19, New Buildings
Broadclyst
Exeter
EX5 3EX
www.broadclyst.org

Broadclyst Parish Council

Ordinary Meeting of the Council

Public Notice of meeting: Press and Public are welcome to attend.
There were no items for discussion that meet criteria for the exclusion of press and public on this agenda.
Members of public were reminded that their attendance at this meeting is a matter of public record.

There was an Ordinary meeting of the Broadclyst Parish Council on Monday 6th October 2025 at 19:00hrs at Broadclyst Primary School, School Lane, Broadclyst EX5 3JG for the purpose of transacting the following business:

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MINUTES

25/144 OPEN MEETING; MEMBERS ATTENDANCE

i. The Chair opened the meeting at 19:01hrs.

ii. **Attendance:** Members present were recorded as:
Chairman: Cllr Massey. Members present: Cllr Boyles, Chamberlain, Gent, Gordon, Fernley, Keeping, Rhodes, Rylance, K Straw, L Straw, Taylor.
In attendance: Clerk, Assistant Clerk (NC).
Members of public: 2.

iii. **Apologies:** Noted from Cllr Pepper, Veliyeth, and Whitmarsh,

25/145 DISCLOSABLE PECUNIARY INTEREST

There were no new DPIs or requests for Dispensations received.

25/146 MINUTES

The council received the draft minutes of the Full Council meeting held on Monday 1st September 2025.

PROPOSAL: It was proposed by Cllr K Straw that the council resolve to approve as a correct record of the meeting. This was seconded by Cllr Rylance and agreed by majority vote (One abstention from a member who had not been present).

25/147 COLLABORATIVE PARTNERS

National Trust Update: Phillip Smart, Killerton General Manager

Following the comprehensive update from Emma Smith last month, Phillip advised there was little to update on. One thing he wanted to draw attention to was a national organisational change programme, launched by the National Trust in July. The Sustainable Futures Programme was in response to the financial pressures the National Trust was facing, like many organisations, and meant it had to make significant costs savings. This meant that some 500 posts were being lost nationally and although a programme of voluntary redundancies had limited the need for compulsory redundancies, these were still required and sadly involved posts at Killerton.

Elsewhere on the property, our visitor experience is moving into the Autumn season after the successful Heritage Open Days initiative that included Clyston Mill and Columbjohn Chapel. Visitors to Killerton can expect to see and exciting programme of events and trails around apples and our important orchards, as well as pumpkin themed trails during half-term.

Discussions on the Landscape Recovery Scheme with DEFRA are ongoing and we are hopeful we will have a successful outcome by Christmas at the latest. Our proposals for a new car park at Ellerhayes Bridge are progressing and we are expecting to submit the planning application very soon. The feasibility study for the Cranbrook rail crossing is also progressing and initial findings will be shared with e Parish Council once they are available.

Lastly to say, the National Trust supports the Parish Council to ensure that local facilities for residents and visitors are well maintained. This would include the main village car park under the care and maintenance of East Devon DC.

25/148 BROADCLYST COUNTY DIVISION MEMBERS REPORTS

There were no written reports. Cllr Gent gave a verbal report in which he explained that DCC Pension Fund owns some of the social housing at Tithebarn.
Cllr Massey noted that Cllr Gent has given notice of his intent to retire from the parish council. Cllr Gent will still be one of the two County Division Members for Broadclyst.

25/149 BROADCLYST WARD MEMBERS REPORTS

There were no matters for/from District Ward Members Cllr Chamberlain, Fernley, and Rylance. Cllr Fernley had provided a report that had been circulated.

25/150 PUBLIC QUESTIONS

There were no public questions.

25/151 ACCEPTANCE OF EXTERNAL REPORTS

It was proposed by Cllr Taylor that the council accepts reports received from Elected Members and stakeholders. This was seconded by Cllr Rhodes and unanimously agreed. RESOLVED. There were no actions arising from any of the reports.

25/152 COUNCIL OFFICERS REPORTS

The council received reports from Officers, and considered recommendations contained within. The following actions were agreed:

1. Action: Cllr Gent to follow up with DCC how to downgrade cobbled area from HMPE to non-highway. (Killerton's support for protection of the cobbles was welcomed).
2. There was further discussion around the disabled parking bays in the village car park. It was raised whether the parish council can do this itself, in the same way that it does DCC pothole work, gulley-clearance etc. The Proper Officer advised to spend parish council money on an EDDC-owned car park is double-taxation.
   Action officers – to send Cllr Chamberlain email thread re disabled spaces.
3. Working Group expansion: it was recommendation to extend the scope of the Working Group to also include the provision of accessibility "School Traffic, Mobility and Environment Working Group". Membership additions and removals to be allocated as part of agenda item 25/153iv.Terms of Reference to be updated to reflect widening of scope – all delegations and key terms to remain the same.
   PROPOSAL: It was proposed by Cllr K Straw that the council accepts this recommendation. This was seconded by Cllr Taylor and unanimously agreed. RESOLVED.

25/153 FINANCE AND GOVERNANCE

i. **Finance: Payment Schedule.**
   The council receive the payment schedule for September 2025. The billing issue with South West Water was noted.
   PROPOSAL: It was proposed by Cllr Gordon that the council approves the payment scheduled for September 2025; this was seconded by Cllr Rylance and unanimously agreed. RESOLVED.

ii. **Finance: Community Grant**
   The council received a small community grant application for £490 from the newly-formed PTFA at Clyst Vale Community College. It was noted that this is a start-up grant.
   PROPOSAL: It was proposed by Cllr Gent that the council approves the grant; this was seconded by Cllr Chamberlian and agreed with a majority vote. RESOLVED.

iii. **Governance: Policy work**
   a. **Community Grant Policy review**
      The Council was asked by the clerk for approval to amend the Discretionary Community Grants Policy (rev. 2025) and the Community Grant Guidance Notes

(rev. 2025) to explicitly state that public grant funding cannot be used for the purchase of alcohol.
PROPOSAL: It was proposed by Cllr Taylor to revise accordingly; this was seconded by Prop ST, this was by Cllr Rylance and unanimously agreed. RESOLVED.

b. **Bring Your Own Device (BYOD) Policy review**
The council considered adoption of a draft BYOD policy that sets clear rules for using personal devices to access Council systems and information, ensuring compliance with UK GDPR/Data Protection Act 2018 and good cyber security practice.
PROPOSAL: It was proposed by Cllr L Straw to adopt the draft BYOD policy; this was seconded by Cllr Keeping and unanimously agreed. RESOLVED.

iv. **Governance: Councillor Membership**
The council resolved the following changes of membership to Committees/Working Groups.
a. Cllr Boyles to join the Planning, Environment, and Traffic Committee and the Working Group for School Traffic and Mobility.
b. It was understood that Cllr Veliyeth also wished to join the Planning, Environment, and Traffic Committee. This was agreed, subject to confirmation of his wishes.
The above changes were proposed by Cllr Gordon, seconded by Cllr Taylor, and unanimously agreed. RESOLVED.

v. **Governance: External Audit Report**
The council received the Annual Governance and Accountability Return for 2024/25 and a report from the Proper Officer that explained the ‘except for’ comment. The report contained the following recommendations for the council to:

A. Note the matters raised by the external auditor and the qualified opinion issued.

B. Approve the change to the Council’s calendar to ensure risk review is considered by Full Council in March each year.

C. Note the updated internal audit scope to ensure that statutory publication checks under Internal Control Objective L are included going forward.

D. Approve this report as a formal record of actions taken in response to the external auditor’s report for 2024/25.

These recommendations are made in direct response to the findings of the external auditor in their review of the Council’s AGAR for the financial year ending 31 March 2025. Implementing them will ensure the Council meets its obligations under the Accounts and Audit Regulations 2015 and demonstrates continued adherence to Proper Practices, as defined by the JPAG Practitioners’ Guide.

PROPOSAL: It was proposed by Cllr K Straw that the council minutes that the clerk has the council’s full confidence and accepts the AGAR and recommendations as set out above. This was seconded by Cllr L Straw and unanimously agreed. RESOLVED.

25/154 COUNCIL STRATEGIC PLAN

i. The council received a draft Strategic Plan for 2025-2035 following councillor comment prior to community consultation this autumn.
ii. The council considered a consultation period and methods.
PROPOSAL: It was proposed by Cllr Massey that the council runs a consultation from now until 3 November, and that the methods include social media, website, and noticeboards,

with a hard copy available from the office on request. This was seconded by Cllr Boyles and unanimously agreed. RESOLVED.

25/155 PLANNING & ENVIRONMENT

i. **Enforcements / Appeals record.**

ii. **Recent decisions**
The council received a report on recent decisions in September 2025

iii. **Planning Minutes**
The council received the Planning, Environment & Traffic Committee Minutes from the meeting held on the 23rd of September 2025 as a report.
PROPOSAL: It was proposed by Cllr Gordon that the council accepts the draft minutes as a report; this was seconded by Cllr Rhodes and unanimously agreed. RESOLVED

iv. **Planning applications.**
The council considered the following planning applications in Broadclyst Parish that have been published for consultation and to agreed its response in line with the Broadclyst Neighbourhood Plan.

1. 25/1059/FUL Holly Lodge, Clyst Honiton Devon EX5 2DY. Proposed two storey side extension**.**
The council agreed that it was happy with the proposals for the extension; it was noted that the EV charging, renewable energy source, and solar panels could be added to enhance the sustainability of the property going forwards in line with Broadclyst Neighbourhood Plan objectives
Vote: majority vote to support. RESOLVED.

25/156 CRANBROOK TOWN COUNCIL GOVERNANCE REVIEW.

i. The council considered its response to the consultation of the Cranbrook Governance Boundary Review. It was noted that any development on the land would generate NCIL.

ii. Response options were considered and council voted on the following proposal that was made by Cllr K Straw and seconded by Cllr Gordon:
    a. To support proposed changes for areas labelled as A-D, but not to support the area labelled as E. Vote outcome: 8 in favour, 2 against, 1 abstention. RESOLVED.

25/157 COUNCILLOR MOTION CLLR K STRAW

Cllr K Straw introduced his motion regarding the allocation of CIL funds for a feasibility study into a Community / Sports Hall at Tithebarn. Before the motion was seconded, an amendment was proposed and seconded to widen the potential sites for consideration. Cllr Straw expressed concern that the amendment had been brought before any discussion on the original proposal, significantly changing its intent and scope, and that this prevented open debate as required under the Council's Standing Orders.

As the motion had not been seconded, Cllr Straw exercised his right to withdraw it, stating that this was to preserve the integrity of the debate and allow for fuller consideration at a future meeting. The Chair acknowledged the withdrawal and confirmed that the motion would not proceed.

25/158 CORRESPONDENCE

i. The council received the correspondence list.

ii. There were no matters arising from the correspondence list.

25/159 FUTURE AGENDA ITEMS

There were no requests for agenda items for consideration by the Council. Members were reminded that Council's adopted Standing Orders state that written notice [of motions be with] the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

25/160 TO CLOSE THE MEETING
The meeting closed at 20:20hrs.

Print: Signed: Date:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST