Broadclyst Parish Council
GROWING OUR COMMUNITY
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 were welcome to attend.
There were two 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 3rd November 2025** at **19:00hrs** at Westclyst Primary School, Maddick Road, Westclyst EX1 3YG for the purpose of transacting the following business:

INDEX

MINUTES (Draft)

25/168 OPEN MEETING; MEMBERS ATTENDANCE

i. The Chair opened the meeting at 19:02hrs.

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

iii. **Apologies:** Council accepted apologies from Cllr Chamberlain and Whitmarsh.

25/169 DISCLOSABLE PECUNIARY INTEREST

The chairman reminded members of their responsibility to keep their ROIs updated.

25/170 MINUTES

i. To receive and resolve to approve as a correct record:
   - the draft minutes of the Full Council extra ordinary meeting on Monday 21st October 2025 – deferred to next meeting

ii. The Council received as a report:
   - the draft Minutes of the Communications Committee on 17th October 2025 (Proposed to accept, Cllr Keeping, seconded Cllr Gordon, all agreed - RESOLVED).
   - the draft Minutes of the Staffing Committee on 16th October 2025 (Proposed to accept, Cllr Pepper, seconded Cllr Rylance, all agreed - RESOLVED).

25/171 COLLABORATIVE PARTNERS

National Trust Update

The Council received an estate update from Tim Dafforn, Countryside Manager from Killerton. This included:

- Let estate
- Paths and tracks
- Survey through the summer about railway crossing
- Tree planting

A question was raised about the status and maintenance of Markers Cottage, as well as the cobbles to the front of Hackworthy Cottage.

25/172 BROADCLYST COUNTY DIVISION MEMBERS REPORTS

County Division Member Cllr Gent had sent a late report which was circulated to Member during the meeting. Cllr Vanstone sent apologies.

25/173 BROADCLYST WARD MEMBERS REPORTS

District Ward Members Cllr Fernley gave an update from East Devon on the resurfacing of the main car park in Broadclyst village. Money was allocated by EDDC in 2017, but the project was dependent on some sort of charging system being introduced. Following service lead changes, the resurfacing is now scheduled for 26/27, and is not dependent on a charging schedule. The connection of EV charging points is proving problematic but the provision is still intended to come forward.

25/174 PUBLIC QUESTIONS

i. A question was raised around whether the parish council has any legal or statutory responsibilities in relation to asset management / ownership of any community infrastructure / open spaces in any of the Tithebarn developments.
   The chairman confirmed that the parish council does not have, nor is aware of, any legal or statutory responsibilities in relation to the Tithebarn development with the exception of the allotment transfers (already agreed for all strategic sites).
ii. There was a complaint about excessive noise from drumming from the duration of the football match on Saturday afternoon (1st November). **Action:** Clerk to investigate.

25/175 ACCEPTANCE OF EXTERNAL REPORTS

PROPOSED: It was proposed by It was proposed by Cllr K Straw that the council accept reports received from Elected Members and stakeholders. This was seconded by Cllr Rhodes and unanimously agreed. **RESOLVED**

25/176 COUNCIL OFFICERS REPORTS

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

Clerks Report

The council received the Clerks report, which contained the following recommendations:

1. Transfer of Assets: It was proposed by Cllr K Straw to delegate negotiations of asset transfers to the Clerk, reporting to the Finance & Governance Committee. Seconded by Cllr Rylance with all in favour. **RESOLVED**
2. Pitch Work at Westclyst: Council noted the investigative work being done by the clerk in relation to this matter and to reiterate that the council has previously considered the external funding agreement with Pitch Power (via the FA) and that it is not an option at this moment in time.

The council received the Assistant Clerks report, which contained the following recommendations

Assistant Clerks Report (GC)

1. Strategic Plan Consultation: – Council agreed by majority vote not to extend the deadline of the consultation to November 30th for comments and bring the plan back to the December 1st meeting for adoption.

PROPOSED: It was proposed by Cllr K Straw to accept officer reports and recommendation contained within and listed above. This was seconded by Cllr Veliyeth and unanimously agreed. **RESOLVED.**

25/177 FINANCE AND GOVERNANCE

i. **Finance: Draft Minutes**
   The council received draft Minutes from the Finance & Governance Committee which met on 20 October 2025 as a report.
   PROPOSED: It was proposed by Cllr Massey that the council accepts the minutes of the meeting. Seconded by Cllr Veliyeth. Unanimous. **RESOLVED.**
ii. **Finance: Q2 accounts**
   The council received Q2 accounts for 25/26 , as recommended by the Finance Committee. PROPOSED: It was proposed by Cllr Massey that the council accepts the Q2 accounts. Seconded by Cllr Veliyeth; majority vote to accept with 2 abstentions. RESOLVED.
iii. **Finance: Payment Schedule.**
   The council received for approval the payment schedule for October 2025.
   PROPOSED: It was proposed by Cllr Massey that the council approves the October payment schedule. Seconded by Cllr Veliyeth; majority vote to accept with 1 abstention. **RESOLVED**.

iv. **Finance: Tithebarn Residents Association Christmas Community Grant.**
The council received and considered a small grant application for £500 from the Tithebarn Residents Association. **PROPOSED:** It was proposed by Cllr Massey that the council approves the community grant for £500. Seconded by Cllr Rylance. This was agreed unanimously. **RESOLVED.**

v. **Finance: Broadclyst VIPs Christmas Community grant.**
The council received and considered a large grant application from Broadclyst VIPs for £1,034. **PROPOSED**: It was proposed by Cllr Rylance that the council delegates approval of the grant to the Clerk, subject to receipt of outstanding paperwork from VIPs. Seconded by Cllr Massey. This was agreed unanimously. **RESOLVED**.

vi. **Governance: Policy work.**
The council received a revised and updated Council Communications policy and an updated Social Media policy. This is to align both policies, specify core principles, and to incorporate updates around elections / pre-election periods, and moderation.
PROPOSED: It was proposed by It was proposed by Cllr Massey that the council approves the revised policies. Seconded by Cllr Taylor. Unanimous. **RESOLVED.**

25/178 PLANNING & ENVIRONMENT

i. **Enforcements / Appeals record.**
There were no enforcements or appeals to note.

ii. **Recent decisions**
The council noted a report on recent decisions in October 2025

iii. **Planning Minutes**
The Council received the draft Planning, Environment, Accessibility, & Traffic Committee Minutes from the committee meeting held on the 14th October 2025 as a report.
PROPOSED It was proposed by Cllr L Straw that the council accepts the draft Minutes as a report. This was seconded by Cllr Rhodes and supported unanimously. **RESOLVED.**

iv. **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.

a. 25/2106/FUL Gateshayes Farm, Whimple, EX5 2PA.
Erection of a cover over two existing silage clamps
PROPOSAL: It was proposed by Cllr Rylance that the council supports this application. This was seconded by Cllr Rhodes Unanimous. **RESOLVED.**

Cllr Rylance left the meeting at 20:02hrs.

25/179 TRAFFIC MATTERS

i. To receive an officer report from the Traffic Working Group. This includes an informal survey carried out by Cllr Boyles and L Straw. The Council considered recommendations contained within.
PROPOSAL: It was proposed by Cllr K Straw to allocate a maximum of £1,000 from general reserves to commission a formal accessibility audit. Seconded by Cllr Taylor and unanimously agreed. **RESOLVED.**

ii. Councillor motion: On behalf of the Traffic Working Group, Cllr L Straw requests that the Council resolves to submit the Town Hill police road safety report to the Nov 25th, 2025, meeting of East Devon HATOC and ask for costings.
PROPOSAL: It was proposed by Cllr L Straw that the Council resolves to submit the Town Hill police road safety report to the Nov 25th, 2025, meeting of East Devon HATOC and ask for costings. This was seconded by Cllr K Straw, unanimously agreed. **RESOLVED.**

iii. The council considered a request from the Traffic Working Group for agreement to put fliers on car windscreens. Fliers will directly relate to specific issues, i.e. a flier about pavement parking for those cars parked on pavements.

PROPOSAL: It was proposed by Cllr K Straw that the council allocates £250 from general reserves to print the leaflets. This was seconded by Cllr L Straw. Majority vote to support (1 against, 1 abstention). **RESOLVED.**

25/180 CORRESPONDENCE

i. The council receives the correspondence list, which included a letter from the Tithebarn Residents Association.
   PROPOSAL: It was proposed by Cllr K Straw to delegate that the Clerk & Chairman reply. This was seconded by Cllr Pepper, unanimously agreed. **RESOLVED.**
ii. To resolve to action / delegate any matters arising from the correspondence list as appropriate.

25/181 FUTURE AGENDA ITEMS

The Council receive the following requests for agenda items for consideration by the Council.

- To discuss further traffic issues at Townend, Broadclyst, including the displacement of traffic from Town Hill to Townend.
- Ask EDDC officers to give update to the whole council on strategic development in the parish.

25/182 CONFIDENTIAL ITEMS

The Council resolved 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 items.
Reasons: contractually and commercially sensitive.

25/183 RECYCLING BINS QUOTE

The council received a report, quotes and recommendations for new recycling bins at the Pavilions and on the Broadclyst recreation ground.
PROPOSAL: It was proposed by Cllr K Straw that the council approves the purchase of new recycling bins. It was further proposed to agree lifts and agree to the 360L recycling bin. Seconded by Cllr Fernley and unanimously agreed. **RESOLVED.**

25/184 WEBSITE AND BOOKING CALENDAR UPDATE

The council considered proposals for upgrading the parish council website, including the addition of an online booking system and migration to a new WordPress platform.

PROPOSAL: It was proposed by Cllr K Straw to accept the report and all the recommendations contained within and agreeing a budget of £1000 from General Reserves to include the £200 proposed in point D. This was seconded by Cllr Rhodes and unanimously agreed. **RESOLVED**

25/185 TO CLOSE THE MEETING

The meeting closed at 20:20hrs.

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST