

**Members Present:****Chairman: Cllr Pepper****Members: Cllrs Baker, Bromley, Gent, Jackson, Massey, Staddon, Vaughan****Also Present: Phillip Smart, Killerton General Manager****In attendance: Clerk, NP Clerk****Members of Public: 0**

19, New Buildings
Broadclyst
Exeter
EX5 3EX

www.broadclyst.org

BROADCLYST PARISH COUNCIL**ORDINARY MEETING**

Members of the Press and Public were welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2)

There was an Ordinary Council meeting of Broadclyst Parish Council on **Tuesday 3rd January 2017** at **19:00hrs** in the **Green Room, Victory Hall, Broadclyst** at which the following business was transacted:

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MINUTES (Draft)

NB: There was 1 matter which met the criteria for discussion under Part B (exclusion of press and public) due to its confidential and contractual nature

17/01 APOLOGIES

There were no apologies received at the meeting; Cllr Francis later tendered apologies due to a family emergency.

17/02 DISCLOSABLE PECUNIARY INTEREST

Cllr Gent reiterated his declared DPI in respect of planning applications 16/1934/MRES and 16/1935/MRES at Tithebarn Green, and also as landowner at Mosshayne in respect of footpath 63 (Agenda item 17/15ii)

Cllr Pepper stated his position as elected District Ward Member and Member of the District Council's Development Management Control committee.

17/03 APPROVAL OF MINUTES

To receive and resolve to approve as a correct record the Minutes of the Parish Council meeting held on 5th December 2016 and the notes from the inquorate Planning Committee meeting on 15th December 2016.

RESOLUTION: It was proposed by Cllr Gent to accept the Minutes of the full council as a correct record of decisions taken at the meeting; the proposal was seconded by Cllr Jackson. Council was unanimous in agreement.

RESOLUTION: It was proposed by Cllr Baker to accept the Planning notes as a correct record of representations discussed at the meeting; the proposal was seconded by Cllr Vaughan. Council was unanimous in agreement.

Standing Orders were suspended:

17/04 DISTRICT COUNCIL REPORTS

District Ward Members Cllr Pepper will circulate a report once he has met with Westclyst developers later in January. Cllr Hale is now on maternity leave following the birth of her baby girl. Congratulations to all.

17/05 COUNTY REPORTS

There was no report from County Ward Member Cllr Bowden this month.

1/06 NATIONAL TRUST REPORT

Phillip Smart, Killerton General Manager, gave a report on behalf of the National Trust. Christmas has been a very successful season with circa 45k visitors to Killerton over the 6 week festive period. Once the house closes, attention will turn to the mansion re-roof project, which will be starting in earnest at the end February 2017 when scaffold will be erected. Killerton is currently awaiting LBC planning consent and is working closely with the Conservation Officer.

There have been discussions between the Martinsfield farm tenant and local dog walkers regarding former permissive paths which were in place under earlier stewardships schemes; local residents have expressed their concerns that there has been some dilution of Public Rights of Way (PRoW). Following clarification from DCC PRoW Officers, the farmer is now going to fence the PRoW over his land to clarify where people may or may not walk.

The restriction of use of the Red Lion car park remains a concern amongst Churchgoers who had previously been permitted to park at the far end of the car park during Sunday morning services on the proviso the vehicles are removed before the pub opens for Sunday lunch trade. .

Insofar as estate properties are concerned, the new tenancy at Oakdene is in place and it was occupied just before Christmas; the Haglis Cottage renovation should be complete in approx. 4 weeks.

17/07 POLICE REPORT

The Police report for December 2016 had not been received; the Clerk will circulate the report upon receipt.

17/08 PUBLIC PARTICIPATION

There were no members of the public present.

The meeting reconvened under Standing Orders

The Chairman proposed to move Planning (17/16) forward to this part of the meeting. All Members were in agreement. The Planning Clerk left the meeting after the item had been concluded.

17/09 ACCEPTANCE OF REPORTS

It was proposed by Cllr Gent that the reports received from stakeholders be accepted; there were no matters for action arising from any of the public/stakeholder reports received this evening. The proposal was unanimously agreed and so was RESOLVED.

17/10 COUNCIL REPORTS**i. Clerks report**

The Clerks Report for December 2016 was received, containing a request for Members to establish if a ground-level trampoline should be included in the play area at Westclyst, or if revised designs substituting an alternative piece of play equipment should be sought. Following discussion of the merits, risk, and costs associated with ground-level trampolines a vote was taken, with 6 Members in favour of inclusion and 2 voting for re-design.

RESOLUTION: that the designs containing ground-level trampolines be progressed

for community consultation in order not to delay installation of the play area any further.

ii. **Neighbourhood Plan**

It was noted that the NP Call for Sites and Housing Needs survey projects are ongoing and a full update will be presented to Council at its February meeting.

iii. **Sports Pavilions report**

The monthly report for December was received from the Pavilions Administrator. The Management Committee will meet later this month.

17/11 CORPORATE GOVERNANCE – 2016/17 INTERNAL AUDIT

Appointment of Internal Auditor.

Council has received an email from the contracted internal Auditor, giving notice that the South and West Internal Audit company will be unable to carry out any audits for the foreseeable future due to ill health. This negates Council's contract with 'South and West Internal Audit'.

The Clerk has sourced an alternative Internal Auditor and an audit date has been provisionally booked for Friday 21st April 2017, subject to agreement of the Council.

RESOLUTION: It was proposed by Cllr Gent to appoint Lyn Hargood as Broadclyst Parish Council's Internal Auditor for 2016/17. Cllr Jackson seconded the proposal with all in agreement and so it was resolved.

17/12 FINANCE

i. **Bank Rec**

RESOLUTION: It was proposed by Cllr Gent to approve the Bank reconciliation for November 2016; seconded by Cllr Massey. Council was unanimous in its agreement.

ii. **Payment Schedule for December 2016**

RESOLUTION: It was proposed by Cllr Jackson to approve the payment schedule for November 2016 with payments totalling £15,603.15; seconded by Cllr Massey. Council was unanimous in its agreement.

iii. **Confidential Item**

RESOLUTION: It was proposed by the Chairman that the public (including the press) be excluded from the meeting for the next item (17/12iv only) as sensitive employment information is likely to be disclosed (Part B). All Council Members were unanimous in their agreement.

iv. **Staff Committee minutes**

RESOLUTION: It was proposed by Cllr Vaughan that the draft Minutes from the Staffing Committee meeting which was held on 13 December 2016 be accepted. It was further proposed by Cllr Gent that the Council's total staffing budget for 2017/18 be set at £138, 502.

Both proposals were seconded by Cllr Massey; Council was unanimous in its agreement.

It was noted this is the gross staffing cost (i.e. including HMRC and pension contributions for all staff) for all elements of Council's Staffing structure. It allows an element of flexibility for potential re-structuring &/or additional use of external consultants as required for the Neighbourhood Plan.

The Officer staffing structure and requirements of the Council to best suit its current needs will be reviewed by the Staffing Committee later this month.

17/13 2017-18 BUDGET

A final draft budget for 2017-18 as recommended by the Finance Committee and supported by the Clerk's report, incorporating recommendations made by the staffing Committee and the previous item was considered. A discussion took place regarding Council's amount of unrestricted reserves and the need to increase the level.

PROPOSALS:

It was proposed by Cllr Gent that the Council's total budget for 2017/18 be set at £289,067; this proposal was seconded by Cllr Jackson.

It was also proposed by Cllr Staddon that an additional £5,00 be added to build reserves, giving a budget of £294,067; this proposal was seconded by Cllr XXX

RESOLUTION: a vote took place on the two proposals, with 6 in favour of Cllr Gent's proposal and 2 Members in favour of Cllr Staddon's proposal. It was therefore resolved that the budget for 2017/18 be set at £289,067

17/14 2017-18 PRECEPT

RESOLUTION: Given an anticipated other income of £13,323 it was proposed by Cllr Jackson to set the precept for 2017-18 at £275,744. This proposal was seconded by Cllr Gent. Council voted by a show of hands; 7 Members were in favour with 1 abstention and so it was RESOLVED.

17/15 COMMUNITY MATTERS

i. Parish Together fund

The Council received a report regarding 2 potential projects for Parish Together funding:

"Chelsea's Choice" – a production tackling the sensitive and emotional issue of child sexual exploitation and a Community Helipad in Broadclyst.

"Chelsea's Choice" will cost approx. £5,000 to put on at the 8 secondary schools across East Devon, equating to approx. £625 per school. It was felt that schools would be only too happy for their students to benefit from such a worthwhile production and so could reasonably be expected to fund 50% of the cost. It was prop by Cllr Massey to allocate £325 towards Chelsea's Choice with an expectation that secondary schools could contribute the remaining £300-325 each without too much hardship.; this was seconded by Cllr Baker.

Cllr Massey further proposed allocation of £1,661.50 towards the cost of a community helipad on the recreation ground; this was seconded by Cllr Staddon.

Council voted on both proposals and was unanimous in its support of Cllr Masseys' proposals, and so IT WAS RESOLVED. It was felt this split supports secondary school students and the whole population pro rata.

ii. Footpaths

Cllr Gent signed the declaration of interests book for this agenda item as land owner of FP63 land.

Council received the following notification of DCC's Public Rights of Way department of an Informal Consultation: Proposed Concurrent Extinguishment and Creation Orders - Footpaths No. 63, Broadclyst and No. 1, Clyst Honiton.

RESOLUTION: It was proposed by Cllr Massey that the Parish Council support the Orders; seconded by Cllr Vaughan with all Members unanimous in agreement.

17/16 PLANNING

i. Planning Decisions received to the date of the meeting:

16/2472/CPL 20 Maple Road, Broadclyst. Certificate of lawfulness for the construction of single storey rear extension to replace existing conservatory. Approved

16/2366/FUL Little Orchard, Broadclyst. Demolition of garage and extensions to ground floor and raising the roof to provide first floor accommodation including carers accommodation. Erection of a hydrotherapy pool enclosure. Approved

16/2589/FUL Killerton House, Broadclyst. Installation of 4 pay and display machines and timber posts for signage. Approved

16/2590/ADV Killerton House, Broadclyst. Display of instruction signage for pay and display machines. Approved

15/1715/MRES Pinn Court Farm, Pinn Court Lane, Exeter. (Reserved Matters application in pursuance of outline planning permission ref: 12/0795/MOUT) Erection of 150 residential units (Phase 1), mixed use retail/community (Classes A1/ D1/D2) unit of 339.68m² (with associated vehicle parking, loading bay and cycle parking), skate park, play areas, associated landscaping and infrastructure works together with additional details as required by conditions attached to the outline planning permission. Approved

16/2231/FUL 35 Poundland, Broadclyst. Construction of a 2 storey side extension and replacement of a single storey extension to the rear. Withdrawn

ii. Appeal decisions December 2016: none

iii. Validated applications received to the date of the agenda:

16/2732/MRES Old Park Farm 2, West Clyst, Exeter. Approval of reserved matters in respect of the layout, scale, appearance and landscaping of a residential development comprising 152 dwellings (covering phases 2D and 2E), including open space and associated infrastructure together with additional details as required by conditions 3,5,6,7,9,10,13,14,15,16,17,18 and 22 attached to the outline planning permission 13/0001/MOUT. The Parish Council resolved to SUPPORT the application and to submit the following comments:

- some houses appear to have 3 parking spaces positioned in front of each other, which is not convenient for family living, and so this could encourage on-street parking
- there appears to be a lack of designated play areas around the affordable homes
- access to cycle routes could not be determined and it was requested that this information be confirmed
- traffic calming measures would be welcome along the main road due to there being so many private driveways off this road which could cause safety issues.

14/0104/FUL 72 Park Lane, Exeter. New double garage with store area to replace triple garage approved under 14/1014/FUL. The Parish Council resolved to SUPPORT this application.

16/1935/MRES Land North of Old Tithebarn Lane, Clyst Honiton, Devon. Amendments. Reserved Matters application in relation to phase 2, pursuant to outline planning permission 12/1291/MOUT, for the erection of 248 dwellings, public open space, landscape planting, pedestrian, cycle and vehicular links (including the western extent of the Mosshayne Link Road) and associated infrastructure. The partial discharge of conditions 1, 4, 5, 7, 10, 13, 17, 19, 20, and 21 of application 12/1291/MOUT relating to phase 2. No comments were submitted regarding this application.

19/1934/MRES Country Park Phase 4, Old Tithebarn Lane, Clyst Honiton. Amendment. Reserved Matters application in relation to phase 4, pursuant to outline planning permission 12/1291/MOUT, for the provision of a new Country Park, pedestrian and cycle links (including 2 timber bridges), sustainable urban drainage and associated infrastructure. The partial discharge of conditions 1, 4, 5, 10, 13, 17, 19 and 21 together with the full discharge of condition 6 of application 12/1291/MOUT relating to phase 4. The Parish Council resolved to SUPPORT this application and to submit the following comments:

- it has not been ascertained as to whether the Parish Councils previous comments regarding the grazing of animals and growing of hay in the open space areas have been taken into account
- there still does not appear to be sufficient access for emergency vehicles to the park showing on the maps provided
- the Parish Council remains concerned about the lack of proposed play equipment within the park area.

16/2775/FUL & 16/2776/LBC Higher Willyards, Broadclyst. Retention of amendments to existing replacement sunroom extension. The Parish Council resolved to SUPPORT this application.

16/2815/FUL Loxbrook Farm, Broadclyst. Installation of photovoltaic panels to roofs of barns. The Parish Council resolved to SUPPORT this application as long as supported by the Conservation Officer and Listed Building Department.

16/2891/FUL 23 Parkside Road, Exeter. Construction of single storey side extension. The Parish Council resolved to SUPPORT this application.

16/2889/FUL Pinhoe Target Shooting & Rifle Club, Langaton Lane, Exeter. Construction of extension to provide for additional shooting ranges, prop room, equipment stores, toilets, office and additional parking. The Parish Council resolved to SUPPORT this application.

16/2865/FUL Hill Pond Caravan & Camping Site, Clyst St Mary. Change of use of land for the siting of mobile home to provide managers accommodation. The Parish Council resolved to make no comment on this application.

16/3025/FUL The Bell House Brockhill Station Road Broadclyst. Canopy to front elevation. As there were no documents to review on this application the Parish Council resolved to make no comment.

17/17 STREET NAMING – PINN COURT

It was resolved to submit the following street names to EDDC, for the latest phase of the Pinn Court development, which were devised from surnames taken from the World War 2 Broadclyst Memorial; Coaker Road, Holland Drive, Hanniford Gardens, Pilton Row, Tuckwell Grove, Brimlicombe Meadow, Wills Lane and Ranjan Place.

17/18 CORRESPONDENCE

- i. To receive the December 2016 correspondence list
- ii. **RESOLUTION:** It was proposed by Cllr Gent to resolve the following two actions arising from the correspondence list and late items of correspondence as follows:
Infrastructure Delivery Plan: Members to suggest additional infrastructure proposals for the IDP by 10th January 2017 with delegation to Chairman and Clerk to discuss at Joint Parish meeting
DCLG Communities Fund: It was proposed to support the funding of an expansion of GP services in Cranbrook, which would also benefit Broadclyst, in that it would reduce pressure on their local GP practice. It is possible this could be used to provide a temporary building at the rear of Younghayes
 The proposal was seconded by Cllr Bromley with all Members in agreement.

17/19 AGENDA FEBRUARY 2017

The following agenda Items for forthcoming meetings were noted:

- Finance Committee meeting – to discuss a long term plan for building the Council's unallocated reserves; to review Council's invoice terms and debtors policy; to carry out an annual review of Council's Risk; to review Council's Asset Register.
- Staffing Committee meeting – to review the Officer staffing structure and requirements of the Council to best suit its current needs
- Planning Committee – to consider validated applications at Westclyst Old Park Farm 1 in relation to the play area location, district centre, open space and allotment provision.
- Comms committee – to review the Christmas edition and confirm articles for inclusion and sponsorship for the next 2 issues.

Dates for forthcoming meetings this month:

EDDC Cabinet	11 th January 2017	EDDC Offices, Knowle
DMC	17 th January 2017	EDDC Offices, Knowle
Comms Committee	Tba -AH speak to JF	Broadclyst Pavilions
Quarterly Finance	Thursday 19 th January 2017	Broadclyst Pavilions
Staffing Committee	Monday 9 th January 2017	Clystnet Office
Planning Committee	Mon 23 rd January Mon 30/Tues31Jan	Green room

17/20 CLOSE OF MEETING

To close the meeting

Dated this 27th day of December 2016

Signed:

Print:.....

Date of ratification:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

DRAFT