was noted there were no appeal decisions announced in January 2015

The following planning applications validated in Jan 15 were discussed

- ii. **15/0327/FUL** Sutherlake Broadclyst EX5 3BL Construction of two storey and single storey extensions **Closing date:** 10th March 2015 It was noted there are no overlooking

neighbours.

SUPPORTED

- iii. **15/0414/FUL** 5 Hellings Gardens, Broadclyst EX5 3DX. Construction of single storey rear extension (amendments to application number 14/2038/FUL to remove side extension and amended design of rear extension) **Closing date:** 10th March 2015
Cllr Gent declared a personal interest as a family member. He did not take any part in the discussion, nor did he vote.

SUPPORTED

- iv. **15/0453/FUL** Land Adjoining 70 Park Lane Exeter Construction of detached dwelling.
Closing date: 20th March 2015
In line with existing building, organic growth.

SUPPORTED

- v. **14/2137/MRES** Approval of Reserved Matters (Access, Appearance, Landscaping & Scale) for Eastern Sport Pitches, changing room, allotments, street scene compound, 155 dwellings and associated access, drainage and open space.
Closing date: 12th March 2015.
NB: This is an adjoining parish application, plans were on display at Cranbrook market on Thursday 5th and 12th March for public view.

Comment:

- a. Provision of open space – allotments provision in a town of this size is woefully inadequate. More space needs to be made for allotments
 - b. Allotments do not have many car parking spaces which will compound parking problems on roads adjoining the facilities. It is not realistic to expect that phase 1 residents will access these allotments by foot due to the distance from their homes.
 - c. Pitches/pavilion – could it be redesigned to have a communal room to use for presentations/social element – all-weather veranda. Makes the facility more sustainable and attractive when hiring.
 - d. Roads very narrow still, in order to keep same housing density the gardens have been increased at the cost of road width.
No room for services collections / emergency vehicle access.
 - e. Lack of car parking for individual houses.
 - f. Car parking inadequate for the sports facility. Away teams will travel by car, regional evidence of ongoing existing problems with **visiting teams** parking inconsiderately on people's driveways.
 - g. Without a train station / good bus service the sustainability of the whole ethos of Cranbrook is undermined. Recent community survey reveals an average of 2 cars per household. The evidence of impact of extra traffic generated by Cranbrook is seen across the whole area, compounded by inefficient take up for public transport (backed up by survey results).
 - h. S106 agreement should include significant contribution for N/S link / Green Infrastructure contribution.
- vi. **14/2761/MOUT** Mosshayne Land North Of Tithebarn Lane, Clyst Honiton.
Amended plans for consultation, these amendments relate to:
1) Further information submitted in support of the Environmental Statement.

2) Amendments to the parameter/master plans, design and access statement & Head of Terms for the S106

15/46 BROADCLYST COMMUNITY EMERGENCY PLAN ADOPTION

- i. The draft Community Emergency Plan (CEP) and Annexes were received. It was noted that Annexes contain confidential information and so are to be held in conjunction with the Council's Data protection policy.
- ii. It was noted that the Council has worked in conjunction with DCC to update the CEP and that project has been funded by the Pathfinder Community resilience programme. Cllr Gent stated that the whole process had been made easier thanks to the production of an earlier Emergency Plan in 2009 by Cllr Massey and other Council Members.
- iii. It was noted that Broadclyst VIP's have submitted a grant application on behalf of the community to provide PPE and other essential emergency resilience equipment and resources. The outcome of this application is not yet known.
- iv. It was proposed by Cllr Wollacott, seconded by Cllr Arthurs with all Councillors in favour to adopt the draft Community Emergency Plan, and so IT WAS RESOLVED.

15/47 POLICY REVIEW

i. POLICIES AND PROCEDURES REVIEW

Council received a report from the Clerk detailing the periodic review of Council's following Policies:

Anti-bribery Policy, Anti-harassment Policy, Employees Code of Conduct, Health and Safety Policy, Whistleblowing Policy, Data protection policy, Equalities Policy, Freedom of Information Policy, Risk Management Policy, Employees Handbook

It was proposed by Cllr Arthurs, seconded by Cllr Wollacott with all Council Members in agreement to note that these policies and procedures have been reviewed.

ii. STAFF CODE OF CONDUCT

Following the review, it was recommended by the Clerk to update Council's Employees Code of Conduct to make it clear that it applies to all staff and third parties carrying out works on behalf of The Council, either on a voluntary, paid or self-employed basis, including temporary, agency, interim, contractor or consultant staff.

It was proposed by Cllr Gent, seconded by Cllr Vaughan with all in favour of adopting the revised policy AND IT WAS RESOLVED.

iii. STAFF HANDBOOK REVIEW

During the course of the policies and procedures review, it was recommended by Officers to update Council's Employee Handbook to include sickness, absence and reporting policy. Draft policies were circulated prior to the meeting.

Proposed Cllr Arthurs, seconded Cllr Wollacott, unanimously agreed to adopt the updated Employees handbook, AND IT WAS RESOLVED.

iv. DELEGATION OF POWERS TO CLERK

A draft policy was circulated which summarises and outlines Powers delegated to the Clerk / Assistant Clerk

Proposed Cllr Gent, seconded Cllr Arthurs, all in favour to adopt the policy so IT WAS RESOLVED.

15/48 CORRESPONDENCE

- i. The correspondence list was received.

The next item will take place under Part B conditions (exclusion of press and public) due to the confidential nature of the business to be conducted

- ii. It was noted there had been a complaint to Council regarding an alleged incident on the recreation ground in Broadclyst. The associated response was also presented to Council. The parish council is keen to support EDDC Officers in their work and has carried out a full investigation into the allegations, with the appropriate actions being taken.

The Chair declared the part B session was closed; members of press and public were able to re-join the meeting before Council proceeded with the next agenda item.

- iii. There were no actions required from matters arising from the Correspondence list

15/49 AGENDA 7 APRIL 2015

There were no Agenda Items noted for discussion on 7th April 2015

15/50 CLOSE OF MEETING

The meeting closed at 21:25hrs

Signed:

Print:

Date:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST