

Broadclyst Parish Council
Ordinary Meeting of the Council

There was an Ordinary meeting of the Broadclyst Parish Council on **Monday 2nd June 2025** at **19:00hrs** at Westclyst Primary School, Maddick Road, Westclyst EX1 3YG for the purpose of transacting the following business:

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MINUTES (Draft)

25/090 OPEN MEETING; MEMBERS ATTENDANCE

- i. The Chair to open the meeting. Where the Chair is not present, the Vice Chair will act.
- ii. **Attendance:** Members present were recorded as Cllr Chamberlain, Gent, Keeping, Massey, Rhodes, Rylance, L. Straw, K. Straw, Taylor, and Whitmarsh.
- iii. **Apologies:** the council accepted apologies from Cllrs Pepper, Fernley, Gordon and Veliyeth.

25/091 DISCLOSABLE PECUNIARY INTEREST

Cllr Massey declared a DPI for the planning application for Broadclyst Station 25/0953/MFUL as a near neighbour.

25/092 MINUTES

The Council received the draft minutes of the Annual Council meeting on Monday 12th May 2025.

PROPOSED: It was proposed by Cllr K. Straw to resolve to approve the draft Minutes as a correct record. This was seconded by Cllr Whitmarsh and unanimously agreed. **RESOLVED.**

25/093 NATIONAL TRUST UPDATE

Richard Jackson, Senior Estate Manager – Devon, gave an update on the National Trust estate. A dozen tenancies changing hands, picking up long-term tenants from private landlords. Actively working on 8 village properties – minor refurb and compliance with EPC. 4 long-standing voids which are awaiting funding for major overhaul.

Landscape Recovery Scheme – one of the first to go through phase 1, looking ahead to phase 2. Approx 2/3 of the estate is coming into the scheme one way or another.

National Volunteer Week, celebrating and supporting volunteers across the estate.

Archaeological dig at Columbjohn with Exeter University is ongoing, you can pop along and have a look. Ranger-led walks across the estate for National Green Week, including one around Broadclyst village.

25/094 BROADCLYST COUNTY DIVISION MEMBERS REPORTS

Council received a written report from County Division Members, Cllr Gent. There were no other matters raised.

25/095 BROADCLYST WARD MEMBERS REPORTS

Cllr Rylance stated: The public toilets in Budleigh Salterton and Exmouth 'Changing Places'. The regulator is at EDDC, going through different parts of the operation.

25/096 PUBLIC QUESTIONS

There were no questions from members of the public.

25/097 ACCEPTANCE OF EXTERNAL REPORTS

It was proposed by Cllr K Straw that the council accepts reports received from Elected Members and stakeholders; this was seconded by Cllr Chamberlain and unanimously agreed. **RESOLVED**

25/098 COUNCIL OFFICERS REPORTS

To receive a report(s) from Officers, and to resolve any recommendations contained within.

25/099 FINANCE AND GOVERNANCE

- i. **Financial Reporting**

To receive and resolve to approve bank reconciliations, balance sheets, and financial statements for April and May 2025 – to be taken to Finance Committee end of Q1.

ii. **Payment Schedule.**

The council received the payment schedule for May 2025. PROPOSAL: c Cllr Whitmarsh that the council approve the schedule. This was seconded by Cllr Rylance, unanimously agreed, and so it was RESOLVED.

iii. **VAT**

It was noted that the VAT reclaim for Q4 2425 for £7,078.16 has been received.

iv. **2025/26 Forward Planning:**

To consider the formation of the following Task and Finish Forums:

- a. Strategic Plan TAFF – Cllr Taylor to lead, with membership of: Cllr Taylor, Massey, Gent and the Clerk, combined with CIL Policy TAFF. It was proposed by Cllr Taylor. Seconded Cllr Gent and unanimously agreed.
- b. Management Company TAFF. To be set up as extraordinary meetings, Cllr Massey to chair as neutral. It was proposed by Cllr Rylance. This was seconded by Cllr Chamberlain and all were unanimous.
- c. CIL Policy TAFF.(see above)

v. **Policy update**

The Council received a revised policy for the staff use of private vehicles for work.

PROPOSAL: It was proposed by Cllr K Straw to adopt the revised policy; seconded by Cllr Whitmarsh, and unanimously agreed. **RESOLVED.**

vi. **Committee Terms of Reference:**

To approve Terms of Reference for Council Committees (item deferred from May 25). It was proposed by Cllr Massey to approve the TOF for Council Committees. This was seconded by Cllr Rylance and all unanimously agreed.

25/100 PLANNING & ENVIRONMENT

i. **Enforcements / Appeals record. No updates.**

ii. **Recent decisions**

The Council received a report on recent decisions in May 2025.

Planning applications.

To consider planning applications in Broadclyst Parish that have been published for consultation and to agree the Council's response in line with the Broadclyst Neighbourhood Plan.

[25/0619/MOUT](#) Land At Park Farm (Phase 3) West Clyst Exeter Outline Planning Application for up to 165 residential dwellings, associated access, landscaping and infrastructure. All matters are reserved with the exception of access. These amendments relate to Submission of full Heritage Statement

[25/0953/MFUL](#) - Land At Station Road South Of Cotterell Road Broadclyst. Hybrid application for Full planning permission for the construction of 20 residential dwellings including 7 affordable housing, access, internal roads, parking, and landscaping and Outline planning permission (with appearance, landscaping, layout and scale as reserved matters) for the construction of 5 affordable self-build dwellings.

PROPOSAL: It was proposed by Cllr Massey that the council delegates to the Clerk to prepare Council's response in line to both the above applications with the Broadclyst Neighbourhood Plan and taking into account material considerations raised by council and members of public. This was by Cllr Rylance, and unanimously agreed. **RESOLVED.**

25/101 CORRESPONDENCE

- i. The Council received the correspondence list.
- ii. There were no actions / or matters arising from the correspondence.

25/102 FUTURE AGENDA ITEMS

There were no requests for agenda items for consideration by the Council

25/103 CONFIDENTIAL ITEMS

It was proposed by Cllr Massey, seconded Cllr Taylor that the council resolves that in accordance with the provision of Schedule 12a of the Local Government Act 1972, the Public Bodies (Admissions to Meetings) Act 1960, and Broadclyst Parish Council's Standing Orders, press and public be excluded from the next item. Unanimously agreed – **RESOLVED**.

Reason: commercially sensitive.

25/104 PLAYGROUND MAINTENANCE

To receive the Annual Inspection report, associated Clerks playground maintenance report and commercially sensitive quote for:

- a) Zip wire landing platform (take off platform already agreed as part of budget setting for 25/26, Min Ref 24/170))
- b) Roundabout cladding
- c) Wetpour safer surfacing repairs

and to resolve additional maintenance works to be done in 25/26.

PROPOSAL: It was proposed by Cllr Massey to approve the works as per the quotes; seconded by Cllr Rhodes, and unanimously agreed. **RESOLVED**.

25/105 TO CLOSE THE MEETING

The meeting closed at 20:57hrs

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

Public speaking during council meetings

Members of the public are welcome to 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.

The Chairman will invite questions from members of the Press and Public on items contained within this Agenda in accordance with Standing Orders 3e-k.

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 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.