



19, New Buildings

Broadclyst

Exeter

EX5 3EX

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**Present: Cllrs: Arthurs, Baker, Bromley, Gent, Pepper, Wollacott****In attendance: Clerk, Assistant Clerk****MoP: 2****Also Present: Ken Browse, NALC Chairman**

## Broadclyst Parish Council meeting

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

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

**Monday 7<sup>th</sup> December 2015 at 19:00hrs in the Green Room, Victory Hall, Broadclyst**

where the following business was transacted:

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## MINUTES

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

### **15/191 APOLOGIES.**

The Council resolved to accept apologies for absence from Cllrs Jackson (work), Staddon (family), Vaughan (family). It was noted that Cllr Massey had notified he will be late to the meeting due to a work commitment.

### **15/192 DISCLOSABLE PECUNIARY INTEREST**

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

### **15/193 MINUTES**

- i. The draft Minutes of the Parish Council meeting held on 2<sup>nd</sup> November 2015 were circulated prior to the meeting.  
**RESOLVED.** It was proposed by Cllr Gent, seconded by Cllr Arthurs, to accept the draft Minutes as a correct record of the meeting; Council was unanimous in its agreement.
- ii. The draft Minutes of the Parish Council Staffing Committee meeting held on 5<sup>th</sup> November 2015 were circulated prior to the meeting.  
**RESOLVED.** It was proposed by Cllr Pepper to accept the draft Minutes as a correct record of the meeting; Council was unanimous in its agreement.
- iii. The draft Minutes of the Parish Council Traffic Committee meeting held on 29<sup>th</sup> September 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.

- iv. The draft Minutes of the Parish Council Traffic Green Infrastructure meeting held on 29<sup>th</sup> September 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.
- v. The draft Minutes of the Joint Parish meeting held on 22<sup>nd</sup> October 2015 were circulated prior to the meeting.  
**RESOLVED.** It was proposed by Cllr Pepper to accept the draft Minutes as a correct record of the meeting; Council was unanimous in its agreement.

***Standing Orders were suspended:***

**15/194 POLICE REPORT**

The Police report was published. 12 crimes (3 of which were domestic, 1 sexual offence), 6 highway obstructions; 8 reports of suspicious behaviour; 4 reports of ASB; 2 missing persons (both located) were noted as recorded in Police logs for the period between 21st October and the 30th November 2015

**15/195 DISTRICT COUNCIL REPORTS**

A report was received from District Ward Member Cllr Pepper which included details on the EDDC Gypsy and Traveller Development Plan Document, Transparency Code, Devolution and a Design and Heritage report.

There was no report from Cllr Hale.

**15/196 COUNTY REPORTS**

There was no report from County Ward Member Cllr Bowden

**15/197 NATIONAL TRUST REPORT**

There was no report from the National Trust due to a prior engagement, however Dan Fields, Killerton Rural Surveyor, asked that the his best wishes for all and the compliments of the season be passed on to Council.

**15/198 PUBLIC QUESTIONS**

A resident of Hillside Gardens (Old Park Farm Phase 1 strategic site) who was representing an informal group of residents at the development addressed Council regarding agenda item 15/205. At the time of purchasing their properties, the residents had been assured by developers that there would be interim open space (IOS) provision for children to play, which was to be provided by the 50<sup>th</sup> occupancy as an obligation in the original S106 agreement. An area had been identified for the provision, however a subsequent Deed of Variation has been drawn up to create ground space for the increased size of the primary school, meaning the IOS would be need to be relocated to rear of the Park and Change phase 2 site.

Young children have nowhere off road to play; it is believed that the provision of IOS will be a massive improvement in the short term.

A question was raised regarding the provision of the primary school at Westclyst, along with concerns over the space on site at Broadclyst and car parking challenges at Broadclyst. The Chairman gave a brief synopsis of the update given by Cllr Massey at November's meeting. The question of early years provision was also raised.

It is crucial that the build comes forward to schedule so as not to compromise students at Broadclyst Primary.

**15/199 CLLR KEN BROWSE - NALC CHAIRMAN**

Cllr Ken Browse outlined changes and challenges current facing Local Councils. NALC (National Association of Local Councils) was set up in 1947 to give local councils a voice at government level. It currently employs 60-70 staff, with specialists in legal, development, and training, all offering support to Town and Parish councils as they conduct their daily business.

NALC is structured to operate through Committees include Executive, Finance, Policy, and larger Councils and also has representation on external committees and bodies.

It produces an Annual manifesto which outlines its current aims, which have been brought forward through interactions with all levels of Local Council across the Country.

**NALC Achievements:**

- Audit changes going forward from 2017 with a joint NALC/SLCC (Society of Local Council Clerks) approach for sector-led audit.
- Working with central government on Transparency Code, driven forward the promise of £4.7 million for small Councils
- Successful in negotiations to ensure a percentage of Council Tax Support Grant is passed on to Local Councils; no requirement for the District to pass on to Town & Parish councils.
- Precepts: no capping for local councils; NALC has pointed out the need to enable Local Council's to raise their precepts to pay for the continuation of devolved services at local level. Local Councils should feel confident to take on devolved services and explore clustering opportunities to continue service provision.
- Secured £4.7 million grant funding from the government to enable small Councils (turnover under £20,000) to comply with publishing requirements of the Transparency Code for Small Councils, which must be in place by 31<sup>st</sup> March 2016.
- It has embraced and recognised the different capacities for all local councils and works on behalf of all local councils, passing on topic advice notes to ensure Local Councils up to date with current legislation changes.
- Regional conferences with Officers from NALC and local County Officers to update and answer questions from local councils.
- Housing bill - work with rural coalition, rural housing and local affordable housing; striving to enable communities to deliver housing which must be sustainable and equate to wages in rural areas.
- NALC has effective working links to Ministers for improvements to existing policies and processes i.e. Neighbourhood Planning

***The meeting reconvened with Standing Orders*****15/200 ACCEPTANCE OF REPORTS**

RESOLVED: It was proposed by Cllr Gent 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. Council Members were all in agreement.

The Chairman thanked Cllr Ken Browse for his informative presentation and for taking the time to come and address Council.

**15/201 CLERKS REPORT**

The Clerks Report for November 2015 and the Transparency Code report were received; there were no matters for action arising within the reports. It was noted the Council has registered with the Local Council Award Scheme as per Minute ref: 15/97i; the criteria for Foundation level are all

in place, with Officers updating the website in order to comply with Quality level criteria.  
 RESOLUTION: Cllr Wollacott, seconded Cllr Gent proposed reports be accepted, seconded Cllr, with all Members in agreement.

## **15/202 FINANCE**

- i. **BANK REC**  
**RESOLVED** It was proposed by Cllr Gent, seconded Cllr Arthurs to approve the bank reconciliation for October 2015; Council Members were in agreement.
- ii. **PAYMENT SCHEDULE FOR NOVEMBER 2015**  
**RESOLVED** It was proposed by Cllr Arthurs, seconded Cllr Gent, to approve the payment schedule for September 2015. Council Members were in agreement.
- iii. **APPROVAL OF MINUTES**  
 The draft Minutes of the Parish Council Finance Committee meeting held on 19<sup>th</sup> November 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 and the proposal was seconded by Cllr Arthurs; Council was unanimous in its agreement.
- iv. **2016-17 BUDGET**  
 The draft budget for 2016-17 as recommended by the Finance Committee and as supported by the Clerk's report had been published and circulated prior to the meeting.  
 Cllr Wollacott (Chair of Finance Committee) gave a report to Council and it was noted that it is estimated that the Council will end the financial year on budget despite a number of changes together with the challenges it has faced due to ongoing government and local government restructuring and cuts.  
 Cllr Wollacott explained that in setting the budget for 2016/17 the main increase to expenditure had been necessary to enable delivery of services which have fallen victim to County cuts and restructuring.

Council continues to change beyond all recognition from what it was 6 years ago. Back in 2009/10, Broadclyst Parish Council employed one part-time member of staff and the majority of its services were delivered by Principle Authorities.  
 Today the parish is home to one of the biggest growth areas of the Country, employs 6 staff, is writing its Neighbourhood Plan, has reviewed and updated its Emergency Plan and is delivering 3 different County-devolved services for its parishioners.

### **Additional budget items**

The budget set for 2016/17 is a realistic budget which will enable Council to continue to deliver provision in the parish which would otherwise no longer be provided by the Principle Authority in respect of Youth work, Lengthsman / rural road network services. Whilst it is never an easy decision to increase expenditure at Parish level, it must be recognised this has become necessary as a direct result of budget cuts and network management under Devon County Council's Tough Choices which have been extensively consulted on over the last 2 years..

There are 4 major factors influencing the budget for 2016/17: Council level review; Staff pensions; Additional part time Officer at approx. SO1 grade; Relocation of office to sports pavilions.

### **Fourth Part-Time Officer**

Staff appraisals show Officers are working to full capacity, with no free time to address backlog of work or support the NP Steering Group. Progress on the Plan has been steady with Cllrs Gent and Vaughan building the evidence base and producing the beginnings of a summary of key points which seem to be coming to the fore through initial consultations.

However their time is not infinite and support from the community has been very helpful

but sporadic and limited to date. In order to progress the Plan at an appropriate pace, there is a need to engage an additional member of staff to support the Steering Group in its work, liaise with Stakeholders and engage with the community, as well as complementing the existing staff structure with day to day administration. (Minute ref: S15/08)

#### **Office**

It has become necessary to identify separate office space in which the Clerk/Assistant Clerk will work; internal alterations at the Pavilions can be explored to create office space. In the meantime, the Finance Committee has proposed to buy a portacabin to site in the car park at the Pavilions to use as an office.

#### **Bowls**

16/17 will be the second year of Council's contract with an external contractor for maintenance and upkeep of the Green. The improvement of the sward and playing surface has been noted; sporadic outbreaks of disease have been quickly noticed and appropriate treatments successfully applied.

It is envisaged to attract additional team(s) to supplement the Pavilions income, thus exponentially decreasing the cost to the parish budget year on year. It is expected that teams will work together to maximise the potential of this valuable public asset.

#### **Scrutiny**

The question of monitoring public money spending was raised and how value for money is assured. It was suggested the development of a scrutiny committee to oversee year on year spending as well as requesting periodic reviews and feedback of spending within committees would ensure that public money has been well-used to enhance public assets and deliver a good level of service.

**RESOLVED:** Acceptance and approval of the draft budget for 2016/17 as recommended by the Finance Committee and supported by the Clerk's report was proposed by Cllr Gent, seconded by Cllr Baker and was unanimously agreed.

Action: Clerk to check for any conditions/restrictions attached to the original grant funding for Pavilions with regard the proposal to create office space.

#### **v. 2016-17 PRECEPT**

**RESOLVED:** It was proposed by Cllr Gent, seconded by Cllr Baker to resolve to set the precept for 2016-17 at £199,698.00. Council members were unanimous in their agreement.

### **15/203 COMMUNITY ROAD WARDEN SCHEME LEGAL AGREEMENT**

Council received a draft legal agreement between Devon Highways and Broadclyst Parish Council which gives the Parish Council a legal right to undertake prescribed works on or in the vicinity of the public highway, subject to the terms contained within.

It was proposed by Cllr Gent, seconded by Cllr Wollacott, with all Members in agreement to enter the legal agreement, and so IT WAS RESOLVED

### **15/204 POLICIES AND PROCEDURES**

The following draft policies/procedures and Council Action Plan for 2016 were received:

- i. Community Engagement Statement
- ii. Anonymous Communications Policy
- iii. Lone Worker Policy
- iv. 2016 Council Action Plan

RESOLVED: All of the above documents were recommended to Council for adoption by Cllr Wollacott, seconded Cllr Arthurs, with all Members in unanimous agreement. Adopted policies and the Action Plan will be published on Council's website; the Lone Worker Policy will be added to the Employees handbook.

### **15/205 OLD PARK FARM PHASE 1**

A report was received from the Clerk which provided an update to the provision of Interim Open Space at Old Park Farm. An additional paper had been submitted to Council from a group of residents and to resolve matters contained within.

It was proposed by Cllr Arthurs that:

- i. That the Parish Council considers the substitution of grass for a non-grass surface for the Interim Open Space and recommends its preferred choice to the Local Planning Authority. (NB: There will be no further consultation on the specifications once a preferred choice is decided and resolved at this meeting)
- ii. That rubbish bins are provided, serviced for the duration of the life of the IOS.

For the continuation of VIEW community engagement:

- iii. That the next community engagement event be arranged for Easter
- iv. that authority be delegated to a working party comprising 2 Councillors and the Officers to arrange the event; Cllr Pepper and Baker volunteered to form a working party
- v. that a budget of no more than £200 for the event, to be taken from the "consultation" budget allocation

RESOLVED: The proposal was seconded by Cllr Baker, all Members were in agreement

### **15/206 PLANNING**

- i. **The following was noted:**

#### **Planning decisions made in November15:**

15/2464/FUL Validated: Mon 26 Oct 2015	34 Parkside Road Exeter EX1 3TN	Construction of hip to gable roof extension, raising of roof and front dormer windows to facilitate loft conversion.	Status: Approved
15/2314/FUL Validated: Mon 19 Oct 2015	Land East Of New Lodge Poltimeore	Change of use of land from agricultural to equestrian use, construction of stables and associated ground and engineering works, and provision of vehicular hardstanding, gates and wall	Status: Withdrawn
15/2307/TCA Validated: Wed 23 Sep 2015	Ford House Broadclyst Exeter EX5 3HU	T1, Magnolia: Remove 6 overhanging branches.	Status: Approved
15/2275/PDQ Validated: Fri 25 Sep 2015	Barns 1 And 2 The Arlington Hele	Prior approval for conversion of agricultural buildings to 2no dwellings and associated operational developments.	Status: Refused
15/2201/TRE Validated: Mon 21 Sep 2015	11 Oak Tree Close Broadclyst Exeter EX5 3NB	T1 Oak: Crown reduction (Height - 3 metres lateral branches - 2 metres target pruning cuts 50-100mm) as shown in photograph.	Status: Approved

15/2190/FUL Validated: Mon 28 Sep 2015	4B Woodbury View Broadclyst Exeter EX5 3HJ	Attached covered area to side of property	Status: Approved
15/2203/GPD Validated: Wed 16 Sep 2015	12 Oak Tree Close Broadclyst Exeter EX5 3NB	Erection of rear extension protruding 3.6 metres and with a maximum height of 3.45 metres and eaves height of 2.66 metres.	Status: Decided
15/2088/GPD Validated: Wed 02 Sep 2015	1 Endsleigh Crescent Clyst Honiton Exeter EX5 2AW	Construction of garden room to rear elevation measuring 5.5 metres in depth, 4.1 metres in width, and 2.8 metres in height	Status: Decided
15/1901/FUL Validated: Wed 19 Aug 2015	41 West Clyst Exeter EX1 3TL	Proposed loft conversion to include extension to roof, rear dormer and rooflights to front	Status: Approved
15/1513/FUL Validated: Tue 07 Jul 2015	4 West Clyst Barnyard West Clyst Exeter EX1 3TR	Alterations to the loft area including provision of new window	Status: Withdrawn
15/1514/LBC Validated: Wed 01 Jul 2015	4 West Clyst Barnyard West Clyst Exeter EX1 3TR	Internal alterations forming extended loft area and storage platform	Status: Approved
15/0736/FUL Validated: Mon 14 Sep 2015	Haglis Cottage Budlake Exeter EX5 3LJ	Removal of outbuildings and construction of new storage building, shed, steps, new roof to existing lean-to, and alterations to access and change of use of land to residential curtilage	Status: Approved

**ii. Appeal decisions November 15:**

There were no appeal decisions or enforcement notices announced in Nov. 2015

**To discuss the following planning applications validated in November 15**

There were no new planning applications validated in time for discussion at this meeting. It was noted that the Planning Committee will meet on 15<sup>th</sup> December, 19:30hrs in the Wiltshire Room, Victory hall, Broadclyst to discuss 15/1715/MRES - Pinn Court Farm Pinn Court Lane Exeter EX1 3TG: Erection of 150 residential units (Phase 1), retail unit of 363m<sup>2</sup> (with associated vehicle parking, loading bay and cycle parking), skatepark (with visitor car park), play areas and associated landscaping (Reserved Matters application in pursuance of outline planning permission ref:12/0795/MOUT).

This meeting will be open to members of the press and public, after which a comment from Broadclyst parish Council will be submitted to the Local Planning Authority

**iii. Community Request**

Council received a request by the Victory Hall that the Parish Council submit an application to the Local Planning Authority for alterations to the Jubilee room at the Victory Hall. It is in order for the Parish Council to act as applicant for a local charity such as the parish hall providing it is happy with the application detail; the benefit to the community is that the application costs half the normal fee.

**The following recommendation was made:**

- a. to resolve to act as applicant should the detail contained within the proposal be acceptable.

- b. to give delegation to the Planning Committee to liaise with the Victory Hall Management Committee in all aspects of the application including its submission once the detail has been agreed.

RESOLVED: It was proposed by Cllr Arthurs to agree the recommendation, it was seconded by Cllr Gent with all Members in agreement.

***Cllr Massey joined the meeting***

**15/207 CORRESPONDENCE**

- i. The correspondence list was received.
- ii. A letter had been received from the Parochial Church Council of St John the Baptist, Broadclyst outlining the cost of the replacement heating system and suggesting a letter of support be written from the Parish Council, should it be mindful to do so, to evidence need when seeking grant funding.

RESOLVED: It was proposed by Cllr Gent, seconded by Cllr Baker with all Members in favour to write a letter of support.

- iii. The following matters arising from the correspondence list were considered:

<b><u>Matter arising</u></b>	<b><u>Action</u></b>
TV Licencing at the Pavilions is now required as the footballers would like to use a TV to watch football matches after the games.	Clerk to arrange obtaining a TV licence for the Pavilions
The Tree Warden has reported difficulties in establishing the situation with regard formal protection of recently planted species and newly established silviculture principles at Moonhill Copse.	Clerk to write letter to the Tree Officer at EDDC to emphasise the need to protect the historic copse and to request that the EDDC Tree Officer liaise with the Council's Tree Warden over the future of the copse trees
A resident has reported an unacceptable level of mud and detritus on the B3181 road westbound between Hillside Gardens and the top of Pinn Hill. The Parish Council has previously reported this complaint to, and which has subsequently been investigated by, the EDDC Planning Enforcement Officer who has carried out a site visit and not found neither evidence of contamination nor breach of CEMP conditions.	Clerk to write : <ul style="list-style-type: none"> <li>• Letter to EDDC Planning requesting further random monitoring of the site.</li> <li>• Letter to DCC Highways requesting the area be monitored for surface contamination.</li> <li>• Letter back to resident advising of actions to complaint.</li> </ul>
Parish Together project criteria changes in respect of ditches/drainage to address flooding which enable towns and parishes to use PTF monies in isolation from neighbouring parishes	Letter to DCC voicing concerns that these changes could disadvantage communities which might see the use of the funding in this way as a 'backstop' position rather than for community benefit and development.

**15/208 AGENDA 4 JANUARY 2016**

The following Agenda Items for 4<sup>th</sup> January 2016 were noted:

Update on SANGS (Suitable Alternative Natural Green Space) for Cranbrook extension zones; there will be an impact on the feasibility study for a bridge over the railway at Cranbrook depending if the off-site mitigations are identified to the south or north of the railway

**15/209 CLOSE OF MEETING**

The meeting closed at 21:30hrs

Signed:.....

Print:.....

Date:.....

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