

Issue date: Tuesday 29th September 2020

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Mrs. Angie Hurren

Parish Clerk



Broadclyst Parish Council
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To: Broadclyst Parish Council Members.

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

Broadclyst Parish Council Ordinary meeting

Press and Public are welcome to attend.

There are 2 items for discussion under part B (exclusion of press and public) on this agenda.

Members of public are reminded that their attendance at this meeting is a matter of public record.

You are hereby summonsed to an Ordinary Council meeting of Broadclyst Parish Council on **Monday 5th October 2020 at 19:00hrs** which will be held virtually via Microsoft Teams at

[Join Microsoft Teams Meeting](#) (Ctrl+click to follow the link)

for the purpose of transacting the following business:

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AGENDA

20/095 MEMBERS

- i. **Present:** to record Members present and the method / platform by which they are attending
- ii. **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.

20/096 DISCLOSABLE PECUNIARY INTEREST

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 he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.

20/097 MINUTES

To receive, and resolve to approve as a correct record, the draft minutes of the Full Council meeting on 7th September 2020.

Standing Orders will be suspended:

20/098 WARD MEMBERS

i. Broadclyst County Division Members

To consider matters for / from County Division Members Cllrs Bloxham and Randall-Johnson

ii. Broadclyst District Ward Members

To consider matters for / from District Ward Members Cllr Pepper, Rylance and Chamberlain

20/099 BROADCLYST FOOTBALL CLUB

To welcome Mike Ebdon, Vice Chair and Head Coach of Broadclyst Football Club who wishes to raise concerns about the ongoing issue of dog fouling on the Broadclyst Recreation Ground (discussed by Council later this evening).

20/100 PUBLIC QUESTIONS

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders. (The Chairman reserves the right to restrict this item to no longer than 15 minutes, with a maximum of 3

minutes per item). Please see notes on public speaking during virtual meetings on the last page of this agenda.

The meeting will reconvene under Standing Orders

20/101 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.

20/102 COUNCIL REPORTS

i. Deputy Clerks report

To receive the Deputy Clerks Report for September 2020 and to resolve any recommendations contained within.

ii. Clerks report

To receive the Clerks Report and revised risk assessments for September 2020 and to resolve any recommendations contained within.

iii. Neighbourhood Plan Officer report

To receive a report from the Neighbourhood Plan Officer who is working remotely with a team of volunteer proof-readers to prepare draft policies.

iv. Neighbourhood Plan Review report

To receive a report from Cllr Lewis following his review of the Broadclyst Neighbourhood Plan.

20/103 FINANCE:

- i. To receive the bank reconciliations and balance sheets to 31.08.2020
- ii. To receive the Income/Expenditure Financial Statement as at 31.08.2020
- iii. To consider and resolve to approve the list of payments for September 2020.

20/104 GOVERNANCE

- i. **External Audit:** To receive and resolve to accept the completed 2019-20 Annual Governance and Return, noting that this, along with the Notice of Conclusion of Audit, has been published on the Council's website in accordance with legislation. To note that at this stage there are no planned extensions for the public inspection period for 2020/21, with instructions for 2020/21 to be sent out during March 2021.
- ii. **Community Consultation**
 - a. To receive for approval a community consultation draft letter.
 - b. To note that Community groups are to receive a questionnaire to gather information about the community, sports and social groups that may require support.

20/105 TRAFFIC PLAN ADOPTION

To receive for adoption the revised and updated Broadclyst Parish Traffic Plan.

20/106 PLANNING

i. Recent decisions September 2020

The following recent decisions have been announced at the time of publishing this agenda:

Application ref:	Location:	Proposal:	Decision
20/1293/FUL	6 Elm Close Broadclyst EX5 3LT	Construction of single storey front extension	Approved
20/1660/OUT	Laylocks Town Hill Broadclyst EX5 3EJ	Outline application with all matters reserved for the demolition of a garage and the construction of a two storey dwelling	Withdrawn

ii. Appeal decisions September 2020:

To note there have been 0 appeal decisions announced in September 2020.

iii. Validated applications for consideration:

To discuss validated planning applications received for consultation.

(NB: Planning applications received after publication of this agenda may be considered)

Application ref:	Location:	Proposal:	Date
20/2031/MRES	Grow Out Building Babbage Way Exeter Science Park Exeter EX5 2FN	Reserved matters application (access, appearance, landscaping, layout, scale) pursuant to the outline planning permission ref: 09/1107/MOUT for the construction of a new 3 storey Research and Development Building within the Science Park Centre Phase 1 at Babbage Way on Exeter Science Park (Area Code 01) to include associated external works and landscaping together with additional details to satisfy conditions 1, 2, 5, 12, 16, 23, 26, 27, 29, 30, 31, 32, 33, 35, 37, 38, 39 on the outline planning permission ref: 09/1107/MOUT	Fri 30 Oct 2020

iv. Cranbrook Plan Examination Update - Gypsy and Travellers.

To receive the Council's working party (Cllr Massey, Lewis and Chamberlain) response to the Cranbrook Plan Gypsy and Traveller Accommodation proposals.

v. Planning for the Future Consultation

To receive the Council's working party (Cllr Massey, Rylance, K Straw) draft response to the Government's White paper consultation on changes to the Planning framework.

20/107 DOG FOULING ON RECREATION GROUND

To consider the ongoing issue of dog fouling on the recreation ground, that it causes a health hazard to members of public using the field.

20/108 CLYST VALE PARENT FORUM REP REPORT (CLLR L STRAW)

To receive an update from Cllr L Straw on the Clyst Vale Parent Forum.

20/109 CORRESPONDENCE

- i. To receive the correspondence list for the month
- ii. To resolve to action any matters arising from the correspondence list as appropriate.

20/110 FUTURE AGENDA ITEMS

To receive requests for agenda items for consideration by the Council.

20/111 PART B: CONFIDENTIAL ITEMS

The Chairman to propose that the meeting moves into Part B (exclusion of press and public) as the next items for discussion contains matters of a sensitive, confidential, and/or contractual detail.

20/112 BOWLS GREEN REVIEW

Further to the Finance Committee's decision on 18th May 2020 (Minute ref F20/033) to maintain the Bowls Green at a minimal level and its decision on 3rd September 2020 (Minute Ref F20/046) to reduce the cost of bowls green maintenance:

- i. To consider the funding of the autumn maintenance
- ii. To note that the forward plan for the bowls green will be informed through the community consultation process

20/113 DRAFT NEIGHBOURHOOD DEVELOPMENT PLAN

To receive, and approve for release for public consultation, the draft Broadclyst Neighbourhood Plan.

20/114 TO CLOSE THE MEETING

Dated this 29th September 2020

Angie Hurren

Broadclyst Parish Council Clerk

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

Public speaking during virtual meetings

Members of the public are welcome to virtually attend and speak on Agenda items at this meeting. Please note that there is no requirement or facility to record the details of the speaker before the day of the meeting. You can join the meeting as a guest by clicking the "Join Microsoft Teams Meeting" link at the top of this agenda.

The Chairman will suspend standing orders and invite questions from members of the Press and Public on items contained within this Agenda. Your microphone will be unmuted when it is your turn to speak, and you will then be able to speak on that matter only. You can use the chat function to indicate that you wish to ask a question.

Please note:

- All individual contributions will be limited to a period of 3 minutes – **where there is an interested group of objectors or supporters, a spokesperson should be appointed to speak on behalf of the group.**
- **Speakers should restrict their comments to Agenda items only.**
- The Chairman has the right and discretion to control questions and irrelevant points being raised to avoid disruption, repetition and to make best use of the meeting time.
- Speakers are asked not to come forward if their points have already been covered. After the public speaking period has finished the Chairman will reconvene the meeting under standing orders, the consideration of reports will begin; the public will take no further part in the meeting.
- All attendees at the meeting are asked to offer all speakers the courtesy of listening to others' points of view, even if they do not agree with it.
- The Chairman will not tolerate any interruptions from the public and is entitled to exclude people from the meeting if the business of the committee cannot be carried out effectively.

Inclusivity

We appreciate virtual meetings are not easy for everybody to attend. Should you have any special needs or require any reasonable adjustments to help you to make individual contributions, please contact the office in advance on 01392 360269. You may submit questions in advance of the meeting by phone or by emailing clerk@broadclyst.org

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

- No prior notification is needed but it would be helpful if you could let Council's Officers know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings.
- This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.
- If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You must not make an oral commentary during the meeting.
- The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.
- Members of the public exercising their right to speak during Public Question Time, but do not wish to be recorded, need to inform the Chairman who will instruct those taking a recording to cease while they speak.

Attendance record:**Chairman:** Cllr Massey**Members Present:** Cllrs Chamberlain, Lewis, Pepper, Rhodes, Rylance, K Straw, L Straw, Staddon.**In attendance:** Clerk, Deputy Clerk, Neighbourhood Plan Officer**MOP: 4**Broadclyst Parish Council
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Broadclyst Parish Council Ordinary meeting

There were no items for discussion under part B (exclusion of press and public) on this agenda. Members of public are reminded that their attendance at this meeting is a matter of public record.

There was an Ordinary Council meeting of Broadclyst Parish Council, held virtually via Microsoft Teams, for the purpose of transacting the following business for the purpose of transacting the following business:

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MINUTES

20/095 MEMBERS

- i. **Present:** Members present are recorded on the previous page; the meeting was conducted via Microsoft Teams.
- ii. **Apologies:** The Council resolved to accept apologies from Cllrs Harris and Cllr Waldron due to work commitments. Cllr Jackson is on an agreed sabbatical.

20/096 DISCLOSABLE PECUNIARY INTEREST

The Chairman requested that any Members with an Interest to record in the book email the Clerk so a record could be kept. There were no new DPI's recorded.

20/097 MINUTES

The Council received the draft minutes of the Full Council meeting on 6th July 2020.

Proposal: It was proposed by Cllr K Straw to adopt the draft Minutes as a correct record of the meeting; this was seconded by Cllr Liz Straw with all in favour.

RESOLUTION: That the draft Minutes be accepted as a true record of the meeting.

Standing Orders were suspended:

20/098 WARD MEMBERS

i. Broadclyst County Division Members

County Division Members Cllrs Bloxham and Randall-Johnson had circulated reports and notification of forthcoming roadworks and associated temporary road closures on Town Hill, Broadclyst in the October 2020 half-term.

ii. Broadclyst District Ward Members

District Ward Member Cllr Chamberlain requested an update from County Division member Cllr Bloxham on the traffic lights on Station Road to update residents in Broadclyst Station and along Station Road.

20/099 EXETER YMCA SUMMER REPORT

Community Projects Manager Sam Thomas gave a review following community work through the summer including a Treasure Hunt and support through GSCE's, then outlined a two-prong proposal for autumn youth work. This will include CBT therapy for individuals, a new initiative. Run 2 clubs with 4 drop-in session to coincide with bubbles at Clyst Vale. It is hoped to do this at the Pavilions, using the outside space to observe social distancing and year 8 biggest cohort at youth club, may need to split into smaller sessions for capacity.

Action: to look at providing Covid-safe outdoor space

20/100 PUBLIC QUESTIONS

1. The Chairman publicly thanked Ben Evans from the Broadclyst Environmental Group for his continued efforts for litter picking in the village.

Ben Evans provided the council with an update from the Environmental group has achieved. From wildflowers to residents, 263 active members using the Facebook page, weekly litter picks around the village and the lending of equipment to other residents to pick litter on 30mph roads within the village. A tennis What's App group to encourage the use of the Broadclyst tennis courts. Lets Move, Devon's biggest community movement challenge. Most participants

out of any community team in Devon! (67) Largest number of active minutes in Devon over the 7-week challenge.

2. Member of Public asked that a cycle link up to the BMX track would be very welcome as the BMX track is becoming a sports hub for children and residents of Broadclyst. MOP also stated that with more people working from home, there will be more chances to litter pick.

3. It was questioned if the National Trust (NT) have a copy of the draft Neighbourhood Plan. The Clerk confirmed that the National Trust does not and cannot have a copy of the plan as its not yet been finalised. As with all landowners, the NT has been engaging with the Neighbourhood Plan preparation process. NT staff members have completed Registers of Interests and have not had any influence on the site allocation process, although as an organisation we are grateful for its knowledge, which has helped the steering groups to draft robust and appropriate green policies and Heritage policies.

The meeting reconvened under Standing Orders

20/100 ACCEPTANCE OF REPORTS

The Council accepted reports received from stakeholders, with no matters arising from any of the public/stakeholder reports received this evening.

20/101 COUNCIL REPORTS

i. Clerks report

The Council received the Deputy Clerks Report for July/Aug 2020 and noted / resolve the following recommendations contained within:

- a. That the work to make the Pavilions Covid-secure is complex and ongoing, with legislation changing every week;
- b. That an appeal for more volunteers for the Food Bank be run on local social media pages;
- c. Cranbrook Plan Examination Update - Gypsy and Travellers.

Proposal. Cllr Massey proposed that the Council delegates to Cllr Chamberlain, Lewis, and Massey to submit a response to the Cranbrook Plan Gypsy and Traveller Accommodation proposals

RESOLUTION: This was unanimously agreed and will be completed

ii. Pavilions and Food Bank report

The Pavilions closed on 23rd March 2020 under government regulations in relation to the Covid-19 pandemic, with the building temporarily repurposed as a satellite hub of Exeter Food Bank. Now the Food Bank has relocated, Council noted that most user groups do not plan to return for the autumn term.

The Council received a report on the food bank, noting spend of grant funding to date.

iii. Neighbourhood Plan Officer report

The Council received a report from the Neighbourhood Plan Officer who is working remotely with a team of volunteer proof-readers to prepare draft policies. The report included a note that the examination timetable

RESOLUTION: It was proposed by Cllr Staddon to accept the NP report. This was seconded Cllr Rylance with a majority vote of 5 to 2. Motion carried.

iv. Neighbourhood Plan Review report

Cllr Lewis gave a brief overview of his review of the Broadclyst Neighbourhood Plan.

20/102 FINANCE:

Routine reporting

- i. The Council received the bank reconciliations and balance sheets to 31.07.2020.
Cashbook 1 £2,194.38; cashbook 2 £380,719.08
- ii. The Council received the Income/Expenditure Financial Statement as at 31.07.2020.
Income £202,652 (49.5%); Expenditure £75,560 (20.2%)
- iii. The Council received and resolved to approve (retrospectively) the list of payments for July and August 2020 for £25,093.71 and £21,699.98 respectively.
(NB: Purchases and payments for July and August were agreed before payment with the Chair of Finance as Council was not meeting before the invoices were due);

RESOLUTION: It was proposed by Cllr Massey, seconded by Cllr Rylance to approve all the financial reports and payment schedules. This was unanimously agreed.

Additional financial matters for consideration

iv. Community Grant Application:

The Council considered a request from Tornadoes Netball Club for £87.31 to 'top-up' their successful fundraising to a total of £1,000. The grant is for equipment needed for new couch to court project.

Proposed: It was proposed by Cllr K Straw and seconded by Cllr Massey to make the top-up, noting how well the Club had done in its fundraising and it is to be congratulated. This was unanimously agreed.

RESOLUTION: That the Council awards a further £87.31 to Tornados Netball Club.

- v. **Flood Alarm:** the Council received the Timeview and Maintenance Renewal invitation for the Flood Alarm on the Three Fords (expired 31.07.2020) and considered the renewal of the contract at the annual price of £847 (exc. VAT). It was noted that although local companies had been approached for sponsorship, none had been secured at the time of the meeting.

Proposed: It was proposed by Cllr K Straw, seconded Cllr Chamberlain, to renew the contract. This was agreed unanimously.

RESOLUTION: That the Council renews the contract at the price of £847 (nett).

vi. Youth Club SLA:

Following Sam's presentation earlier in the meeting, it was proposed by Cllr K Straw to continue the SLA for the autumn term, with a review in the December meeting for the following spring term. This was seconded by Cllr L Straw, and unanimously agreed.

RESOLUTION: That the Council renews the SLA for the autumn quarter and prepares for a further review in December for the spring term.

20/103 PLANNING**i. Recent decisions July/Aug 2020**

The following recent decisions were noted

Application ref:	Location:	Proposal:	Decision
20/1274/FUL	21A Parkside Road Exeter EX1 3TN	Rendering of external walls	Approval - standard time limit
20/0901/FUL	Roselow Broadclyst Exeter EX5 3BX	Conversion and extension of existing stables to provide holiday accommodation.	Approval - standard time limit

ii. Appeal decisions July/Aug 2020:

It was noted there have been 0 appeal decisions announced in July/Aug 2020.

iii. Validated applications for consideration:

The following validated planning applications received for consultation were considered.

Application ref:	Location:	Proposal:	Comment
20/1660/OUT	Laylocks Town Hill Broadclyst EX5 3EJ	Outline application with all matters reserved for the demolition of a garage and the construction of a two storey dwelling	Application has been withdrawn
20/1688/FUL	Little Barton Farm Broadclyst EX5 3DE	Demolition of existing agricultural buildings and erection of four dwellings, change of use of land to residential and associated works.	The Council resolved to not support this application, preferring the site be developed in accordance with existing consent and conditions.
20/1658/MRES	Skypark Clyst Honiton EX5 2BD (Adjoining Parish Application)	Reserved matters application (access, appearance, landscaping, layout) pursuant to the outline planning permission ref: 06/3300/MOUT for the construction of an internal road extension to the north-east of the site, including the verge, pavement, landscaping and a foul pumping station.	The Council did not wish to comment.
20/1830/FUL	Roselow Broadclyst Exeter EX5 3BX	Conversion and extension of existing stables to provide holiday accommodation (amendments to	The Council resolved to support this

		<u>development approved under application 20/0901/FUL, to extend the building and raise the roof height)</u>	application
20/1617/FUL	Clytside, Blackhorse	<u>Construction of bungalow, including detached garage and new vehicular entrance</u>	The Council resolved to support this application.

iv. Cranbrook plan examination update:

The Council resolved earlier this evening (Clerks report, Minute ref 20/101(i)(c)) that a draft response to amended matters of viability and the allocations for gypsy & traveller accommodation will be brought back to the October meeting by the working party. Further detail can be found here <https://eastdevon.gov.uk/planning/planning-policy/cranbrook-plan/cranbrook-plan-examination/#article-content>

v. Planning for the Future:

The Planning for the future consultation proposes reforms of the planning system to streamline and modernise the planning process, bring a new focus to design and sustainability, improve the system of developer contributions to infrastructure, and ensure more land is available for development where it is needed. Closing date 29th October 2020.

Further details: <https://www.gov.uk/government/consultations/planning-for-the-future>

The Council considered if it should respond to the Governments proposals set out in the white paper and agreed to delegate to a working party consisting of Cllrs Massey, Rylance, and K Straw, with a draft comment coming back to Council, on 5th October 2020.

20/104 CORRESPONDENCE

- i. The Council received the correspondence list for the month
- ii. There were no matters arising from the correspondence list as appropriate.

20/105 FUTURE AGENDA ITEMS

The following items were requested for agenda items in October for consideration by the Council:

- Traffic Plan adoption;
- Bowls Club review;
- Dog fouling on the playing field;
- Report from Cllr L Straw regarding the Cyst Vale Parent Forum.

20/106 TO CLOSE THE MEETING

The meeting closed at 20:55hrs.

Signed:

Print:

Date:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

Deputy Clerks Report

SEPTEMBER 2020

1. GROUNDMAN'S REPORT

01.09.2020 - We called today at the Westclyst football pitch and cut the sward, steep banking and cut the boundary line, picked up litter.

08.09.2020 - We called at the Bowling green today and cut the sward.

15.09.2020 - We called today at the Westclyst football pitch and cut the sward banking and the boundary fence line, picked up litter.

22.09.2020 - We called today at the Bowling Green and cut the sward.

24.09.2020 – End of season maintenance - An application of selective herbicide to treat weeds. Heavy scarification and collection of debris and tipping. Overseed Green. Solid tine Green. Application of nematodes to treat leather jackets. Application of fine turf fertiliser. Application of Fungicide to treat turf disease. Works to begin in October. This will need to be agreed by Full Council and is on the agenda.

2. REMEMBRANCE GARDEN

Remembrance Garden: the bench for Will has been made by Stoneman Stainless, delivered to the Pavilions and has been installed by Priory Paving (the company Will worked for) FOC.

There was an official 'opening ceremony' of the area on the first anniversary of Will's death (Thursday 24th September). Flowers were placed on the bench in memory of Will. Will's family and friends came to pay their respects through out the day/evening. The finished result is a lovely area for people to sit and gather their thoughts/take a rest and a minute to reflect. Many people have commented on how nice it looks.

3. VILLAGE MAINTENANCE

Andy, our maintenance person has been busy around the village. Cleaning the graffiti at the bus stop in Dog village to re-painting rural bus stops. Comments from residents have been encouraging and full of praise. Andy helped with the Remembrance garden for Will with planting the plants and laying the turf around the memorial bench. Well done Andy!

4. FOOD BANK REPORT

The Food Bank continues with more families coming onboard and a couple of families now dropping away. Whilst its good for the families who no longer need the Food Bank, the changing seasons will see an increase in the number of families. Families will struggle to heat homes and feed their families.

The Trussell Trust published a report with Heriot Watt University that "estimates that food banks with the Trussell Trust will give out six emergency food parcels every minute this winter, a 61% increase on last year". The Furlough scheme is due to finish the end of October and the likelihood of redundancies

will be high. From experience, from changes to the furlough scheme in the past, there is the potential of more families coming forward needing help from the Broadclyst Food Bank. Families could see themselves making hard decisions regarding heating or food. Christmas is only around the corner; the officers have been brainstorming ideas to run/organize a present run for the families receiving help from the Broadclyst Foodbank. Perhaps asking for age/gender related presents for the children with the potential of some Christmas chocolate as well.

Thanks go to Debbie at the Broadclyst Post Office, who kindly let the Food Bank have a donation box. The response has been amazing. Thank you to everyone who has donated, and please know, your kind donations get put straight back into the food bank recipient's box's the following day.

Please see link for the full report from The Trussell Trust. <https://www.trusselltrust.org/heriot-watt-research-2020/>

This concludes my report to Council.

Natasha Curwood,
Broadclyst Parish Deputy Clerk

28.09.2020

Clerks Report

SEPTEMBER 2020

1. YOUTH WORK

Following the Prime Ministers statement on Tuesday September 22nd, the National Youth Agency (NYA) has confirmed that as an essential service, youth sector activity remains unchanged at AMBER level. further information on the [NYA site](#).

Youth venues need to display the official NHS QR code posters to make it easier for people to check-in at different premises once the app is rolled out nationally. If individuals choose to check-in using the QR code poster they do not need to log in via any other route. A QR code has been generated and displayed at the Pavilions.

2. BROADCLYST SPORTS PAVILIONS: COVID-SAFE VENUE

The Pavilions has been risk assessed and measures put in place for it to meet requirements to be a Covid-safe premise. Bookings at the Pavilions are now subject to user groups completing a Covid risk assessment based on their activities. This is stored on file.

The risk associated with 'pinch-points' such as the foyer are managed on a per group basis, with user groups either having an 'all in then all out' policy or by opening up the side gate/field gate and operating a one-way system. Social distancing in the toilets is ensured by only allowing single users in each toilet block at a time, with manually operated visual indicators on the outside of the doors.

Test and Trace

The Pavilions complies with Test and Trace by displaying a QR code for those with the App and a GDPR-compliant visitor sign in/out book for those without the App. The building was professionally deep-cleaned and sanitised prior to reopening; the in-house cleaning schedule has been adjusted so it is cleaned between user groups. A Covid first aid kit has been provided with additional items required by legislation such as a disposable overall, and additional cleaning products are also provided. The T's and C's of hire have been updated in line with Covid, including the requirement for each user group to wipe down touch points before, during, and at the end of each hire period.

As of 14th September, the Pavilions is not hired to groups over 6 persons, except for the Youth Club and home-schooling user groups as they meet the educational exemption criteria. It is not a large enough floor space to have two or more groups of 6 (multiple groups are permitted by legislation where they can be far enough apart to observe social distancing – i.e. in a cinema or restaurant).

Outdoor space

I have considered if putting a floored marquee on the lawn would provide an additional covered outdoor space to help boost usage and therefore recoup some lost revenue, with a quote ready to bring to council on 5th October for consideration. However, with the 'rule of six' now meaning that many of our user groups will not be permitted to meet, I feel Council could likely be spending more money than it would recoup by creating an outdoor space. It is also likely that we may see a further local lockdown

as is happening in other parts of the country which will include closure of public buildings. For this reason, I do not feel it is financially viable to pursue this course of action.

3. FOOTBALL

Grass-roots football was permitted to return in July with some additional restrictions and [guidelines](#). Changing rooms are an area of increased risk of transmission. All venues should encourage attendees to arrive at the facility in sports kit and where possible to travel home to change/shower. Use of changing rooms and showering facilities should be avoided where possible, save for specific exceptions (i.e. to meet the needs of a disabled player). This has been applied to football at the Pavilions, with the Broadclyst FC receiving clear instruction that the showers/changing rooms are off limits. Players are permitted to enter the building one at a time to use the toilets only.

However, on 30th September, the Chairman and I received the following email from the Football Club Vice Chairman:

"I appreciate that I am beginning to sound like a broken record. For that I apologise. However, can we please review the use of the changing facilities at the Pavilions?"

So far, we have been lucky. The weather has been kind to us and we have managed to get away with changing outside. However, as you can see forecasted this weekend, it seems winter is truly setting in as we welcome a very wet couple of days.

This makes managing outside, very difficult and players, especially those visiting sometimes from some distance will be wet and muddy and it isn't practical for them to be driving home in wet/muddy kit.

Over the last couple of weeks I have spoken with Chris French who is the County Development Officer for the Devon FA and also the POC for COVID queries and he has had a look at our risk assessments. He says it is one of the better ones he has seen and is happy that it covers risk adequately. He has also said he is happy to have a chat with any of you if needs be.

I appreciate the guidelines state that changing facilities should stay closed but these are only guidelines and the FA have advised that they're happy that we can manage the risk of contamination effectively as long as the manager of the facility is happy as well.

I'd really appreciate your latest thoughts/feelings on the matter if possible."

Having checked the guidance for any changes/updates, the screen shots on the following page still clearly state that players should arrive changed and shower at home, and that changing rooms (as an indoor facility) should remain closed. As the Clerk, I am not willing to override or ignore government advice, especially in a matter as potentially serious as Covid.

Resolution required:

For the Council to consider the request in the email and government advice, resolve if it wishes to follow government guidance or not, and instruct its staff accordingly.

Part of [Work and financial support during coronavirus](#)



Guidance

Guidance for providers of outdoor facilities on the phased return of sport and recreation in England

Updated 30 September 2020

Contents

[Introduction](#)

Principles to help organisations prepare for a phased return to play

[Reopening your outdoors sports facility](#)



Guidance

Return to recreational team sport framework

Updated 30 September 2020

Contents

[Latest updates](#)

[Introduction](#)

[Key principles - prior to activity](#)

[Key principles - during activity](#)

[Key principles - facility usage](#)

[Appendix](#)

[Team sport guidance](#)

Applies to: England (see guidance for [Wales](#), [Scotland](#), and [Northern Ireland](#))

Latest updates

park.

Venues will implement traffic flow systems where possible and appropriate.

Venues will outline socially distanced areas for teams, officials and spectators.

Venues will ensure that all accessible provision within the site and the facility are available.

Changing rooms and showers

Players should arrive changed and shower at home. Use of changing and shower facilities must follow [government advice on the use of indoor facilities](#) where available.

If these facilities remain closed, exceptions may be made where safety and safeguarding measures require their use, e.g. supporting disability athletes, allowing children to change clothes.

Toilets

Toilets will need to be opened for pre-match, match and for 30mins following.

Steps that will usually be needed:

- 1 Using signs and posters to build awareness of good handwashing technique, the need to



parks.

Take into account total floorspace as well as likely pinch points and busy areas. Limiting the number of customers in the building, overall and in any particular congestion areas, for example doorways between outside and inside spaces. See [guidance on spending time outdoors](#).

Restaurants, changing rooms and car parks

Bars and restaurants, including any food or drink facilities inside a clubhouse can open, in accordance with the latest [guidance](#).

Make customers aware of, and encourage compliance with, limits on gatherings. For example, on arrival or at booking. Indoor gatherings are limited to 6 people.

At till points, consider mandating contactless or at least card payment, to avoid handling cash. Also ensure social distancing between customers and servers when food or drink is handed over. Also consider using screens at till points.

Indoor facilities, apart from toilets and through-ways, should be kept closed.

You may reopen car parks if you need to.

[↑ Contents](#)

4. COMMUNITY BUDGET CONSULTATION

Further to Council's resolution to undertake community budgeting exercise this autumn, the Deputy Clerk will distribute a letter to parish community groups, associations and clubs to gather usage numbers, need, and past support.

5. RISK ASSESSMENT

- i. The Council's workplace risk assessment has been reviewed and updated to include the most recent changes in legislation. It is appended to this report for acceptance.
- ii. The risk assessment for the reopening of the public toilets has been completed and is also appended to this report for acceptance.

6. EMERGENCY POWERS

Following a review of the emergency delegated powers which were invoked as part of the pandemic response, it is recommended that the Council reverts to the delegations in its Standing Orders and Financial Regulations.

Recommendations:

1. That the Council notes that its premises comply with the NHS Test and Trace legislation.
2. That the Council receives, considers and accepts risk assessments for the Pavilions, all workplaces, and the public toilets.
3. That the Council formally notes the end of its operation under Emergency delegation.

This concludes my report to Council.

Angie Hurren
Broadclyst Parish Clerk

1st October 2020

BROADCLYST PARISH COUNCIL: WORKPLACE RISK ASSESSMENT

Objective: That all employers carry out a COVID-19 risk assessment.

COVID-19 is a public health emergency. Everyone needs to assess and manage the risks of COVID-19, and in particular businesses should consider the risks to their workers and visitors. As an employer, the Council has a legal responsibility to protect workers and others from risk to their health and safety. This means that Council needs to think about the risks they face and do everything reasonably practicable to minimise them, recognising you cannot completely eliminate the risk of COVID-19.

The Council must make sure that the risk assessment for its business addresses the risks of COVID-19, using this guidance to inform its decisions and control measures. It should also consider the security implications of any decisions and control measures it intends to put in place, as any revisions could present new or altered security risks that may require mitigation. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace.

Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law.

Employers are expected to respond to any advice or notices issued by enforcing authorities rapidly and are required to do so within any timescales imposed by the enforcing authorities. The vast majority of employers are responsible and will join with the UK's fight against COVID-19 by working with the government and their sector bodies to protect their workers and the public. However, inspectors are carrying out compliance checks nationwide to ensure that employers are taking the necessary steps.

Employers must follow all instructions from authorities in the event of new [local restrictions](#).

How to raise a concern:

- contact your employee representative
- contact your trade union if you have one
- contact HSE at **HSE COVID-19 enquiries**. Telephone: 0300 790 6787. Online: [working safely enquiry form](#)

1.1 Managing risk

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected. In the context of COVID-19 this means protecting the health and safety of your workers and visitors by working through these steps in order:

Legislative requirement	BPC Assessment – control actions already put in place	Risk analysis (Likelihood x consequence) with mitigations in place	Further mitigations	Re-assessed by and date reassessed
NEW ITEM Ensuring both workers and visitors who feel unwell stay at home and do not attend the premises. From 28 September, by law businesses may not require a self-isolating employee to come into work.	Email sent to staff 25.09.2020 with this instruction and links for advice on what to do if they feel unwell.	2 x 3 = 6 moderate	None required	Angie Hurren (AMH); 25.09.2020
In every workplace, increase the frequency of handwashing and surface cleaning.	All staff have free access to handwashing facilities. Workspaces are cleaned daily. All staff have been provided with hand sanitiser, gloves, and other PPE such as face masks. Cleaning and sanitising products: Sursol surface sanitiser (disinfectant and viricide; complies to BS EN 1276 and EN 14476) PBS Medicare (Reduce The Risk) - 5Litre Antiviral Disinfectant (conforms to BS EN 14476) 80% Alcohol Hand Sanitiser Liquid Rub (conforms to EN 1276, EN 1500, EN 1650, EN 13624, EN 13727 and EN 14476)	1 x 3 = 3 Low	None required	AMH; 25.09.2020

Legislative requirement	BPC Assessment and control actions already in place	Risk analysis (Likelihood x consequence) with mitigations in place	Further mitigations	Re-assessed by and date reassessed
NEW ITEM To help contain the virus, office workers who can work effectively from home should do so over the winter. Where an employer, in consultation with their employee, judges an employee can carry out their normal duties from home they should do so. Public sector employees working in essential services, including education settings, should continue to go into work where necessary. Anyone else who cannot work from home should go to their place of work. The risk of transmission can be substantially reduced if COVID-19 secure guidelines are followed closely. Extra consideration should be given to those people at higher risk.	Office-based staff assessment: Clerk: works in own office Deputy Clerk: works in own office Clerk and Deputy Clerk observe social distancing within their work bubble when working together. Their roles to deliver council services and administrate the Food Bank requires them to be in the office. The confidential aspect of work precludes it from being done at home. The council office is a Covid-secure premise with no access permitted to anyone other than the Clerk and Deputy Clerk. A cleaning record is kept. Other Staff assessment: Pavilions administrator: currently off long-term sick NP Officer: working from home (WFH) Man Friday 1: lone worker outdoors (separate RA) Man Friday 2: lone worker outdoors (separate RA) Cleaners: work alone in separate premises Volunteers assessment: Food bank pickers/packers: work alone or in pairs.	2 x 3 = 6 moderate	Review government guidance weekly and adjust RA as necessary. Responsible person: Clerk In her absence: Deputy Clerk. Ensure any updates are communicated to all affected parties. Responsible person: Clerk In her absence: Deputy Clerk. Ensure any new high-risk people are recorded Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020

	Food bank distributors: work alone or in pairs. PPE and hand sanitiser provided. Councillors assessment: All public face-to-face meetings suspended. Contractors assessments: All contractors work alone and under their own RA's. High risk people assessment: To the best of our knowledge we do not have any high-risk employees or volunteers, however the NP Officer also cares for elderly parents so has been moved to a WFH position to protect them.			
Businesses and workplaces should make every reasonable effort to ensure their employees can work safely. When in the workplace, everyone should make every reasonable effort to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable).	Cleaning products provided at all council premises. PPE and hand sanitiser provided at all council premises Appropriate signage for capacity, social distancing, and one-way systems is in place at all venues as needed.	2 x 3 = 6 moderate	Ensure PPE and hand sanitiser is available Check signage weekly. Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020

Legislative requirement	BPC Assessment – control actions already put in place	Risk analysis (Likelihood x consequence) with mitigations in place	Further mitigations	Re-assessed by and date reassessed
Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity can be redesigned to maintain a 2m distance or 1m with risk mitigations where 2m is not viable.	There are no current activities that cannot be undertaken with 2m social distancing observed.	1 x 3 = 3 Low	RA any new activities Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020
Where the social distancing guidelines cannot be followed in full, even through redesigning a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.	NA as social distancing can be followed in full for all activities.	1 x 3 = 3 Low	Assess if new activities are essential Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020
You should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult.	Lone workers use mobile phones or two-way radios to communicate with each other and line management. There are no current council public activities that could cause voices to be raised.	1 x 3 = 3 Low	Assess if any new activities could cause voices to be raised Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020

Legislative requirement	BPC Assessment – control actions already put in place	Risk analysis (Likelihood x consequence) with mitigations in place	Further mitigations	Re-assessed by and date reassessed
NEW ITEM Effective from 14th September 2020 Whether indoors or outdoors, people from different households must not meet in groups of larger than 6. This limit does not apply to meetings of a single household group or support bubble where it consists of more than 6 people.	Council meetings are all held virtually, with no face-to-face meetings taking place. The primary school has been asked to circulate social distancing advice to parents on using the play area and recreation ground. Autumn staff appraisals will be carried out in person observing social distancing and wearing PPE. All public events for 2020 have been cancelled.	3 x 3 = 9 High	To take reasonable steps to ensure the rule of six is observed. This could include spot checks on hirers. Revised risk after mitigations: 2 x 3 = Moderate Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 12.09.2020

Additional considerations for council activities	BPC Assessment – control actions already put in place	Risk analysis (Likelihood x consequence) with mitigations in place	Further mitigations	Re-assessed by and date reassessed
Risk when receiving deliveries	All deliveries are received contact-free. Packages and post are not opened for 72 hours where possible Delivery drivers are not permitted access into any council building	1 x 3 = 3 Low	Review government advice, amending and communicating the Council's Covid-19 RA as necessary Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020
Risk from common use high-traffic areas such as kitchens, toilets, smoking areas, corridors, stairs etc.	Signage indicates maximum capacity in an area Virtual meetings are preferred, where this is not possible (i.e. on site) social distancing and PPE is mandatory Toilets and kitchen are single occupancy areas Social distancing is observed at all times Shared items i.e. kettles are wiped off with a viricide after every use Windows and non-fire doors are kept open Staff do not have a shared canteen or smoking area	1 x 3 – 3 Low	Review government advice, amending and communicating the Council's Covid-19 RA as necessary Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020

Additional considerations for council activities	BPC Assessment – control actions already put in place	Risk analysis (Likelihood x consequence) with mitigations in place	Further mitigations	Re-assessed by and date reassessed
Works vehicles	Touch points are wiped off after each driver (wipes provided) Single occupancy preferred; where this is not possible, windows are kept open A supply of PPE is kept in the vehicle Number of drivers is restricted to Clerk, Groundsman and one volunteer only		Review government advice, amending and communicating the Council's Covid-19 RA as necessary Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020
Disposal of PPE	Where disposable PPE is used, safe disposal (bagged and binned) is mandatory. If the wearer has symptoms, see 'waste' below	2 x 3 = 6 moderate	Review government advice, amending and communicating the Council's Covid-19 RA as necessary Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020
Cleaning if someone becomes ill whilst on Council premises	The minimum PPE to be worn for cleaning an area after a person with symptoms of or confirmed COVID-19 has left the setting possible is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.	2 x 3 = 6 moderate	Review government advice, amending and communicating the Council's Covid-19 RA as necessary	AMH; 25.09.2020

	Public areas where a symptomatic person has passed through and spent minimal time, but which are not visibly contaminated with body fluids (such as corridors) can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using either: • a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) or • a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants		Responsible person: Clerk In her absence: Deputy Clerk.	
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Additional considerations for council activities	BPC Assessment – control actions already put in place	Risk analysis (Likelihood x consequence) with mitigations in place	Further mitigations	Re-assessed by and date reassessed
Contaminated waste disposal	Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be disposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.	2 x 3 = 6 moderate	Review government advice, amending and communicating the Council's Covid-19 RA as necessary Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020

	If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must: • keep it separate from your other waste • arrange for collection by a specialist contractor as hazardous waste			
NEW ITEM Face coverings	The government's list of indoor places where Face coverings must be worn (updated 24.09.2020) includes community centres. Face coverings must be fitted before entering and kept in place until vacating the premises.	2 x 3 = 6 Moderate	The Council reserves the right to carry out spot checks on user groups hiring the Pavilions to ensure compliance. Failure to do so will result in cancellation of future bookings.	AMH; 25.09.2020
NEW ITEM NHS Test and Trace	The Pavilions and Parish Council office complies with Test and Trace by displaying a QR code for those with the App and a GDPR-compliant visitor sign in/out book for those without the App. Applies from 24th September 2020	1 x 3 = 3 Low	Review government advice, amending and communicating the Council's Covid-19 RA as necessary Responsible person: Clerk In her absence: Deputy Clerk.	AMH; 25.09.2020

NOTES TO THE RISK ASSESSMENT

1. The Council is a body corporate and an employer.
2. The Council cannot discharge its responsibilities as an employer. As an employer, the Council must protect people from harm. This includes taking reasonable steps to protect workers and others from coronavirus. This COVID-19 risk assessment will help the Council manage risk and protect people.

The employer must:

- identify what work activity or situations might cause transmission of the virus
 - think about who could be at risk
 - decide how likely it is that someone could be exposed
 - act to remove the activity or situation, or if this isn't possible, control the risk
3. The Covid workplace assessment supplements other council risk assessments. All employment H&S obligations still apply.
 4. The Council has carried out a risk assessment and displays the "Staying COVID-19 Secure in 2020"¹ notice in its workplaces to show that it has complied with the [guidance on managing the risk of coronavirus \(COVID-19\)](https://www.gov.uk/government/publications/staying-covid-19-secure-in-2020-notice).
 5. Risk Matrix used in this assessment

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

This risk assessment was reviewed and updated on 25th September 2020 by Angie Hurren, Broadclyst Parish Council Clerk/RFO
It is recommended to the Council for adoption at its meeting on 5th October 2020.

¹ <https://www.gov.uk/government/publications/staying-covid-19-secure-in-2020-notice>

COVID-19 Risk Assessment for hirers of Broadclyst Sports Pavilion

This document can be used as a guide to help you to produce your own COVID-19 risk assessment for use of our hall. We can help you to complete it with reference to our premises. This is intended as a supplement to the ordinary Risk Assessment for your group.

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This risk assessment details the risks associated with the spread of COVID-19 from the pavilion and provides methods of controlling these risks. The pavilion is currently closed for use by the public. However, the government has announced that community centres could be re-opened on 4 July 2020 subject to providing a COVID safe environment. The guidance for providing a safe environment includes a requirement to carry out an appropriate COVID-19 risk assessment. This risk assessment takes each of the key principles as set out in the guidance and assesses whether practical arrangements can be put in place in the context of the outdoor facilities owned and managed by Broadclyst Parish Council.

Council is not obligated to reopen any of its facilities because there is permission to do so.

What are the hazards:

- Spread of COVID-19 (Coronavirus)

Who might be harmed?

- Staff
- Councillors
- Volunteers
- Contractors
- Members of the public who visit or use Council to premises and facilities

Area of Risk	Risk identified	Controls already in place	Additional controls	Further actions / Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Hiring group leaves hall or equipment without cleaning.	Group to check with hall administrator when hall is cleaned.	Terms of hire updated to require Group to make sure regularly used touchpoints are wiped before, during and after hire e.g. tables, sinks, door and toilet handles.	Council will ensure enough PPE and cleaning products are provided.
Managing Social distancing, especially where people are attending who may be vulnerable	People do not maintain 2m social distancing (or 1m plus additional measures)	Hirers must comply with social distancing as far as possible and implement a one-way system through the building where it is practical to do so. Lay out tables/chairs at set distances. <u>Social distancing in toilet areas</u> Toilet areas are very limited in space and social distancing would not be possible in any of these rooms. <u>Social distancing in changing rooms</u> Social distancing in the changing rooms will not be possible and the government has stated that these facilities must remain closed. Changing rooms are to remain closed.	<u>Social distancing in toilets</u> Vacant/engaged signage has been fitted to each door of the separate ladies' and men's toilets. This will enable those wishing to enter the toilets to see if they are available. <u>Social distancing in changing rooms</u> Changing room doors have been deadlocked to prevent unauthorised use.	Hirers to allow people time to use toilets without others present.

Area of Risk	Risk identified	Controls already in place	Additional controls	Further actions / Notes
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Face coverings to be worn at all times whilst indoors.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used including the kitchen bin at the end of hire.
Hand cleanliness	Transmission to other members of group and premises	Everybody must use sanitiser on entering and exiting the premises. Good hygiene facilitated by ensuring suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand dryers) are available.		Council will ensure enough PPE and cleaning products are provided
Someone falls ill with COVID- 19 symptoms	Transmission to other members of group and premises	Move person to safe area away from other group members immediately and send straight home. Obtain contacts, inform hall administrator immediately. Advise group members to self-isolate for 14 days / seek a Covid-19 test.	New: Covid 1 st Aid kit provided	Ensure all members know not to attend group meetings if they have any Covid-19 symptoms.

Area of Risk	Risk identified	Controls already in place	Additional controls	Further actions / Notes
Test and Trace	Tracing of persons following a confirmed case of Covid	Groups retain a register of people attending and have a record including method(s) of contact.	New: A Pavilions-specific NHS App QR code is now displayed New: A Visitors signing in book is provided for those without the App.	For hirers to ensure a register of all attendees is kept.
Symptoms of Covid-19	Persons may not know the symptoms.	Posters displayed reminding hirers of symptoms and the requirement to self-isolate and get a test.		For hirers to ensure their members know not to attend if they have any symptoms or have knowingly been in contact with someone who has symptoms.

Prepared by: Angie Hurren
Date: 25th August 2020
Updated 25th September 2020
Circulated to: all Pavilions user groups.

Broadclyst Sports Pavilions
Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Pavilions' ordinary conditions of hire.

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the Pavilions, as shown on the attached poster which is also displayed at the Pavilions entrance, in particular using the hand sanitiser supplied when entering the Pavilions and after using tissues.

SC2:

You undertake to comply with the actions identified in the Pavilions risk assessment, of which you have been provided with a copy.

SC3:

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will ensure that no more than 6 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social

distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time (save where assistance is needed).

SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face.

SC9:

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. (People are not obliged to provide details)

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided before you leave the Pavilions.

SC11:

You will encourage users to bring their own drinks and food. Where this is not possible, you will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

SC12:

We will have the right to close the Pavilions if there are safety concerns relating to COVID-19, for example, if someone who has attended the Pavilions develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with,

Broadclyst Parish Council: Pavilions re-opening special conditions.

V1. 25th August 2020.

whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Pavilions you should remove them to the designated safe area which is preferably outside or the foyer if this is not possible. We provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Parish Council immediately on 01392 360269 or 07532 286713.

SC14: For events that are excepted from the rule of 6, you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place.

SC15: In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16:

Other special points:

Where a sports, exercise or performing arts activity takes place:

- You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity

Where a group uses their own equipment:

- You will ask those attending to bring their own equipment and not share it with other members;
- You will avoid using equipment, which is difficult to clean, as far as possible.
- You will ensure that any equipment you provide is cleaned before use and before being stored in the Pavilions cupboards.

SC17:

You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

Revised 25th September 2020

LET'S HELP STOP THE SPREAD OF CORONAVIRUS



Scan this QR code with your
NHS COVID-19 App to check-in



Broadclyst Parish Council

Office 3 Phillip House, Honiton Road, EX1 3RU

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NHS COVID-19 APP**



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App Store



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LET'S HELP STOP THE SPREAD OF CORONAVIRUS



Scan this QR code with your
NHS COVID-19 App to check-in



Broadclyst Sports Pavilion

s, Holly Close, Broadclyst, EX5 3JB

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NHS COVID-19 APP**



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Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a [COVID-19 risk assessment](#) and shared the results with the people who work here
- ✓ We have [cleaning, handwashing and hygiene procedures](#) in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a [COVID-19 Secure workplace](#) or work from home
- ✓ We have taken all reasonable steps to [maintain a 2m distance](#) in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to [manage transmission risk](#)

Signed on behalf of employer _____ Employer representative signature

Employer Broadclyst Parish Council Date 14th September 2020

Who to contact: The Health and Safety Executive at www.hse.gov.uk or 0300 003 1647



NEIGHBOURHOOD PLAN OFFICER'S REPORT

Report to: Broadclyst Parish Council

Date of Meeting: Oct 5th 2020

Agenda item: 20/101iii

Subject: Broadclyst Neighbourhood Plan

Purpose of report: to update Council

Recommendation:

- i. that that report be noted
- ii. that recommendations contained within the report be considered and resolved

Financial implications: The preparation of the Broadclyst Neighbourhood Plan is supported by government Locality grants. Staffing costs are partly being met from parish council budgets and partly from the grant fund

Legal implications: Broadclyst Parish Council is a qualifying body¹ and is therefore eligible to write a Neighbourhood Plan. The District Council has a statutory duty to support the preparation of Neighbourhood Plans.

Equalities impact: Not applicable

Risk: The Audit Commission (2001) defines “risk” as an event or action which will adversely affect an organisation’s ability to achieve its objectives, project plans and processes and to successfully execute its strategies. Therefore “risk management” is the process by which risks are **identified, evaluated and controlled**.

Broadclyst Parish Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management strategy in line with the introduction of Local Audit and Accountability Act 2014 in order to protect the Council from avoidable losses.

The co-operation of all Members and officers is essential to ensure the Council’s resources and service provision are not adversely affected by uncontrolled risk, to ensure the Council does not fail to seize opportunities which benefit the community.

Link to Council Action Plan:

The preparation of Broadclyst Neighbourhood Plan supports the Council’s commitment to enabling local

¹ For Neighbourhood Development Orders, the definition of “qualifying body” is in section 61E(6) of the Town And Country Planning, England, Act 1990 (inserted by paragraph 2 of the Localism Act 2011). For the purposes of Neighbourhood Development Plans the definition of “qualifying body” is in section 38A(12) of the Planning and Compulsory Purchase 2004 Act (as inserted by paragraph 7 of the Localism Act 2011).

housing delivery; supporting business growth and increased productivity, and community capacity building and engagement.

Risk analysis

A detailed risk analysis has been carried out and is summarised below

Risk Description	Likelihood	Impact	Mitigation Measures
Failure to deliver Neighbourhood Plan	Low	Moderate	Continued budget monitoring
Failure to meet evidenced community need	Low	Moderate/Major	Regular review of progress against community survey results
Covid 19	High	Moderate/ Major	Regular review of MHCLG Covid 19: planning update of changes to the neighbourhood planning process . Adjusting stages of the NP process to be in line with national guidance.

Key information

Neighbourhood Plans were introduced by the Localism Act 2011. The idea behind localism is that decision making is passed to a more local level, from local government to local communities. There are two main parts to neighbourhood planning: Neighbourhood Plans (NP) and Neighbourhood Development Orders (NDO).

A Neighbourhood Plan is a community-led planning framework for guiding the future development, regeneration and conservation of an area. It is about the use and development of land and may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocating key sites for specific kinds of development. It may deal with a wide range of social, economic and environmental issues (such as housing, employment, heritage and transport) or it may focus on one or two issues only. It is for those producing the plan to decide on its scope and content.

A Neighbourhood Plan will be part of the statutory development plan for the area, if successful at a referendum. This statutory status gives neighbourhood plans more weight than some other local documents, such as parish plans, community plans and village design statements.

A Neighbourhood Plan must meet certain “basic conditions”. These include compliance with European and national legislation, contributing to the achievement of sustainable development, having appropriate regard to national policy and being in general conformity with existing strategic planning policy. It should not promote less development than that identified in the development plan for the area. It can provide for greater growth levels. It can also specify policies and guidance on how new development should be designed, orientated and located. The preparation of neighbourhood plans must include a robust programme of community engagement and have a proportionate evidence base.

Link to Council Action Plan:

The preparation of Broadclyst Neighbourhood Plan supports the Council's commitment to enabling local housing delivery; supporting business growth and increased productivity; and community capacity building and engagement.

REPORT

1. Reg 14 Draft Neighbourhood Plan.

- a) The Draft Broadclyst Neighbourhood Plan is an item on tonight's PC Meeting agenda.
- b) The Draft has some additional work to be added to before Reg 14 Consultation can commence. Updating front cover design and maps are required. It is anticipated that further text, grammatical and other alterations might be provided by Councilors tonight.

Recommendation 1: For Council to note.

2. Locality Grant Application

- a) A funding application is being made to cover the expenses involved in the Reg 14 Consultation process.
- b) The funding will also cover the expenses of the production of the Broadclyst Neighbourhood Plan Basic Statement Document.

Recommendation 1: For Council to note.

3. Reg 14 Consultation

- a) The Regulation 14 Consultation process will include:
 - A web based online consultation.
 - A paper system for those without access to the online consultation. The latter will be in line with Covid 19 recommendations.
- b) The timing of the Reg 14 consultation will be dependent on receipt of Locality Grant funding.
- c) Provisional dates for Regulation 14 consultation is October 19th to December 18th 2020.

Recommendation 4: For Council to note.

This concludes my report to Council.

Janvrin Edbrooke
Broadclyst Parish Council Neighbourhood Plan Officer
28 September 2020

30/09/2020

Broadclyst Parish Council

15:31

Balance Sheet as at 31.08.2020

31st March 2020

31st March 2021

31st March 2020		31st March 2021	
Current Assets			
250	Other Debtors	0	
3,244	VAT Control A/c	5,939	
2,081	Prepayments	0	
1,555	Lloyds Bank BPC	4,920	
259,268	Lloyds Bank BPC Reserves	331,042	
266,397		341,901	
266,397	Total Assets	341,901	
Current Liabilities			
6,353	Accruals	0	
6,353		0	
260,044	Total Assets Less Current Liabilities	341,901	
Represented By			
111,146	General Reserves	195,736	
148,897	Earmarked Reserves	146,165	
260,044		341,901	

The above statement represents fairly the financial position of the authority as at 31.08.2020 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible

Financial

Date : _____

Bank Reconciliation Statement as at 31/08/2020
for Cashbook 1 - Lloyds Bank BPC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank BPC	31/08/2020	69	4,920.10
			<u>4,920.10</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,920.10
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			4,920.10
		Balance per Cash Book is :-	4,920.10
		Difference is :-	0.00

Time: 22:45

Bank Reconciliation up to 31/08/2020 for Cashbook No 2 - Lloyds Bank BPC Reserves

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
10/08/2020	INT		12.85	12.85		R ☒	Receipt(s) Banked
14/08/2020	BACS 286	936.27		936.27		R ☒	Lloyds Bank BPC
14/08/2020	BACS 285	2,345.00		2,345.00		R ☒	Lloyds Bank BPC
14/08/2020	Top-up	2,500.00		2,500.00		R ☒	Lloyds Bank BPC
20/08/2020	BACS 287	748.48		748.48		R ☒	Lloyds Bank BPC
27/08/2020	BACS 288	14,740.35		14,740.35		R ☒	Lloyds Bank BPC
27/08/2020	Top-up	2,500.00		2,500.00		R ☒	Lloyds Bank BPC
		<u>23,770.10</u>	<u>12.85</u>				

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control A/c			5,939.22	
200	Lloyds Bank BPC			4,920.10	
205	Lloyds Bank BPC Reserves			331,042.00	
310	General Reserves				111,146.48
320	EMR Buildings				10,809.67
322	EMR Bus shelters				10,000.00
325	EMR Car Park				8,000.00
331	EMR Rates				12,650.57
332	EMR I.T.				424.00
335	EMR Grounds Maintenance				3,280.00
340	EMR Election Costs				4,000.00
345	EMR Pavilions Maintenance				1,012.00
347	EMR Toilets Maintenance				1,740.00
350	EMR Neighbourhood Plan				7,900.15
355	EMR P3 Footpaths				1,585.00
359	EMR Youth Club				2,500.00
360	EMR Youth Worker				3,524.50
361	EMR Staffing Contingency				32,026.00
365	EMR Allotment				8,250.00
375	EMR Helipad/Defib				1,022.43
380	EMR Play Eqpm Maint/New/Repl				9,605.00
381	EMR Legal				4,355.00
382	EMR Youth Football				69.89
383	EMR Highways				3,847.68
384	EMR Crime/Traffic				2,500.00
385	EMR Service costs				2,779.00
386	EMR Twinning				1,654.00
387	EMR Vehicle operation/lease				2,918.00
388	EMR Compound				1,040.60
390	EMR Andrews Boiler				9,247.00
391	EMR Bowls maint/repairs				2,200.00
392	EMR Bowls seeds/fertilizers				2,173.00
393	EMR Courts costs income			4,948.27	
1076	Precept	100	Income		195,949.30
1080	Bank Interest Received	100	Income		77.89
1085	Investment Interest received	100	Income		463.77
1150	Covid-19 reimb	265	Covid-19		151.85
1155	Covid-19 grants	265	Covid-19		3,462.65
1300	Miscellaneous Income	100	Income		1,403.08
1300	Miscellaneous Income	110	Administration		1,870.20
1320	Telephone rebate	110	Administration		21.00
1600	P3 Grant	160	Maintenance		1,500.00

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1900	Sports Pavilion Bookings	190	Sports Pavilion		365.00
4000	Staffing & E/ee contrib	110	Administration	30,977.10	
4000	Staffing & E/ee contrib	160	Maintenance	5,218.85	
4000	Staffing & E/ee contrib	170	Public Toilets	2,089.40	
4000	Staffing & E/ee contrib	190	Sports Pavilion	3,616.20	
4000	Staffing & E/ee contrib	230	Neighbourhood Planning	8,926.70	
4005	E'er contributions 20-21	110	Administration	14,525.96	
4050	Officer's Expenses	110	Administration	337.72	
4070	Telephone - mobile	110	Administration	265.59	
4075	Telephone - landlines	130	Accommodation	479.95	
4080	Banking	110	Administration	27.30	
4090	Payroll	110	Administration	250.50	
4100	Stationery	110	Administration	718.27	
4110	I.T.	110	Administration	585.00	
4115	Finance RBS	110	Administration	837.00	
4130	Subscriptions	110	Administration	4,880.16	
4135	Legal Costs	110	Administration	2,000.00	
4140	Audit Costs	110	Administration	500.00	
4150	Youth Worker	110	Administration	5,000.00	
4170	Office Rent	130	Accommodation	4,092.50	
4175	Office running costs	130	Accommodation	897.37	
4185	Training - CPD	110	Administration	1,768.47	
4190	Insurance	110	Administration	3,230.12	
4220	Broadsheet	150	Public Relations	1,178.00	
4280	Youth footie	120	Grants/projects	25.75	
4310	Highways Grass Cut DCC	160	Maintenance	3,561.25	
4320	Handyman budget	160	Maintenance	575.77	
4325	Parish Vehicle lease	160	Maintenance	1,157.89	
4326	Parish vehicle op budget	160	Maintenance	334.55	
4330	Lengthman (contracted)	160	Maintenance	196.45	
4350	Allotments Expenditure	160	Maintenance	300.00	
4370	Dog Bins	160	Maintenance	216.76	
4420	Utilities	110	Administration		266.00
4420	Utilities	170	Public Toilets	137.13	
4420	Utilities	190	Sports Pavilion		156.66
4440	Maintenance/Repairs	160	Maintenance	152.30	
4440	Maintenance/Repairs	170	Public Toilets	85.00	
4440	Maintenance/Repairs	190	Sports Pavilion	1,175.81	
4450	Products	170	Public Toilets	40.61	
4450	Products	190	Sports Pavilion	9.08	
4460	Rates	130	Accommodation	2,694.60	
4460	Rates	170	Public Toilets	2,420.15	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4460	Rates	180	Clyst Room	202.10	
4470	Community Grants	120	Grants/projects	3,372.69	
4510	Pavilions (running maint)	190	Sports Pavilion	406.11	
4520	Service Costs	190	Sports Pavilion	150.00	
4530	Football Pitch	190	Sports Pavilion	500.00	
4535	Westclyst Sports Pitch	250	Westclyst Sports Pitch	4,766.68	
4540	POS. grass cutting	160	Maintenance	1,634.72	
4560	Play Inspection	200	Play Area	142.00	
4570	Play Service	200	Play Area	83.78	
4610	Bowls Water Meter	210	Bowls Green	406.60	
4611	Footbl Pitch water Court claim	210	Bowls Green	185.00	
4630	Bowls Green Contractor	210	Bowls Green	1,177.25	
4640	Sprinkler Service	210	Bowls Green	165.00	
4750	Neighbourhood Planning	230	Neighbourhood Planning	650.00	
4820	Covid-19 resident shopping	265	Covid-19	122.92	
4821	Covid-19 food bank exp	265	Covid-19	1,646.18	
4825	Covid-19 PPE/general exp	265	Covid-19	2,733.49	
6000	Transfer from EMR	160	Maintenance		1,750.00
6000	Transfer from EMR	230	Neighbourhood Planning		70.00
6000	Transfer from EMR	265	Covid-19		912.00
Trial Balance Totals :				470,679.37	470,679.37
Difference				0.00	

Summary Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income	13	197,894	393,499	195,605			50.3%
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	13	197,894					
110	Administration	1,844	1,891	50	(1,841)			3782.4%
	Expenditure	10,231	65,637	160,750	95,113		95,113	40.8%
	Net Income over Expenditure	(8,388)	(63,746)	(160,700)	(96,954)			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	(8,388)	(63,746)					
120	Grants/projects	293	3,398	15,000	11,602		11,602	22.7%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	(293)	(3,398)					
130	Accommodation	839	8,164	14,700	6,536		6,536	55.5%
150	Public Relations	0	0	2,200	2,200			0.0%
	Expenditure	0	1,178	11,000	9,822		9,822	10.7%
	Net Income over Expenditure	0	(1,178)	(8,800)	(7,622)			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	0	(1,178)					
160	Maintenance	0	1,500	3,255	1,755			46.1%
	Expenditure	3,686	13,349	58,000	44,651		44,651	23.0%
	Net Income over Expenditure	(3,686)	(11,849)	(54,745)	(42,896)			
	plus Transfer from EMR	0	1,750					
	Movement to/(from) Gen Reserve	(3,686)	(10,099)					
170	Public Toilets	0	0	1,450	1,450			0.0%
	Expenditure	420	4,772	11,950	7,178		7,178	39.9%
	Net Income over Expenditure	(420)	(4,772)	(10,500)	(5,728)			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	(420)	(4,772)					
180	Clyst Room	0	202	720	518		518	28.1%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	0	(202)					
190	Sports Pavilion	0	365	6,500	6,135			5.6%
	Expenditure	1,816	5,701	26,916	21,215		21,215	21.2%
	Net Income over Expenditure	(1,816)	(5,336)	(20,416)	(15,080)			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	(1,816)	(5,336)					
200	Play Area	13	226	4,250	4,024		4,024	5.3%
	plus Transfer from EMR	0	0					

Summary Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
	Movement to/(from) Gen Reserve	(13)	(226)					
210	Bowls Green							
	Income	0	0	1,832	1,832			0.0%
	Expenditure	483	1,934	5,000	3,066		3,066	38.7%
	Net Income over Expenditure	(483)	(1,934)	(3,168)	(1,234)			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	(483)	(1,934)					
230	Neighbourhood Planning							
	Expenditure	1,785	9,577	24,000	14,423		14,423	39.9%
	plus Transfer from EMR	0	70					
	Movement to/(from) Gen Reserve	(1,785)	(9,507)					
	Movement to/(from) Gen Reserve	0	0					
	Movement to/(from) Gen Reserve	0	0					
250	Westclyst Sports Pitch							
	Income	0	0	500	500			0.0%
	Expenditure	1,192	4,767	14,000	9,233		9,233	34.0%
	Movement to/(from) Gen Reserve	(1,192)	(4,767)					
260	Contingency							
	Expenditure	0	0	28,000	28,000		28,000	0.0%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	0	0					
265	Covid-19							
	Income	20	3,615	0	(3,615)			0.0%
	Expenditure	727	4,503	0	(4,503)		(4,503)	0.0%
	Net Income over Expenditure	(707)	(888)	0	888			
	plus Transfer from EMR	0	912					
	Movement to/(from) Gen Reserve	(707)	24					
	Grand Totals:- Income	1,876	205,265	409,286	204,021			50.2%
	Expenditure	21,485	123,407	374,286	250,879	0	250,879	33.0%
	Net Income over Expenditure	(19,609)	81,858	35,000	(46,858)			
	plus Transfer from EMR	0	2,732					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	(19,609)	84,590					

PAYMENTS SCHEDULE - September 2020
Parish Council Current Account

BACS	Payee	Service/Goods Provided	Total
BACS 290	Thirsty Work	Office water	£22.00
	Brightsea print	A3 and A4 Autumn 2020 Broadsheet	£1,013.00
	Tornados Netball	Community grant 'top up' (Minute ref 20/103v)	£87.31
	Argos Fire	Fire extinguishers and signage (Food Bank)	£173.88
"	Mr A Ricketts	Garage rent	£75.00
"	Stratton Creber	Office rent and service charge (29.09.2020-24.12.2020)	£2,414.10
BACS 291	Devon Shirts	Workwear	£516.72
"	Argos Fire	Fire extinguishers and signage (Pavilions/Man cave)	£363.84
"	Ashton Cleaning Services	Pavilions Covid deep clean 7th Sept 2020	£345.60
BACS 292	Staffing	September 2020 staff salaries, HMRC and Pension	£14,978.43
BACS 293	A Hurren	Expenses	£153.90
"	N.Curwood	Expenses	£68.40
"	H Cutting	Expenses	£0.00
"	J. Edbrooke	Expenses	£0.00
"	A. Ricketts	Expenses	£23.36
"	Exeter YMCA	Autumn term SLA	£2,500.00
"	Hydrologic	Telemetry	£847.00
"	PKF Littlejohn	Annual Governance and Accountability Return	£1,200.00
"	Broxap	Outdoor Gym replacement parts	£236.40
"	Exe Turf Care	Football pitch and bowls green maint	£2,423.92
"	Printerland	Ink cartridges for Office printer	£387.60
"	PPL & PRS	Music Licence for the Pavilions	£260.04
		BACS TOTAL FOR MONTH	£28,090.50

DEBIT CARD

01.09.2020	Adobe	Subscription	£181.10
05.09.2020	Timpsons	Pavilions foyer door keys	£18.60
09.09.2020	TNT Direct	Return postage for linemarkers x2 via TNT	£59.28
09.09.2020	Amazon	CDP book	£37.99
10.09.2020	Tesco	Food bank shopping	£68.81
11.09.2020	Sainsburys	Diesel	£71.73
12.09.2020	Tesco	Food Bank shopping	£12.00
15.09.2020	HM Courts	Court Hearing Fee	£335.00
15.09.2020	Tesco	Food Bank shopping	£54.46
16.09.2020	Post Office	Recorded delivery (court letters)	£45.78
18.09.2020	Tesco	Food Bank shopping	£44.55
18.09.2020	Joshuas Car Wash	Van Covid-disinfect	£13.00
22.09.2020	Pinhoe Garage	Fuel (maintenance)	£23.39
24.09.2020	SLCC Enterprises Ltd	Webinars (x2)	£108.00
24.09.2020	Tesco	Stationery, Covid 1st aid, cleaning materials.	£92.25
24.09.2020	Timpsons	Pavilions internal door keys	£15.00
24.09.2020	My Workwear	Workwear	£101.52
25.09.2020	SLCC	CiCLA registration fee for Deputy Clerk	£350.00
During the month	Amazon	Food Bank	£144.23
During the month	Amazon	Maintenance/PPE/general/Covid compliance	£302.37
		CARD TOTAL FOR MONTH	£2,079.06

STANDING ORDER

4-weekly	Heaver Bros Ltd	Food Bank unit hire (inc VAT) (26.09.2020-24.10.20. Collected 28.09.2020)	£182.40
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DIRECT DEBITS

Monthly/Bi-monthly

DD	British Gas	Electricity Public Toilets (10 Aug - 9 Sep 2020)	£18.00
DD	O2	Telephone (Pavilions bookings)	£21.11
DD	BT Business	Office Phone and Broadband	£113.77
DD	Lloyds bank	Bank Charges 9th July-10th Aug (collected 01.09.2020)	£6.50
DD	Lloyds bank	Bank Charges 9th Aug-10th Sep (collected 29.09.2020)	£6.50
DD	O2	Telephone (Officers)	£42.24
DD	Ford Lease Hire	Ford Lease	£483.97
DD	British Gas	Gas at Pavilions (1 Aug - 31 Aug 2020)	£21.18
DD	British Gas	Electricity at Sports Pavilions 9 Aug - 8 Sept 2020	£68.28

Quarterly/Bi-annual

DD	National Trust	Allotment Rent (bi-annually April + November)	£360.00
Annually			
DD	EMAP Publishing	LGC subscription (auto-renews in March)	£0.00
DD	ICO	Data Protection Registration (Annual - November)	£0.00
DD	TV Licence	Broadclyst Sports Pavilions Licence (annual) Paid Dec 19	£0.00
		DIRECT DEBITS TOTAL FOR MONTH	£1,141.55

TOTAL EXPENDITURE in September 2020 **£31,493.51**

Broadclyst Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

	Notes
1. The audit of accounts for Broadclyst Parish Council for the year ended 31 March 2020 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Broadclyst Parish Council on application to:	
(a) Mrs Angie Hurren, Parish Clerk 19 New Buildings, Broadclyst Exeter EX5 3EX	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) Monday to Friday, 09:00hrs to 16:00hrs 	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £ <u>5.00</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) Mrs Angie Hurren	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 28th September 2020	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Broadclyst Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

09/06/2020

and recorded as minute reference:

20/076ii

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.broadclyst.org

Section 2 – Accounting Statements 2019/20 for

Broadclyst Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	128,660	160,984	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	350,969	407,357	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	21,852	27,831	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	157,725	168,689	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	182,772	167,439	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	160,984	260,044	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	156,626	260,823	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	443,352 485,716	470,091	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

27/04/2020

I confirm that these Accounting Statements were approved by this authority on this date:

09/06/2020

as recorded in minute reference:

20/076iii

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

BROADCLYST PARISH COUNCIL – DV0063

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

 SIGNATURE REQUIRED

Date

21/09/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

**Community budget consultation
2021/22 budget**

Broadclyst Parish Council

Introduction

Broadclyst Parish Council want to know how **you**, the residents and taxpayers of Broadclyst, Westclyst and outlying villages **think we should spend your money**. Last year the council spent £336,128 of residents money and raised £435,188 in council taxes. This year we think we will spend £346,000 and raise £409,000.

If you live in a **Band D property** for council tax this year your council tax bill will be £2,095.05 of which the parish will receive **£198.93 a year**. The rest goes to Devon County, East Devon, Police and Crime, and the Fire service.

To make sure we spend your money on the things that most benefit the community we want to know **how much** do you think we should **spend next year?**

Residents and taxpayers will be asked to join in a helping us decide. To take part you can **volunteer** to receive a **questionnaire** or to be called by a councillor who will ask you questions about how we spend money.

We want to **include all groups** of people in the discussion so will try to make sure that responses are balanced across the parish. This means for every 100 people who take part we will try to find:

- 10 parents of children under the age of 10
- 10 young people between the age of 10 and 17
- 10 young adults
- 40 people who are between 29 and 60
- 20 people who are over 60 but under 75
- 10 people over the age of 75

We will also try to balance different groups:

- home ownership with 70 out of 100 who own their own homes, and 30 who live in rented accommodation
- at least 10% of people who receive benefits of any type
- at least 20% of people who feel their health is not good or better
- be gender balanced

Volunteers will be required to be **resident** in the parish to take part.

This year's main areas of spending

Community work, this includes youth work, community grant fund, the Broadsheet, and Fun Day. XX % or £XXX

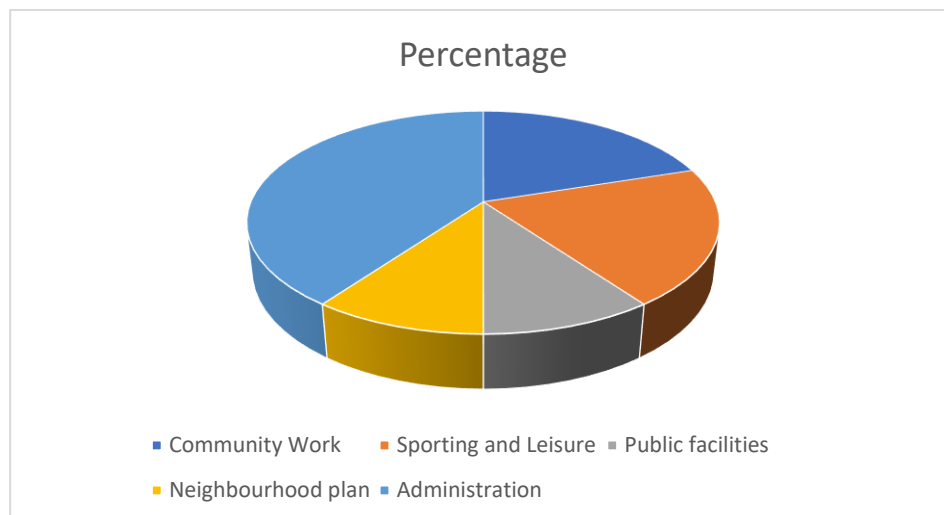
Sporting and Leisure, this includes the sports pavilion, play areas, bowls green, and football pitches. XX% or £XXX

Public facilities, this includes toilets, dog bins, bus shelters, parish clock, footpaths, and general maintenance of parish areas. XX% or £XXX

Neighbourhood plan, the development of the parishes planning rules. XX% or £XXX

Administration, the staff to manage all of the things we do. XX% or £XXX

This chart shows the amount of the total budget each area represents



The **budget for next year** will start with this split of funding unless you tell us that it is important that we **spend our money elsewhere**.

When thinking about spending remember if you **increase** the amount you want us to spend in one area without **reducing** the amount elsewhere your **council tax will rise!**

Think about what sort of community you want to live in, do you want to **help others** with **your taxes**, or do you want to reduce your council tax bill and stop doing some things.

What is most important to you as a taxpayer or resident

Administration is not included as most councils spend about half of their budget on this so if we decide to spend more money this will cost more, if we decide to spend less, we may be able to reduce this.

Details of each area will be shown later but at the moment we want to know if we have got the balance right.

- **Community work**, this includes youth work, community grant fund, the Broadsheet, and Fun Day. We spend about £XXX,XXX a year on community work.
- **Sporting and Leisure**, this includes the sports pavilion, play areas, bowls green, and football pitches. We spend about £XXX,XXX a year on sports and leisure work.
- **Public facilities**, this includes toilets, dog bins, bus shelters, parish clock, footpaths, and general maintenance of parish areas. We spend about £XXX,XXX a year on public facilities work.
- **Neighbourhood plan**, the development of the parishes planning rules. We spend about £XXX,XXX a year on the neighbourhood plan.

		Spend a lot less	Spend less	About right	Spend more	Spend a lot more
Community work	£XXX,XXX	1	3	10	17	20
Sporting and Leisure	£XXX,XXX	1	3	10	17	20
Public facilities	£XXX,XXX	1	3	10	17	20
Neighbourhood plan	£XXX,XXX	1	3	10	17	20

Circle the number that represents your choice

Add up all the circled numbers

Total _____

- Total less than 10 – You think we should be spending a lot less money on all activities
- Total less than 35 – You think we should be spending less money on some activities
- Between 35 and 45 – You think the total budget is about right, but we might have to change our priorities
- Total more than 45 – You think we should spend more money on all areas
- Total more than 60 – You think we should spend a lot more money on all areas

(info about what Admin covers)

Spending on Community Work

The following things are the activities and groups what we spend your money on along with the amount that is in this year's budget. Please tell us which of these areas is your highest and lowest priority for our spending in community work.

The total budget for community work is £XXX,XXX. Help us decide overall what you think is most important in this area

(info about key areas of community work)

Please chose one highest priority and one lowest priority area and then give each other area a priority score

	Cost	Lowest priority	Lower priority				Higher priority				Highest priority
Area 1		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10

Is there any other area of community work we should be spending on?

Spending on Sports and Leisure

The following things are the activities and groups what we spend your money on along with the amount that is in this year's budget. Please tell us which of these areas is your highest and lowest priority for our spending in Sports and Leisure.

(info about key areas of sports and leisure)

The total budget for Sports and Leisure is £XXX,XXX. Help us decide overall what you think is most important in this area

Please chose one highest priority and one lowest priority area and then give each other area a priority score

	Cost	Lowest priority	Lower priority				Higher priority				Highest priority
Area 1		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10

Is there any other area of Sports and Leisure we should be spending on?

Spending on Public facilities

The following things are the Public facilities that we spend your money on along with the amount that is in this year’s budget. Please tell us which of these areas is your highest and lowest priority for our spending in Public facilities.

(info about key areas of public facilities)

The total budget for Public facilities is £XXX,XXX. Help us decide overall what you think is most important in this area

Please chose one highest priority and one lowest priority area and then give each other area a priority score

	Cost	Lowest priority	Lower priority				Higher priority				Highest priority
Area 1		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10

Is there any other area of Public facilities we should be spending on?

Diversity monitoring form

To make sure we have a representative sample of the community and don't allow one group to take over the consultation please fill out the following questions.

These questions are voluntary but only volunteers that have given this information will be considered in the main report. Other views will be read and taken note of but not form part of the overall scoring.

All information is anonymous and will not be used to identify any individual.

Age	Parent of under 10 / 10-17 / 18-28 / 29-60 / 61-70 / 71 + / Not disclosed	
Sex	Male / Female / Other / Not disclosed	
Living in	Own home / Rented home / Lodger / Other / Not disclosed	
In receipt of any benefits	Yes / No / Not disclosed	
Health	In good health / In OK health / Poor Health / Very Poor Health	
Disabled	Do you consider yourself disabled? – Yes / No	
Location	Broadclyst village / Westclyst / Tithebarn / Broadclyst Station / Blackhorse / Outlying hamlet / Not disclosed	
Are you resident in the parish of Broadclyst ?		Yes / No

**Community budget consultation
2021/22 budget**

Broadclyst Parish Council

Introduction for groups

Broadclyst Parish Council want to know how **the residents and taxpayers** of Broadclyst, Westclyst and outlying areas think we should **spend their money**. We are going to ask people directly and need your help in making sure all groups are identified.

To do this we need to find out all about the **community, sports and social groups** that may need our **support**. As a community/sports/social leader could you please fill out this short questionnaire and get it back to us as quickly as possible so that we can include your group in the budgeting consultation

Responses should be sent to: office@broadclyst.org or by post to
Broadclyst Parish Council
19 New Buildings
Broadclyst
Exeter
EX5 3EX

**Community budget consultation
2021/22 budget**

Broadclyst Parish Council

Group Name						
Leader/Contact						
Email Address						
What is your core activity?	Sport / Outdoor activity	Social / Cultural	Health / Environment			
Please describe your group?						
How many active members do you have?						
How many are in each age range?	Under 5	Under 10	11- 17	18 - 25	26 - 60	Over 60
How many members live in the parish?						
Do you receive any money from the Parish Council?	Yes/No	How much did you receive last year?				
Does your group have help from parish staff?						
Is your group growing?	(please give numbers over past 3 years)					
How could the Parish Council help your group?						

Thank you for taking the time to complete this form.

BROADCLYST PARISH TRANSPORT PLAN

The Broadclyst Traffic Plan was initially drafted in 2011 and adopted by Broadclyst Parish Council in 2012. It was revised in 2016 and is now further revised in 2019 to ensure its accuracy and relevance, as well as to include new issues and concerns that have more recently arisen.

This strategic revision expands the original scope to include all methods of transport and will help to prioritise transport-related projects and inform how CIL is spent on infrastructure across the Parish.

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SUMMARY

The purpose of this report is to provide an overview of transport and traffic-related issues in Broadclyst Parish, to record historic feedback that has been given to long-term issues, and to suggest ways in which current issues might be addressed. When read in conjunction with the Broadclyst Neighbourhood Plan, this report can support the Council's CIL¹ Committee when considering the spending of CIL on traffic-related matters.

Extensive research has been carried out since 2011 by Members of the Broadclyst Parish Council and of Broadclyst Traffic Committee². The Council commissioned the independent gathering of qualitative data through traffic surveys as part of its Neighbourhood Plan evidence base. Quantitative data has been collected via Neighbourhood Plan surveys and consultation events, as well as direct reporting between residents and the Council on highways-related issues.

Research focused on native English speakers only, as a proper consideration of the issues arising from speaking English as a second language is considered beyond the scope of this report.

SCOPE

The rapid expansion of the parish has raised concerns about the capability of existing infrastructure. This report considers impact on the existing transport network, identifies issues and concerns, and offers potential solutions.

This report is in three parts: the first part records the existing transport infrastructure in and across the Parish; the second part records ongoing and new transport and traffic-related issues; the third part offers recommendations for future actions.

It is recognised that addressing these issues is not a statutory Duty of the Parish Council, nor in many cases, does the Parish Council has neither legislative Power nor budget to deliver necessary changes. However, it is hoped that this report gives the Principal Authorities and strategic developers a sustainable blueprint for change, improving the quality of life for parish residents, commuters and visitors in a way that protects the environment and boost local economy.

CONTEXT

Broadclyst Parish is located about five miles north-east of Exeter. It is a large parish, covering 10,270 acres (nearly fifteen square miles). As well as the central village of Broadclyst, the Parish includes the hamlets of Blackhorse, Beare, Broadclyst Station, Budlake, Columbjohn, Crannaford, Killerton, Westclyst and Westwood.

The parish is of historic significance, mentioned in the Domesday book and having no less than 135 Listed Buildings and Monuments recorded³. With c.250 cottages and over 20 farms, Killerton, the former

¹ Community Infrastructure Levy

² Originally Broadclyst Traffic Group, the Traffic Committee continues to allow non-Councillor membership

³ <https://britishlistedbuildings.co.uk/wales/broad-clyst-east-devon-devon>

home of the Acland family, is the largest National Trust-owned estate in England to sit within one parish, its ownership covering approximately three-quarters of Broadclyst Parish.

East Devon District Council's Local Plan allocates major strategic development in the 'west end of East Devon, i.e. the parishes of Broadclyst, Clyst Honiton, and Cranbrook. The strategic development, which will create 25,000 jobs and provide 20,000 houses, will be delivered by the Exeter and East Devon Growth Point and will result in Broadclyst parish having over 3,100 dwellings. The new homes will be delivered across six strategic sites in the west and south west of the parish, adjacent to its border with Exeter City.

The 2011 census recorded a parish population of 3,172 inhabitants, however such has been the explosive nature of strategic growth, that the electoral role in February 2019 records 3,365 adult entries (exc. minors and those not on the electoral role).

Slow Broadclyst, a resident's pressure group formed in 2016 for the Hellings Gardens and Town Hill area, has identified a number of issues relating to parking, traffic and speed; these issues are primarily associated with Primary school traffic. The group has documented a wide range of incidents involving conflict between residents and parents, as well as between parents during the busy periods.

PART ONE – THE EXISTING TRANSPORT INFRASTRUCTURE NETWORK

1. HIGHWAY NETWORK

1.1.M5

The M5 motorway was opened in 1976. As the primary holiday route, it carries 8,000 vehicles an hour; this is an integral part of the tourism economy in the South West of England.

1.2.A30

The A30 dual carriageway runs east-west along the southern edge of the parish, offering an alternative route to the M5 between London and the West Country; it was re-routed and upgraded in the 1990's..

1.3.B3181/3174

The B3181 (Exeter-Cullompton) and B3174 (Exeter-Honiton) run northeast/southwest and east/west respectively. As former A roads, both roads were originally designed to carry high volumes of traffic at speed; although both roads have been 'downgraded' to B roads, the layout/design has seen little change and so traffic is still able to travel at speeds which would normally be considered inappropriate for B roads. The B3174, named "London Road", dates back to Roman times and is characterised by its long straight design; speeds well in excess of the national speed limit are common on stretches in and around the parish.

1.4.Rural road network

Local traffic movements take place on a 23-mile network of single-track lanes. This network is an integral part of the rural community and supports 200+ cottage industries, many of which operate from garages, sheds and spare rooms.

2. PUBLIC TRANSPORT

2.1.Air Travel

Exeter International Airport is located on the parish border, offering flights on 40 routes to UK major cities and European holiday destinations.

In 2018 over 900,000 passengers passed through Exeter International Airport, with the airport predicting three new Ryanair routes could take it beyond one million passengers per year.

2.2.Public Service Busses

The parish is well-served by various routes (Stagecoach Service 1, 4, 56, as well as local bus route B), offering links to nearby towns of Exeter, Cullompton, Tiverton, Honiton and Sidmouth. Busses run 7 days a week until late in the evening, operating every 15 or 20 minutes during the working day. Late evening and weekend services operate at a reduced frequency, with a Sunday service that is of little use to weekend commuters/social travelers.

2.3.Rail

The parish is bordered along much of its southern boundary by the London Waterloo Railway line. The London Paddington line runs south west - north east across the parish; both railway lines carry freight as well as passenger trains.

A new station to serve the new development of Cranbrook opened in 2015, with direct access to London in a little over 3 hours. Currently, the service runs half-hourly; as there is only one platform on the southern side there is no direct access to the station from parts of the parish north of the railway line.

3. GREEN INFRASTRUCTURE

3.1.Cycle paths

The parish is fairly level in most parts; a growing number of cycle routes across the area makes cycling an excellent pastime as well as being a popular option for commuters.

3.2.Footpaths

The public footpath network of over 11 miles extends across the parish, offering scenic walks across farmland and on paths/lanes.

3.3.Bridleways

There are no specific bridleways in the parish; horses are permitted on the Broadclyst-Killerton cycle-path and Ashclyst Forest provides good routes for horse riders, however access to the Forest is not horse-friendly.

PART TWO – TRANSPORT AND TRAFFIC-RELATED ISSUES

4. GENERAL ISSUES

Information gathered from the community and feedback from residents at the Annual Parish Meeting and Neighbourhood Plan consultation has identified the following traffic-transport related concerns:

- The standard of driving throughout the Parish is often poor, with little observation of the Highway Code or consideration exhibited to other road users;
- Excessive and inappropriate speed, especially in more rural areas such as along the B3181 at Killerton/Budlake/Beare, makes it dangerous for residents and visitors to cross the road when using public transport;
- There is a general lack of policing of traffic and parking enforcement across the parish;
- The cycle path network is sparse and incomplete;
- The cycle-path along the B3181 between Withy Bridge and Kerswell House is felt to be too narrow to be used safely;
- Much of the parish's road network is without any or adequate pavements;
- Rural pavements become overgrown, forcing pedestrians to walk in the live carriageway;
- When the M5 is closed between J28 and 29, motorway traffic is diverted through Broadclyst via the B3181; this causes infrequent but significant disruption and congestion across the parish as local traffic seeks alternative routes;
- Similarly, when the A30 is closed traffic is diverted along the B3174, causing significant localised congestion across the south of the parish;
- There are no bridleways in the Parish;
- Footpaths and cycle paths are not circuitous and do not provide continuous off-road routes, resulting in less usage than might otherwise occur and contributing to continued use of the private car.

4.1. BLACKHORSE

Blackhorse residents have raised the following traffic-transport related concerns:

- Excessive speed through the hamlet on the old A30 (now a C-road);
- Unnecessary use of the road (rather than the purpose-built Clyst Honiton bypass) by large goods vehicles.
- Current lack of safe crossing points;
- The Clyst Valley Regional Trail will offer one crossing point at the western end of the village but will not provide Endsleigh Crescent bus stop users with a safe crossing point;
- Poor hedge-trimming of Blackhorse Lane, which is a narrow country lane shared by residents and cyclists;
- Speed of cyclists along Blackhorse Lane, especially where driveways have poor/restricted visibility preventing motorists seeing bikes as residents leave their properties.

4.2. BROADCLYST

Broadclyst village residents have raised the following traffic-transport related concerns:

- Speed of traffic through the village along the B3181 by the Primary School;
- Parking on the visibility splays and junctions around Town Hill and Station Road;
- Traffic congestion and pedestrian/cyclist safety around the entrances to the Primary School on Town Hill and School Lane, and Clyst Vale Community College on Station Road;
- Parking and traffic safety around the Town Hill and Hellings Gardens area;
- Parking and traffic safety along Station Road in Dog Village;
- The use of the Old Coach Road as a rat run for larger vehicles, especially school coaches;
- Lack of pavements on Old Coach Road;
- Lack of pavements for access to the either school requires children to walk in between traffic;
- Disabled / accessibility issues on pavements around the village, including at all bus stops;
- Previous traffic reports have identified that the number of pupils attending Broadclyst Primary School had risen by more than 50% from 282 to 428 whilst Clyst Vale Community College had stayed broadly similar. This is explained by changes to the DfE's funding of Primary schools and the planned decrease in PAN⁴ from the days that it was intended to relocate CVCC to Cranbrook. This has since been shelved and Cranbrook Education Campus (a through-school) built, with a resulting increase to the PAN at CVCC;
- In the past three years a marked increase in traffic has been the result of the temporary siting of the Westclyst school on the Broadclyst site; the number of users of the school campus has risen with increases in staffing, the establishment of a teacher-training school, and increasing the size of the on-site nursery;
- Increased patronage of the Broadclyst Victory Hall (including a day-care nursery) and the Doctors Surgery has impacted on traffic in the village centre and on availability of spaces in the EDDC-owned car park;
- The main village car park is used by commuters for free daily parking whilst they catch the bus into Exeter. This decreases availability of spaces for short-term parking;
- There is a general lack of parking for National Trust tenants in the heart of the village (New Buildings and Goulds Cottages in particular. This impacts on availability of spaces in the public car park.

4.3. BROADCLYST STATION

Broadclyst Station village residents have raised the following traffic-transport related concerns:

- Severe congestion at peak times at the southernmost end of Station Road accessing London Road (B3174);
- Peak-times traffic congestion on the Station Road railway bridge;

⁴ Pupil admission number

- Large and 7.5t goods vehicle traffic movements associated with two haulage companies based at Lodge Trading Estate;
- Lack of and inadequate off-road parking along Station Road;
- Much of the length of Station Road has high solid hedges immediately at the edge of both sides of the road; the resulting lack of pavements and grass verges makes Station Road extremely dangerous and unsuitable for use by pedestrians and cyclists.
- The hamlet is not served by public transport; the nearest bus stop is on the B3174, which is only accessible to Broadclyst Station residents by walking along a narrow stretch of Station Road without pavements. The B3174 itself is a very busy road with fast-moving traffic and is without crossing points.

4.4. WESTCLYST

West Clyst development residents have raised the following traffic-transport related concerns:

- Parking and other motoring offences are difficult to enforce on unadopted roads;
- Parking close to the junction of B3181 causes obstruction of the junction;
- Current lack of defined parking spaces in the area at the entrance to the south side of the development during the development phase;
- Concerns about school parking for morning drop-off/afternoon collection;
- Length of time taken to exit the estate onto the B3181 during morning peak times;
- Traffic congestion in Pinhoe (on the B3181) around the double roundabout causes tail backs into the parish as far as the motorway bridge every morning (less so in school holidays);
- To encourage the use of public transport and decrease reliance on the private car, all new estates should be serviced by public transport, however residents of Hillside Gardens and Saxon Brook are expected to walk to the B3181 to catch the Number 1 bus. This is contrary to what is set out in planning to meet sustainable transport obligations; the bus was originally intended to pass through Hillside Gardens and Saxon Brook, as well as collecting/setting-down for the Park and Change facility.

PART THREE – RECOMMENDATIONS AND POSSIBLE SOLUTIONS

5. CONNECTIVITY

- To widen or divert the shared foot/cycle path between Broadclyst and Withy Bridge;
- To link settlements north of the railway to the Cranbrook railway station;
- To liaise with bus service providers to improve services to the parish at evenings and weekends (i.e. from Tiverton Parkway).

5.1. ENFORCEMENT

It is recognised that:

- since the introduction and subsequent roll-out of Decriminalised Parking Enforcement, civil enforcement of parking regulations is often undertaken by Local Authorities. DCC employs Civil Enforcement Officers (COE) (rather than contracting-out on-street parking). Further information on this and areas covered here: <https://www.devon.gov.uk/roadsandtransport/parking/traffic-regulation-orders/civil-parking-enforcement/>
- illegal parking (i.e. parking on double yellow lines) is not covered by Devon and Cornwall Police. Further information on areas that the Police do not deal with available here: <https://www.devon-cornwall.police.uk/others-who-can-help/can-they-help/>
- on-street parking across Broadclyst parish is not actively monitored or patrolled by CEO's. This has enabled a culture of disrespectful and inconsiderate parking to become the norm across the parish, impacting in particular on areas near the parish schools and on streets where on-street parking provision is poor;
- new TRO's (Traffic Regulation Orders) will be less effective without proper enforcement. It is suggested that random CEO patrols, especially between 0800 and 0900 or 1500 and 1600 term time, would encourage drivers to park in accordance with the TRO's.

5.2 BLACKHORSE

The community has requested a lower speed limit from 40mph to 30mph on the old A30 through Blackhorse, evidence of this request is recorded in the Neighbourhood Plan evidence-base.

An independent traffic survey commissioned by the NP and a second survey carried out by DCC records traffic travelling at an average of 39mph, with an 85th centile of 46/47mph. In early 2019, DCC carried out a SCARF⁵ (Speed Compliance Action Review Forum) review, finding the following:

- 85th centile speed of 46/47mph
- Average speed of 39.6mph
- Collision data very low, with 3 non-fatal accidents in a 5-year period, none of which were speed-related

and recommending that there are no changes required to the road.

⁵ <https://www.devon.gov.uk/roadsandtransport/safe-travel/road-safety/safer-roads/>

Blackhorse Recommendations:

- 5.2.1. That evidence gathered through the Neighbourhood Plan be utilised to support the spending of CIL on 'soft' traffic calming measures (there is potential for co-funding by DCC if the need for calming is set out in community-led policy and is evidenced through the NP);
- 5.2.2. to ensure the delivery of the Clyst Valley Regional Trail and/or other crossing points;
- 5.2.3. to work with DCC to address overgrowth and associated issues along the cycle-path and Blackhorse Lane;
- 5.2.4. to work with DCC to address speed of cyclists and visibility along the cycle-path and Blackhorse Lane.
- 5.2.5. to support DCC and Highways England in updating signage in the area to route HGV's via the A30, exiting at the Airport junction and using the by-pass tunnel;
- 5.2.6. to work with DCC and partner agencies to upgrade Sat. Nav. Mapping in this area.

5.3 BROADCLYST

The following points are noted:

- Many issues in Broadclyst are ongoing and long-standing; the Parish Council and Slow Broadclyst have collaborated with Exeter City Futures. A final report from this process containing recommendations is still awaited.
- Previous traffic reports have identified that the number of pupils attending Broadclyst Primary School had risen by more than 50% from 282 to 428 whilst Clyst Vale Community College had stayed broadly similar. This is explained by changes to the DfE's funding of Primary schools and the planned decrease in PAN⁶ from the days that it was intended to relocate CVCC to Cranbrook. This has since been shelved and Cranbrook Education Campus (a through-school) built, with a resulting increase to the PAN at CVCC;
- In the past three years a marked increase in traffic has been the result of the temporary siting of the Westclyst school on the Broadclyst site; the number of users of the school campus has risen with increases in staffing, the establishment of a teacher-training school, and increasing the size of the on-site nursery;
- Increased patronage of the Broadclyst Victory Hall (including a day-care nursery) and the Doctors Surgery has impacted on traffic in the village centre and on availability of spaces in the EDDC-owned car park;
- The main village car park is used by commuters for free daily parking whilst they catch the bus into Exeter. This decreases availability of spaces for short-term parking;
- There is a general lack of parking for National Trust tenants in the heart of the village (New Buildings and Goulds Cottages in particular. This impacts on availability of spaces in the public car park.

Broadclyst Recommendations:

⁶ Pupil admission number

- 5.3.1. that a village-wide speed limit of 20pmh be introduced, encouraged by traffic calming measures along the length of the B3181 through the village and village gateway signage on all entrance points;
- 5.3.2. that a TRO to put double yellow lines between Broadclyst Primary School and into the top of Town Hill be progressed (currently scheduled to go to HATOC for approval in 2019);
- 5.3.3. to carry out an accessibility audit on pavements and walkways, including all bus stops in the parish, working with DCC and local landowners to explore practical solutions and funding options for addressing findings and maximise inclusivity;
- 5.3.4. that pavements in areas of heavy pedestrian use be widened;
- 5.3.5. that 'shared space' schemes be considered for roads around Clyst Vale and Broadclyst Primary,
- 5.3.6. to work with DCC to explore safety improvements for pedestrians and cyclists, with particular focus on the narrow road past the former Baptist Chapel, Bustard Hill, Old Coach Road, rear of Post Office/shop, and Town End, where absence of pavement forces pedestrians to have to walk in the road;
- 5.3.7. to re-visit the stopping up of the northern end of Old Coach Road;
- 5.3.8. to work with DCC and school bus operators to discourage busses/coaches using Old Coach Road;
- 5.3.9. to work with local landowners through the Neighbourhood Plan (NP) to identify any additional parking opportunities;
- 5.3.10. to explore possibility of creating a one-way circuitous route: from the B3181 by shop/hairdressers - the public toilets car park – EDDC main car park – Hellings Gardens – Town Hill – B3181;
- 5.3.11. to discourage commuter parking in the main car park (introduction of charges/permits?).

5.4 BROADCLYST STATION

Strategic development at Cranbrook has had a significant impact on the volume of traffic along Station Road, with further expansion planned for the town. With pre-existing issues being exacerbated, complaints and concerns about volume and speed of traffic, along with pedestrian and cyclist safety, have noticeably increased.

An independent traffic survey on 1st February 2018 recorded daily use of 3,705 vehicle movements through the junction of Station Road with the B3174 (1,886 northbound, 1,819 southbound), with total vehicle movements east-west along the B3174 of 9,197 and west-east of 10,472.

In its response to the Cranbrook Development Plan Document, Broadclyst Parish Council made the following comment:

Recommendation 20: As the Broadclyst Neighbourhood Plan, Cranbrook DPD, and the Greater Exeter Strategic Plan (GESP) come forward over the next year or so, the potential for re-routing and/or closing the southern junction of Station Road with the B3174 must be considered and taken forward as part of the area's strategic development plan.

Reason: To work with strategic planners to make necessary changes to existing infrastructure which will benefit the flow of vehicular and non-vehicular traffic that is not just east-west but also north-south.

Broadclyst Station Recommendations:

- 5.4.1. to echo the Council's recommendation (to work with strategic planners to make necessary changes to existing infrastructure which will benefit the flow of vehicular and non-vehicular traffic that is not just east-west but also north-south);

- 5.4.2. to work with DCC to explore options to improve traffic flow over the railway bridge, including relocation of on-street parking and traffic light control;
- 5.4.3. to work with local landowners through the NP and the Cranbrook Consortium to identify off-street parking;
- 5.4.4. to work with EDDC Green Infrastructure Officer and Cranbrook planning team to provide off-road cycle and foot paths in this area;
- 5.4.5. as per the recommendations in the Cranbrook DPD: to support the urbanisation of London Road and request that developers' financial contributions be conditioned so that the delivery of London Road improvements be relative to residential parcels coming forward, especially in relation to safe crossing points.

5.5 WESTCLYST

Hawkins Road from the junction with the B3181 to the first corner is now adopted; estate roads within the Hillside Gardens estate (Old Park Farm Phase 1) are within the year pre-adoption period. It is noted that parking and other motoring offences are difficult to enforce on unadopted roads.

Westclyst Recommendations:

- 5.5.1. to work with DCC to progress a TRO for double yellow lines on/around the Hawkins Road junction to prevent parking obstructing the traffic lights and their approaches;
- 5.5.2. to liaise with developers and EDDC planners to address lack of defined parking in strategic sites during the development stages;
- 5.5.3. to monitor school parking for morning drop-off/afternoon collection (NB as of the date of this report, DCC's Park and Change facility is on schedule to be ready for September 2019);
- 5.5.4. to monitor residents' feedback with regard delays leaving the Westclyst new estates, reporting significant changes to DCC;
- 5.5.5. to monitor queuing traffic on the B3181 through Westclyst, reporting significant changes to DCC;
- 5.5.6. to liaise with DCC, EDDC planners and Stagecoach to ensure the new developments meet their sustainable transport obligations.

This concludes the draft Transport Plan (v4) to date.

A Hurren

Broadclyst Parish Clerk

16.06.2019

(with Infrastructure and Access additions added September 2020).

CLERKS ADVICE – LETTER FROM PCC 28.09.2020

The letter raises two questions: support for an appeal for volunteers to help tidy/weed etc. and a request for man-hours or grant funding.

Appeal for volunteers.

I have advised the PCC that the Parish Council would be very happy to publish an article in the Broadsheet to ask for volunteers to help with the churchyard tidying; the deadline for the Christmas edition is the end of October and will be the end of January for the Spring edition.

I have asked for a copy so it can be shared on the website and social media too.

Appeal for man-hours/funding

For the answer, we need to look at one of the oldest Acts in the parish and town council legislative framework. The [Local Government Act 1894](#) sets out in legislation the relationship between the Church and Parish Councils. [Part 1, section 6](#) (a) and (c) relate to exceptions in the transfer of all powers, duties and liabilities from the vestry to the Parish Council; [Part 1 section 8 \(1\)\(i\) and \(k\)](#) clarifies that the parish council may execute works in relation to parish property and incur associated expense save for where they relate to affairs of the church.

More recent legislation does make provision for some elements to be shared between parochial and civic councils, such as s.214(6) of the Local Government Act 1972 in relation to burials, s.215 for maintenance of closed churchyards, s.137, s.138B for the support/facilitation of a religious event. The Localism Act 2011 introduced the General Power of Competence (GPC), which this Council has resolved to use as a Power of first resort given it meets the criteria set out in the Parish Council (General Power of Competence)(Prescribed Conditions) Order 2012/965, however the above specific permissions and GPC cannot be used to 'override' activity that is prohibited by other Acts of Parliament.

In short, until such time as there is further legislation or indeed case law to resolve the question of whether the general restrictions in the 1894 Act are overridden by the specific provisions in later Acts, it is generally accepted - and is the view of the National Association of Local Councils - that a Parish Council carrying out or funding works relating to the Church would likely be acting ultra vires (save for where express consent is permitted in later Acts). Therefore, my advice to Council is that it would not be prudent for it to take a course of action that it cannot be certain is legally valid. This would equally apply to the Parish Council instructing its staff to undertake works in the churchyard, and also to the Parish Council awarding a grant towards the cost of employing / engaging someone to carry out this work.

The clock is mentioned and is a different matter. The Parish Councils Act of 1957 section 2 gives parish councils the power to provide public clocks and although the clock is housed in the Church Bell Tower, one presumes that at some point it was designated as a public clock rather than a church clock.

This concludes my advice to Council on this matter.

Angie Hurren, FdA, Fellow SLCC

Broadclyst Parish Clerk

28.09.2020

28th September 2020

Dear Parish Councillors

We write to you with a request to help us maintain the parish churchyard during a difficult time. The situation is currently that the cost of keeping the churchyard grave areas in the state which the community have come to expect is costing the church as much as the combined running costs of maintaining the Grade 1 listed church building to comply with Health and Safety requirements, this excludes heating costs.

We have an employee who cuts the main areas of grass with a ride-on mower, which we can continue to maintain. In addition, we have to employ a professional to carry out the strimming machine maintenance work around the grave areas; as you will know, this work with machinery has to comply with H & S requirements. We are thinking ahead to the next spring, as the grass won't need much maintenance over winter months.

We plan to ask for community help in two ways:

- 1) Include an article in the spring edition of the Broadsheet to explain the situation and invite community members who enjoy gardening to come along occasionally and help keep the general entrance areas looking as they would like to find them: a bit of light weeding and tidying, using personal hand tools. In the past the church council has received complaints from community members who walk through the churchyard that its upkeep is not good enough. In rectifying this, it has been costing an extra £6,000 pa which we now find an unsustainable cost.
- 2) Starting next Spring, would the Parish Council consider adding occasional strimming grass around the churchyard graves areas to their grounds maintenance worker's itinerary? We feel this may be more cost-effective than applying for a PC grant to employ someone ourselves. If, however, you will not be able to do this, may we apply for a grant?

The church council recognizes the support which the Parish Council gives to maintain the village clock, through regular maintenance checks and I'm sure the community are very grateful for this, as it is a feature of the village centre.

As with some other voluntary organisations, the number of physically active members has shrunk over the years and organizing work parties within our congregation is no longer a viable option either. However, as the community would not wish the churchyard to become overgrown, would the Parish Council members please consider our plight and offer some assistance or advice.

Thank you for your consideration,

On behalf of the Broadclyst PCC

Rural Crime newsletter

September 2020 (Autumn Edition)

I have the pleasure of introducing the first forcewide publication of the Rural Affairs Team across the counties of Devon and Cornwall. The team's primary aim is to increase our rural communities confidence in policing by; problem solving issues in partnership, instigating preventative initiatives and undertaking community engagement events, so we can listen to the public and explain what action we are undertaking.

The strategy and priorities for the team are based on the 2018 National Police Chiefs Rural Affairs Strategy, this ensures we are directly linked to the National agenda and provides consistency when we are operating with our regional colleagues on cross border issues.

The Rural Affairs team consists of; four Rural Neighbourhood Beat Managers; Kerry Whitting, Martin Beck, Julian Fry and Chris Collins, alongside a dedicated Rural Engagement Team who are Special Police Constables. They operate at a tactical level, coordinating activity with the local policing teams and strategic partners.

This publication will provide an overview of the work the team have been undertaking. This year has been unique due to the COVID 19 pandemic, and the team have used this time to build strong foundations by writing processes, policies and toolkits which will enable us to really engage with a purpose as the government guidelines allow.

Please follow the team using our two Twitter pages:

@DCPoliceRural_D (Devon)

@DCPoliceRural_C (Cornwall)

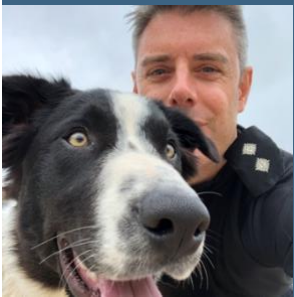


Inspector Rob Bolt
Neighbourhood Policing Lead



Devon & Cornwall Police

Meet the team



Inspector Rob Bolt
Neighbourhood Policing Lead
Headquarters



Sgt. Victoria Grimwood
Neighbourhood Development
Headquarters



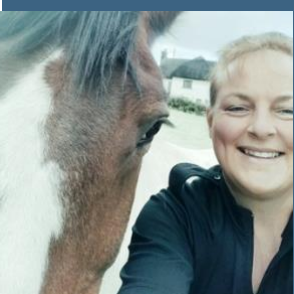
PC Chris Collins
Rural Crime
Cornwall



PC Jules Fry
Rural Crime
Cornwall



PC Martin Beck
Rural Crime
Devon



PC Kerry Whitting
Rural Crime
Devon

Crime Trends

Over recent months we have seen numerous crime reports relating to livestock, these include incidents livestock worrying with the majority of incidents occurring on moorland areas and on rights of way over farmland. The theft of Livestock including cattle and sheep has featured ranging from the theft of small numbers to over one hundred animals in one incident.

Agricultural machinery specifically the theft of quad bikes continues to feature although at a small level and we have seen quads stolen from barns and sheds as well as in the open.



Nationally there has been an increase in thefts of Starfire GPS systems fitted to tractors, we have seen a handful of incidents in our force area and we will continue to monitor the emerging threat. Prevention and problem solving activity continues to develop in relation to all of these issues and it is a timely reminder to ensure that the appropriate security is present on buildings, vehicles and machinery and anyone able to offer information regarding rural crime is asked to email 101@dc.police.uk call 101 or Crimestoppers on 0800 555111.

Rural Crime Initiatives

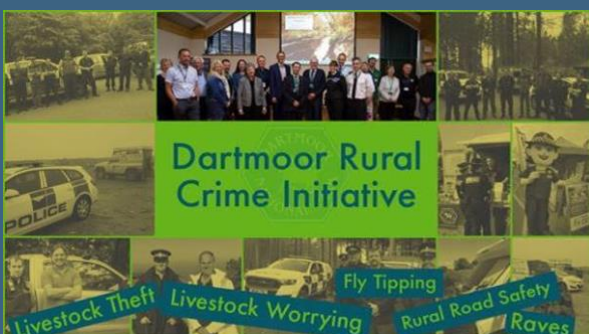
Both of our National Parks and Bodmin Moor now host a collaborative partnership of statutory and non-statutory partners who have the tools and resources to ensure that our uplands and Parks are safe environments for local communities, businesses and visitors alike. The Partnerships will look to deliver a commitment which will synergise resources, legal powers and intelligence of each partner to address common priorities in terms of rural crime and safety.



The initiatives have set common priorities and agree specific partnership action plans to address these goals and will focus specifically on issues impacting the Parks and moorland. Exmoor's priorities areas are currently Poaching, Illegal off-roading and fly tipping. Dartmoor's priorities are on Rave reduction, Road safety and livestock RTC casualties, Fly tipping and Livestock theft. Bodmin's priorities are livestock worrying, illegal off-roading and road safety in relation to livestock

Rural Crime Officers will work with local policing teams to develop tactics and solutions with the partners and as we work within the initiatives they endeavour to build strong working relationships and best practice to share any good work created in other parts of the force. The RAO's will also assist the partners and the police communicate and collaborate on a number of other issues the Park's and uplands face.

Some of the examples working towards the initiative priorities are below. If you would like more information about any of these schemes please contact the Rural Affairs Team.



Livestock worrying

The Rural crime team have initiated a livestock worrying campaign across the force area working with partners and the community to raise awareness of the issue of livestock worrying and encourage reporting. Targeted activity with local policing teams and partners has been undertaken at various areas including Bodmin moor and Dartmoor. We have been engaging with dog walkers and educating them on the restrictions involved when visiting land designated as access or common land.

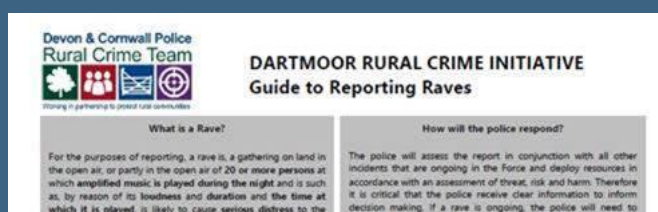


No Cold Callers scheme for farmers

Devon and Cornwall Police's Rural Crime Officers are working in partnership with Trading Standards and NFU Mutual representatives to help protect farmers from travelling criminals who "cold call" at farms across the region. As part of the scheme farmers are being offered the No Cold Caller sign to display at the entrances to their farm warning cold callers and rogue traders to stay away and carrying the message, "We won't buy from you, we won't sell to you" and which is used in conjunction with Farm Watch and Devon & Cornwall Alert and engagement with the neighbourhood police team. Fear of crimes like this can exacerbate feeling of isolation among farmers and the health and wellbeing of rural residents. This is an opportunity for the police to show support to rural communities and tackle the problem of travelling criminals. Aggressive and persistent actions of those cold calling can now be collated across the force and intervention put in place to those responsible.

Raves

Dartmoor National Park Authority, Forestry England, local community members and various functions within the police service have examined the harm caused by raves and illegal gatherings/unlicensed music events in the Park. Dartmoor has consistently hosted the highest number of raves/illegal gatherings in the force area. This has led to a detrimental effect on the quality of life on some of the local residents, damage to the environment and risk of harm to those attending and road users. The rural crime initiative has coordinated an approach to analyse the issues and work with partners to target harden and engineer improvements to gates at key risk sites preventing access. The initiative is now working with the local community to minimise the impact of gatherings and intervene early before they get big by a coordinated early warning arrangement with the community on key days and locations combined supplemented by joint intervention patrols by Initiative members, local police and the Rural Engagement Team.



Contacts for use in case of Raves/Illegal Gatherings/Unlicensed Music Events:

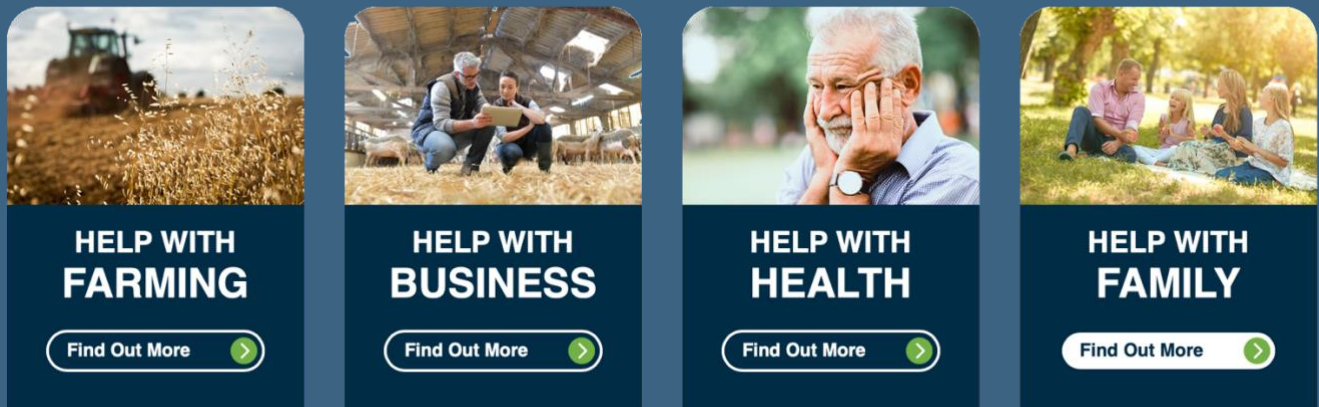
DNPA emergency officer: 07711 856206

Forestry England (South Devon Community Ranger – emergency only) 07990848720

Community Safety

Pressures and challenges on people living and working in rural areas are quite unique and the current CV-19 pandemic has only served to heighten this. Farmers and farming families across the UK are highly susceptible to poor mental wellbeing including stress, anxiety and depression – and sadly, more than one member of the farming community dies by suicide every week. Through our extensive list of contacts and partners, the Rural Affairs team has been championing the case to raise awareness of vulnerable groups and what can be done to support them.

The Farming Community Network (FCN) is a voluntary organisation and charity which provides support to farmers and families within the farming community. They run a confidential national helpline and e-helpline which is open every day of the year from 0700 to 2300 hrs and offer free confidential, pastoral and practical help with staff travelling over 130, 000 miles a year to see clients.



Click here for a link to the FCN website: <https://fcn.org.uk/>



FCN's Farmwell Initiative is another excellent place to signpost farmers towards as it provides information, support and resilience with an emphasis on planning for the future which is often difficult in the farming profession for a variety of reasons. It currently has some superb Covid 19 guidance tailored to farming and rural families which includes the excellent Yellow Wellies Campaign <https://farmwell.org.uk/wp-content/uploads/sites/2/2020/04/copewithstressesofcovid19.pdf>

The Rural Affairs Team has been and will continue to work towards supporting farmers and their families through this difficult time by continued close-working with the FCN, community engagement and social media.

Equine Crime

Unfortunately, equine crime is a persistent issue and when horses, ponies, tack and equipment are stolen it can be distressing for those owners.

Over the coming months the Rural Affairs Team will be working to minimise the occurrences of these types of crimes.

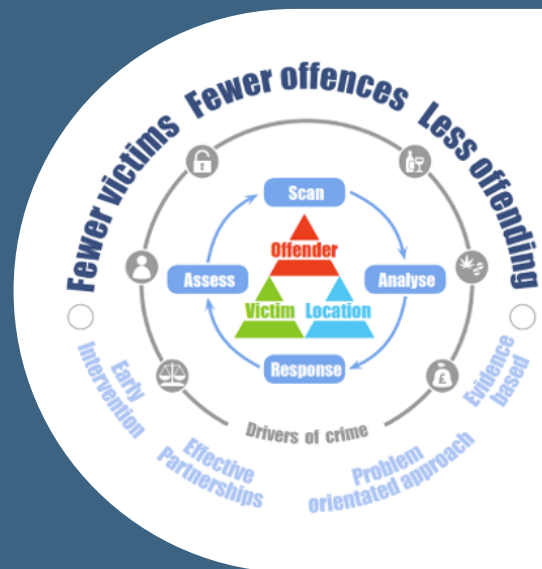
We will be promoting the Horse Watch scheme through various methods aiming to increase force wide membership. Through the scheme horse owners will be given help and advice to improve yard and field security and protect their horses and equipment. Horse Watch also aims to increase the reporting of incidents and improve communication between the equine community and police.

To find out more or join the scheme (which is totally free of charge) visit: <https://alerts.dc.police.uk/>

Engagement

Prior to Covid-19, the Rural Affairs Team were busy carrying out a wide range of engagement events in the community. We assisted with rural crime surgeries at agricultural merchants, attended farmers markets across the Force area on a regular basis, and we participated in a number of rural/agricultural events taking place across the two Counties. This strategy placed us at the heart of the farming community, breaking down any barriers that might exist and building rapport and confidence with the wider public. Whilst Covid-19 restrictions have temporarily paused this progress we have continued to work hard on developing our virtual presence on-line. The Rural Affairs Team already have a significant footprint on the Force website with lots of links to rural crime campaigns, links to a variety of rural watch schemes, and useful documents and guidance. However we are now in the process of re-visiting these pages to make them even more informative and current. Social Media is also really important with the team regularly tweeting on our two twitter accounts @DCPoliceRural_C (Cornwall) and @DCPoliceRural_D (Devon) With thousands of followers this is proving to be a really effective way of promoting our campaigns and monthly rural crime themes.

The team is also looking to improve internal working practices to make it easier for officers to find guidance on particular rural crimes. To this end we are producing 'toolkits' that officers can use to assist with rural crimes and the investigatory response. These will be on the Force intranet for all to access in due course.



Equine Safety

Each year the British Horse Society collects data on the number of accidents/collisions involving horses on the UK's roads which are reported to them. Their research shows that a high percentage of these incidents are caused by vehicles passing either too close and/or too fast.

In response to this, The Rural Affairs Team will be working towards raising the profile of Operation Snap. This is a country-wide initiative for all road users – including horse riders.

Anyone wearing a camera device who is subject of an incident on the road can go online and submit footage and images directly to the police.

This will allow positive action whereby those who drive dangerously and compromise the safety of others can be dealt with. It is hoped this scheme will reduce the number of fatal or serious road related accidents that occur on our roads.

You can find out more about the scheme and report an incident here:

<https://operationsnap.devon-cornwall.police.uk/>





The Countryside Code is a set of simple rules which guide users of the coast and countryside to RESPECT, PROTECT, and ENJOY. However, when this guidance isn't followed, crimes occur, and community tension can develop. Since the onset of Covid-19 and as the country moves into 'recovery' we have seen a huge increase in the amount of people visiting our force area. This has placed an enormous pressure on the countryside, and it has become increasingly obvious that the basic principles of the Code are not being followed by some visitors or are simply not understood.

The Rural Affairs Team has been engaging with a wide variety of key partners and agencies and over the summer months will be delivering a campaign designed to get the message of the Countryside Code out to as many people as possible. Strategies will include the use of social media, targeted input aimed at pre and post teens and direct promotion by partner agencies and key businesses within the industry. We will be linking into our Neighbourhood Beat Teams, who already have strong links within the local rural communities and will be ideally placed to assist with this initiative.

For full, abbreviated and Covid-19 versions of the Code visit:

<https://www.gov.uk/government/publications/the-countryside-code>

DC Alert and Farm Watch

Devon & Cornwall Alert continues to play a significant part in our rural crime prevention activity. A two way messaging system that allows us to connect with our communities and we utilise the platform to circulate key prevention messages and crime appeals.



The system allows people who register to choose the type of information they would like to receive and provides an opportunity to join watch a variety of watch schemes such as farm watch and Horse watch. Farm watch membership currently stands at over 4300 people and allows us to communicate specific messages directly to individuals and business that it affects.



alerts.dc.police.uk

Problem Solving:

Dash Camera Road Safety Project launched on Bodmin Moor

Bodmin Moor recently became the first part of the UK to run a unique community project to help improve road safety and reduce the number of livestock that are killed or injured on its roads each year.

The Dash Camera Road Safety Project, launched as part of the Bodmin Moor Rural Crime initiative, a partnership forum that includes representatives from agencies and groups such as the Association of Bodmin Moor Landowners and Bodmin Moor Commons Council involved almost 100 local farmers, landowners and members of the community alongside partners from, Cornwall Fire & Rescue Service and Forestry England.

Those participating in the project will be provided with dash cameras and encouraged to record and submit incidents which put either animals or other road users in danger. These incidents could range from traffic offences and collisions involving livestock as well as anti-social behaviour, and will be uploaded and acted upon via Devon & Cornwall Police's Operation Snap initiative. (<https://www.devon-cornwall.police.uk/opsnap>).

The project has been funded by the Office of the Police and Crime Commissioner's Cornwall Community Foundation's Crimebeat Fund. Police and Crime Commissioner Alison Hernandez, said: "On a daily basis, communities across Cornwall are being affected by people driving dangerously so it's absolutely right that I should try to help those communities do something about it." prevent accidents and ultimately save lives."

PC Chris Collins rural affairs officer for Devon & Cornwall Police who initiated the project, said "We are seeing significant numbers of animals killed or injured by road users on Bodmin Moor each year. During 2019 over 70 sheep, cows and ponies were killed or injured and this year already, a further 30 animals have been killed or injured. This project will not only support our local farmers and landowners, but also help to make the roads a safer place for livestock and all moorland road users."

Op Aidant – The Rural Affairs Team contributed to the June/July phase of the multi partnership operation to raise awareness of modern Slavery and Labour Exploitation. Modern Slavery is often hidden in plain sight, this phase was to raise awareness of the issue within the agricultural sector in our counties. Too many unknowns caused by the effects of Covid-19 meant that gang master activity has the potential to operate and move onto our farms and in our rural communities. Working with local policing teams, Gang masters and Labour Abuse Authority, Corporate communications dept, force problem solvers, analysts and researches Rural Crime Officers cast its wide net to share information about the subject to a multitude of partner agencies and public groups to ensure everyone understands how to spot the signs of exploitation, understands their rights at work and knows how to contact the police if they have concerns. This has helped the agricultural and farming sector understand the potential risks and exposure to modern day slavery and equipped many with the tools needed to spot it.



Gangmasters &
Labour Abuse Authority

Victim of labour exploitation or modern slavery?

Want to speak out but not sure what will happen next?
The Gangmasters and Labour Abuse Authority can help

What happens next?

- ☒ We will want to meet to discuss your situation. This conversation could also include other agencies
- ☒ Interpreters can be provided if necessary
- ☒ We will listen to your story and decide if you are a victim of labour exploitation
- ☒ You will be protected from those who did this to you
- ☒ Ongoing help and support will be made available
- ☒ You will be offered a medical check-up and given help if necessary
- ☒ Food and clothing can be provided if needed and you may be taken to a secure, safe place
- ☒ You will be given a period of time (45 days) to recover from your ordeal and decide on next steps
- ☒ You may be given assistance to return to your home country if you wish
- ☒ Access to wider support from a range of agencies can be made available

Don't be afraid, we are here to help you

Call **0800 432 0804** in confidence, confide in your manager or visit www.gla.gov.uk