

**Issue date: Monday 24th September 2018**

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Mrs. Angie Hurren

Parish Clerk



19, New Buildings

Broadclyst

Exeter

EX5 3EX

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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 is no item 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 which will be held on **Monday 1st October 2018 at 19:00hrs** in the **Green Room, Victory hall, Broadclyst, EX5 3EE** for the purpose of transacting the following business:

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## **AGENDA**

### **18/174 MEMBERS APOLOGIES**

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.

### **18/175 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.

### **18/176 MINUTE**

To receive and resolve to approve as a correct record the minutes of the following meetings: Full Council 3<sup>rd</sup> September 2018

*Standing Orders will be suspended:*

### **18/177 EAGLE ONE PRESENTATION**

To receive a presentation from Eagle One on progress to date and future plans for the Exeter Science Park.

### **18/178 COUNTY AND DISTRICT COUNCIL REPORTS**

- i. To consider matters for / from County Division Members Cllr Bloxham and Randall-Johnson
- ii. To consider matters for / from District Ward Members Cllr Pepper and Rylance

### **18/179 NATIONAL TRUST REPORT**

To receive a report from the National Trust

### **18/180 PUBLIC QUESTIONS**

For Public question time on items on this Agenda for no longer than 15 minutes if required

*The meeting will reconvene under Standing Orders*

### **18/181 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.

### **18/182 COUNCIL REPORTS**

- i. **Clerks report**

To receive the Clerks Report for September 2018 and to resolve any recommendations contained within.



- ii. **Pavilions report**  
To receive a report from the Pavilions Administrator for September 2018 and to resolve any recommendations contained within.

#### **18/183 FINANCE**

- i. **Bank Reconciliation**  
To receive and resolve to approve the Bank Reconciliations to 31<sup>st</sup> August 2018
- ii. **Financial Reporting**  
To receive and resolve to approve the financial statement and balance sheet to 31<sup>st</sup> August 2018
- iii. **Payment Schedule**  
To resolve to approve the list of payments for September 2018
- iv. **Community Grant Application**
  - a. To receive an application to the Broadclyst Community Fund from Broadclyst Brownies and Guides.
  - b. To receive an application to the Broadclyst Community Fund from Broadclyst Victory Hall.

#### **18/184 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

##### **Annual Governance and Accountability Return (AGAR) for y/e 31.03.2018**

To note that the AGAR for Broadclyst Parish Council has been concluded as follows: "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. There are no other matters affecting our opinion which we wish to draw to the attention of the authority"

To note that the Notice of Conclusion of Audit has been placed on the website in accordance with legislation.

#### **18/185 POLICIES REVIEW**

To review the following council policies/procedures

- i. Anonymous communications
- ii. CCTV
- iii. Media communications
- iv. Meeting protocol

## 18/186 PLANNING

### i. Recent decisions September 2018

There have been no recent decisions to record at the time of publishing this agenda.

| Application ref: | Location:                                                      | Proposal:                                                                                                               | Decision                 |
|------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 18/1782/FUL      | Channons Farm<br>Westwood<br>Broadclyst<br>Exeter EX5 3DH      | <a href="#">Roofing over slurry store (No 3)</a>                                                                        | Approval with conditions |
| 18/1783/FUL      | Channons Farm<br>Westwood<br>Broadclyst<br>Exeter EX5 3DH      | <a href="#">Roofing over open slurry store (No 4)</a>                                                                   | Approval with conditions |
| 18/1818/FUL      | Harepathstead<br>Farm Westwood<br>Broadclyst<br>Exeter EX5 3DF | <a href="#">Proposed new storage building for farm machinery</a>                                                        | Approval with conditions |
| 18/1666/COU      | Lodge Trading<br>Estate<br>Broadclyst EX5 3BS                  | <a href="#">Change of use from A1 (retail) to B1 (offices), B2 (general industry) and B8 (storage and distribution)</a> | Approval with conditions |

### ii. Appeal decisions September 2018:

To note there have not been any appeal decisions announced in September 2018

### iii. Validated applications:

To discuss validated planning applications received for consultation.

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

| Application Ref: | Location:                                    | Proposal:                                                     |
|------------------|----------------------------------------------|---------------------------------------------------------------|
| 18/2027/FUL      | 10 Elm Close<br>Broadclyst<br>Exeter EX5 3LT | <a href="#">Construction of single storey front extension</a> |

## 18/187 CORRESPONDENCE

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

**18/188 AGENDA ITEMS FOR NEXT MEETING**

To receive requests for agenda items for consideration when Council next meets.

**18/189 TO CLOSE THE MEETING**

Dated this 25<sup>th</sup> day of September 2018

*Angie Hurren*

**Broadclyst Parish Council Clerk**

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

### **Public speaking**

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 suspend standing orders and invite questions from members of the Press and Public on items contained within this Agenda. The public will then be able to speak on that matter only.

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 and 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.

Should anyone have any special needs or require any reasonable adjustments to assist them in making individual contributions, please contact the office in advance on 01392 360269

### **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.



Broadclyst Parish Council  
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## MINUTES

**Present: Chairman Cllr Pepper**  
**Cllrs Bromely, Jackson, Lock, Massey, Rylance,**  
**Waldron, & Cllr Chamberlain**

**Members of Public: 1**

**In attendance: Clerk & Deputy Clerk**



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### **Broadclyst Parish Council Ordinary meeting**

#### **Press and Public are welcome to attend.**

There is 1 item 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.

An Ordinary meeting of Broadclyst Parish Council was held on **Monday 3<sup>rd</sup> September 2018** at **19:00hrs** in the **Green Room, Victory hall, Broadclyst, EX5 3EE** for the purpose of transacting the following business:

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## MINUTES

### 18/157 MEMBERS

#### i. APOLOGIES

Apologies: Council resolved to accept apologies from Cllr Baker (personal), Gent, Staddon (work).

#### ii. CO-OPTION

To receive a letter of application from Mrs Sarah Chamberlain for co-option as a Parish Councillor. Council has 4 vacant seats; Mrs Chamberlain meets all qualifying criteria.

**RESOLUTION:** Proposed by Cllr Jackson, seconded by Cllr Rylance; Council was unanimous in vote.

### 18/158 DISCLOSABLE PECUNIARY INTEREST

There were no pecuniary interests declared at the meeting. Members were reminded to enter any interests in the Councils Interests Register.

### 18/159 MINUTES

**RESOLUTION:** It was proposed by Cllr Rylance to accept the Minutes as a correct record of the Extraordinary Full Council meeting on 16<sup>th</sup> August 2018; seconded by Cllr Massey. Council was unanimous in agreement.

***Standing Orders were suspended:***

### 18/160 COUNTY AND DISTRICT COUNCIL REPORTS

- i. Matters for / from County Division Members Cllr Bloxham and Randall-Johnson.  
Cllr Bloxham and Randall-Johnson reported an update regarding the Yellow-lines at the junction coming out of Hillside Gardens on to the B3181. It was reported there is no provision for carrying out yellow-lines for the left-hand lane. County has no available funds. The Safety Audit did not pick this up as an issue. Will continue to monitor. Cllr Randall-Johnson is still working and talking closely to Clyst Caring with regards to obtaining Funding.
- ii. District Ward Members Cllr Pepper and Rylance reported that the Strategic Planning Committee would meet tomorrow, the agenda for which included future development in East Devon, and an update of the GESP process.

### 18/161 NATIONAL TRUST REPORT

There was no report from the National Trust this month; Killerton continues to work with the Neighbourhood Plan to discuss options for meeting identified community need in the parish.

### 18/162 PUBLIC QUESTIONS

The Chairman invited the attending member of public to speak to the Council. Concerns were raised as to noise, light, and additional traffic relating to and generated by the Hayes Farm development. It was felt that the conditions / requirements set out in the 106/Outline consent are not being met with relation to layout, landscaping, noise etc. The proposed landscaping strip to the rear of Shercroft Close is a row of trees 10m apart; it is not felt that this will

be an effective noise barrier. The speaker asked the Parish Council to support residents to get the correct mitigations in place.

The speaker further raised and discussed noise and light pollution from Lidl, much of which has been addressed thru EDDC Environmental Health (EH) by Lidl changing its operation but still occur on occasion. Thanks to EDDC's EH Dept. are recorded for their continuing support.

### ***The meeting reconvened under Standing Orders***

#### **18/163 ACCEPTANCE OF REPORTS**

Matters arising from any of the public/stakeholder reports received this evening are hereby noted and reports accepted with thanks.

#### **18/164 COUNCIL REPORTS**

##### **i. Clerks report**

The Clerks report for August 2018 was received.

**RESOLUTION:** Cllr Jackson proposed that the recommendation that the Council considers an allocation when budget-setting to deliver local community events in the West End strategic sites to be agreed. This was seconded by Cllr Waldron; Council unanimous in agreement.

##### **ii. Pavilions report**

The Pavilions Administrators report for August 2018 was received. It was proposed by Cllr Waldron to accept the report; seconded by Cllr Jackson and unanimously agreed.

#### **18/165 NEIGHBOURHOOD PLAN**

Council received a report from the Neighbourhood Plan Officer, containing the following recommendations:

- i. For Council to note document progress.
- ii. For Council to note progress in the application for technical support.
- iii. For Council to note that the Broadclyst Neighbourhood Plan needs to be in line with the revised NPPF 2018.

It was also noted that the initial instruction to the site assessor has evolved to include analysis as to what different types of class use could come forward on each site, therefore clarification would be sought if this has impacted on the initial quote before proceeding further with the instruction.

**RESOLUTION:** It was proposed by Cllr Jackson that the above recommendations be agreed along with potential change to the assessment work. The proposal was seconded by Cllr Waldron; Council unanimous in agreement.

#### **18/166 FINANCE**

##### **i. Bank Reconciliation**

Council received the Bank Reconciliations to 31<sup>st</sup> July 2018: Account 1 £5115.48; Account 2 £182,398.34. All councils accounts reconcile.

**RESOLUTION:** It was proposed by Cllr Pepper to ratify the bank reconciliation, seconded by Cllr Waldron. Unanimously agreed.

##### **ii. Financial Statement**

The financial statement and balance sheet to 31<sup>st</sup> July 2018 were received. Total income to 31.07.2018: £177,398: Total Expenditure to 31.07.2018 £116,310



**Balance sheet figures:**

Current Assets: Debtors £0; VAT control A/c £3,673; BPC Account 1 £3,677; BPC Account 2 £182,398; **Total £189,748**

Represented by: Current year fund £61,088; General reserve: £61,495; Earmarked reserves: £67,166 (Total £189,749)

**RESOLUTION:** It was proposed by Cllr Pepper and seconded by Cllr Waldron to resolve to approve the Council's financial statement and balance sheet to 31.07.2018. Unanimously agreed.

**iii. Payment schedule**

**RESOLUTION:** It was proposed by Cllr Pepper to resolve to approve the list of payments for August 2018 for £29,519.87; seconded by Cllr Waldron.

**18/167 PLANNING****i. Recent decisions August 2018**

Council noted 4 recent decisions:

| Application ref: | Location:                                                                      | Proposal:                                                                                                                                                                                                                                                                                                                                                                                                                                 | Decision |
|------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 18/1445/FUL      | Fairlea Town<br>End Broadclyst<br>Exeter EX5 3HW                               | <a href="#">Construction of additional storey to existing bungalow and two storey side extension.</a>                                                                                                                                                                                                                                                                                                                                     | Approved |
| 18/1842/AGR      | Jarvishayes<br>Farm Broadclyst<br>Exeter EX5 3AD                               | <a href="#">Roof over existing yard used for silage storage</a>                                                                                                                                                                                                                                                                                                                                                                           | Approved |
| 18/1843/AGR      | Jarvishayes<br>Farm Broadclyst<br>Exeter EX5 3AD                               | <a href="#">Roof over existing yard for silage storage</a>                                                                                                                                                                                                                                                                                                                                                                                | Approved |
| 18/0837/MRES     | Land South Of<br>Old Tithebarn<br>Lane Redhayes<br>(Phase 17) Clyst<br>Honiton | <a href="#">Reserved matters application seeking approval of appearance, landscaping, layout, access and scale for the development known as Phase 17 of Tithebarn Green. The proposed development comprises 160 dwellings, along with highway and drainage infrastructure and associated landscaping works. The application is made pursuant to outline planning permission 12/1291/MOUT and the accompanying environmental statement</a> | Approved |

**ii. Appeal decisions August 2018:**

It was noted there have not been any appeal decisions announced in August 2018

### iii. Validated applications:

The following validated planning applications received for consultation were considered.

#### 18/1770/MRES Land At Hayes Farm, Clyst Honiton:

Thank you for consulting Broadclyst Parish Council on the Hayes Farm application 18/1770/MRES. The Council has been copied into the representations made by local residents and wishes to echo the concerns raised by the community and neighbours of the site.

In addition to endorsing the comments raised by members of the public, Broadclyst Parish Council respectfully submits the following representations:

1. **Noise/light pollution:** Council emphasises the need to put effective noise/light pollution mitigations in place to protect against disturbances to dwellings in the forthcoming proposed Cranbrook western expansion zone. Council requests acoustic fencing and a bund be provided to prevent noise pollution.
2. **Construction phase:** The Council requests that there is a strict CEMP during construction restricting site work between 8am-5pm Monday-Friday, 8am-1pm Saturday only, with a travel plan requiring all construction traffic to access/leave the area via the new A30 and bypass only.
3. **Building design:**
  - a. On the Broadclyst Station side of the building, i.e. away from neighbouring properties, we respectfully request there be: no vehicle movements, no external lighting, no access points (save for emergency exits).
  - b. That the colour of the building be such that it blends with the natural environment
4. **Working hours:** It is appreciated there will be 24/7hour operations, however it is requested that outside operation is restricted between 10pm and 8am (for example waste management), with excessively noisy operations located away from the Broadclyst Station side of the site.
5. **Traffic and Infrastructure:**
  - a. **Construction and commercial traffic:** all construction and commercial traffic to enter/leave the locale via the new A30 and bypass only, using the Clyst Honiton bypass not old A30 through Blackhorse or past Cranbrook.
  - b. **Station Road:** Station Road has a 7.5t weight limit except for access and is already a very busy road with traffic regularly backing back to the railway bridge at peak times (over 900m). this will be compounded by residential traffic from Cranbrook western expansion zone.



Council has serious concerns as to the residual cumulative impact of additional traffic that this application will generate; domestic delivery vehicles are under 7.5t and so will not be prevented from using Station Road by the weight restriction. Station Road itself is narrow in places, with high Devon banks and stone walls not allowing anything larger than two cars to pass. The northern end of Station Road passes Clyst Vale Community College which

experiences a high concentration of vehicular, cycle, and foot traffic at peak times in a concentrated area.

Recent traffic surveys demonstrate how the volume of traffic on Station Road has increased over the last 5 years by almost one third from 2,879 in 2013 to 3,705 in 2018. Broadclyst Parish Council wishes to bring the ever-growing issue of Station Road and the increasing volume of traffic on its restricted infrastructure to the planning Authority's attention and respectfully requests it works with GESP, DCC, and the Broadclyst Neighbourhood Plan to address this matter in a proactive and future-proof way.

#### **18/1653/MOUT Taveners Field, West Clyst**

Thank you for consulting Broadclyst Parish Council on this application. Points raised by residents have informed the Council's comment, and are included in the following points:

1. Devon bank enhancement for privacy and wildlife corridor
2. Provision of a pedestrian access through the north west corner with all-weather surface, creating a safe route to school/shops/play areas etc
3. Limit on the western boundary height of housing to no more than 2 stories.
4. Provision of a play area on top of the SUD tank; a sum identified for play provision, the design of which to be chosen through community vote on no less than 3 designs.
5. Council has concerns that traffic joining the B3181 has to cross the Westclyst-Broadclyst pavement/cycleway as it enters/leaves the site. In accordance with the NPPF 2018 (108) (b), safe and suitable access to the site must be achieved for all users. Council requests that pedestrian only access via B318, with vehicular access from the north via Hawkins Road be explored so as to not pose this danger to non-car users in accordance with NPPF 110 a and c.
6. Traffic exiting the site and turning right will face delays at peak times where Exeter-bound queues reach back past the proposed junction; at other times traffic is leaving the built-up area and is picking up speed.
7. Sustainability: in line with NPPF para 131 Council would like to see evidence that the design of the dwellings promotes high levels of sustainability, including the use of renewable energy sources. The Redrow site and existing homes that border the site have a strong local identity through design and choice of materials; this should be reflected in this development and the design of dwellings enhance and raise the standard of design in the area.
8. Reference to the Killerton Setting Study be given due to the site's proximity to this SSSI site (NPPF para 175 b).

It was noted that despite its proximity to the strategic land allocations, this is not a strategic site. As a departure from the Local Plan, the affordable housing requirement is 50% (Strategy 34) and evidence of need (Strategy 35).

**18/1249/FUL Orchard View Broadclyst EX5 3AB:** The Council agreed to support the amendments.

#### **18/168 STREET NAMING**

Further to the approval of planning consent for 18/08037MRES (land south of Old Tithebarn Lane Redhayes (Phase 17)), Council has received a request to suggest 8 street names. The old Parish Tithe Maps and Tithe Apportionment Transcription will be used to inform the names, along with names of local men who lost their lives in WW1. The Council decided on the following street names:

Littleworth Close; Hutchings Drive; Garland Meadow; Chambers Lane; Flay Field; Murch Rise; Turner Hill; Coma Rise; with 2 additional names if required of Lyne Street and Western Grove

#### **18/169 CORRESPONDENCE**

- I. Council received the correspondence list for the month of August 2018.
- II. There were no actions arising from the correspondence list.

#### **18/170 AGENDA ITEMS FOR NEXT MEETING**

The lighting in the Swale at Hillside Gardens was requested as an agenda items for consideration when Council next meets.

#### **18/171 EXCLUSION OF PRESS AND PUBLIC**

The Chairman moved that the next item be discussed with the exclusion of press and public due to contractual detail within the report. Press and public to leave the room, taking with them any recording equipment.

#### **18/172 INVESTMENT RISK LEVEL AND FUND TYPE**

The Council resolved to invest £25,000 into the CCLA Local Authorities Property Fund (Minute ref: 18/47v). Cllr Massey proposed the following points:

Risk Level: MEDIUM LEVEL

Fund Type: ETHICAL INVESTMENTS

Period: 5-10 YEARS

Cllr Lock seconded the proposal, and all unanimously agreed.

#### **18/173 TO CLOSE THE MEETING**

The meeting closed at 20:30

#### **Ratification:**

Signed:..... Print:..... Date:.....

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



Broadclyst Parish Council  
GROWING OUR COMMUNITY

## REPORTS

# Clerks Report

SEPTEMBER 2018

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## 1. BROADCLYST FOOTBALL LINE MARKING

The end of the exceptionally-dry summer coincided with the start of the football season, and we experienced problems with the grass growing so quickly that as it was cut each week it was removing all the pitch markings. Reluctant to burn lines onto the field, we asked our Groundsman if there was an alternative approach. We have started applying a growth inhibitor, which is mixed into the line-marking paint. Research carried out in Leeds<sup>1</sup> found that the addition of growth inhibitor to the line marking solution at the recommended ratio of 2ml per litre eliminated the need for one line-marking operation in every four. The active ingredient, Trinexapac-ethyl, is approved<sup>2</sup> under Reg. (EC) No 1107/2009<sup>3</sup> and works by inhibiting gibberellin synthesis and therefore slowing vertical growth. In terms of public and operator safety, no unacceptable risks to bystanders or operators have been identified.

**RECOMMENDATION:** That the Council notes the trial of a growth-inhibitor in response to comments about the short-lifespan of pitch lines from the football teams.

## 2. WESTCLYST FOOTBALL PITCH GROUNDSMAN REPORT

The hillside sward is growing well with weekly double cuts required to achieve specified height of cut; another dose of selective weed killer will be required to treat persistent weeds and then will be on top of the weed issues. The ground is concrete like and hopefully with regular rain fall will soften the root zone to allow other scheduled tasks to take place. The next task is to over seed the bare areas where weeds were killed off by Sportsfields earlier in the year; a mix of high quality grass seed mixed with soil to create divot mix will be used, hopefully followed with rainfall and sun will germinate the seed quickly to obtain a full sward. We also need to apply fertilisers to the pitch this month as this is one of the scheduled tasks.

We have carried out many more cuts than the specified monthly requirement; we will not charge for the extra works on this occasion as a sign of good will and also regarding the late handover of the site.

**RECOMMENDATION:** That the Council notes the update and thanks Noel for his hard work and goodwill.

## 3. FOOTBALL CLUB CHAIRMAN RESIGNATION

It was with regret that the Parish Council received a letter of resignation from Taz Greenaway, Broadclyst FC Chairman. His commitment to and work on behalf of the Club has been nothing but dedicated and professional; he faced several challenges during his time as Chairman and always approached them with a firm but fair attitude, which has resulted in a positive way forward for the Club.

He came to the Club in what was a time of uncertainty, and through sound leadership and sensible decision-making has contributed to making it into the success it is today, and he should feel very proud of what he has achieved during his time as Chairman. From the Parish Council's point of view, the role of Chairman unwittingly

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<sup>1</sup> <https://www.pitchcare.com/news-media/primo-maxx-cuts-the-cost-of-line-marking.html>

<sup>2</sup> <https://sitem.herts.ac.uk/aeru/ppdb/en/Reports/672.htm>

<sup>3</sup> <http://ec.europa.eu/food/plant/pesticides/eu-pesticides-database/public/?event=activesubstance.selection&language=EN>

becomes the middle-man who must balance and resolve issues from both sides and Taz handled this difficult aspect with tact and aplomb. To this end, Helen and I would like to publicly thank him wholeheartedly, and we wish him all the best in his future ventures.

#### **4. PLAYING FIELD ON-GOING MAINTENANCE**

The autumn has provided good concreting weather, with a space created for bike racks at the Pavilions and an 'apron' installed around the footballer's gate; this will hopefully minimise mud being walked in to the pavilions and reduce soil erosion from the gateway area. Boot scrapers will be relocated from outside the changing rooms to the field once the concrete has cured.

The chicanes at the Hellings Gardens end of the playing field are being reconfigured to make passage through them more motorised scooter-friendly. The maintenance team is making the annual application of wood preservative/water repellent to all street furniture, footpath furniture, and wooden fencing; this work will continue over the next couple of months.

#### **5. BYELAWS / PUBLIC SPACE PROTECTION ORDERS**

Council has received reports from Broadclyst Football Club regarding dog fouling and digging on the playing field, causing concerns for players safety and public health in general.

The situation in Broadclyst is somewhat unique within East Devon in that the playing fields are owned by the National Trust and leased to the Parish Council<sup>4</sup> for the purposes of the "Physical Training and Recreation Act 1937 for the benefit of the inhabitants of the parish", as opposed to most municipal playing fields which are owned by a public body (whichever body that may be).

##### **Legislative Power:**

Power for Council to hold lease on the playing fields is set out in the Public Health Act 1875: "Any local authority may purchase or take on lease lay out plant improve and maintain lands for the purpose of being used as public walks or pleasure grounds, and may support or contribute to the support of public walks or pleasure grounds provided by any person whomsoever." (Parliament, 1875 c. 55 (Regnal. 38\_and\_39\_Vict))

##### **Legal risk:**

The 1937 Act<sup>5</sup> states: "A local authority may acquire, lay out, provide with suitable buildings and otherwise equip, and maintain lands, whether situate within or without their area, for the purpose of gymnasiums, playing fields, swimming baths or bathing places, holiday camps or camping sites, or for the purpose of centres for the use of clubs, societies or organisations having athletic, social or educational objects, and may manage those lands and buildings themselves, either with or without a charge for the use thereof or admission thereto, or may let them, or any portion thereof, at a nominal or other rent to any person, club, society or organisation for use for any of the purposes aforesaid. (Parliament, 1937 c. 46 (Regnal. 1\_Edw\_8\_and\_1\_Geo\_6)).

Judicial interpretation of the Act would likely focus on definitions of "athletic, social or educational objects", therefore Council is advised that both under the wording of the lease and in relation to this Act, the Council could leave itself open to legal challenge by village residents who wished to exercise their dog on the playing fields, as it could be claimed that is their "benefit", and meets "social" objectives.

##### **Byelaws:**

Any local authority may make byelaws for the regulation of any such public walk or pleasure ground, and may by

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<sup>4</sup> The 99-year lease commenced 24.06.1949

<sup>5</sup> Physical Training and Recreation Act 1937

such byelaws provide for the removal from such public walk or pleasure ground of any person infringing any such byelaw by any officer of the local authority or constable. (Parliament, 1937 c. 46 (Regnal. 1\_Edw\_8\_and\_1\_Geo\_6)). A parish council may make byelaws on its land, however there are none within the MHCLG model byelaws for 'pleasure grounds, public walks and open spaces (set 2) which apply to dogs (Ministry of Housing, Communities & Local Government, 2018).

### **Dog Control Orders**

A parish council may issue Fixed Penalty Notices (FPN) to deal with environmental offences like litter and graffiti and can issue FPNs for offences against its own Dog Control Orders (DCOs) and the District Council's DCOs in its parish. A parish council can change any of the following:

- the number of dogs any one person can walk at a time
- the area that a DCO covers
- when the rules of the DCO must be obeyed
- whether dogs need to be on leads and how long the leads must be

However, it is not possible to change an existing DCO to create a new offence. For example, you can't extend a DCO to control dog fouling if it was originally set up to cover leash requirements. People who use trained assistance dogs, e.g. guide dogs, are exempt from DCOs. (DEFRA, 2015)

### **Public Space Protection Orders**

A parish council can no longer make new DCOs. In October 2017, existing DCO's became public space protection orders (PSPOs). PSPOs are set up by the District Council

In public areas with PSPOs, you may have to:

- keep your dog on a lead
- put your dog on a lead if told to by a police officer, police community support officer or someone from the council
- stop your dog going to certain places - like farmland or parts of a park
- limit the number of dogs you have with you (this applies to professional dog walkers too)
- clear up after your dog

PSPOs only apply to public land, and local councils must let the public know where PSPOs are in place (i.e. if dogs aren't allowed in a park there must be signs saying so.)

### **Summary**

1. This report identifies legislative risk. The possibility of legal challenge requires council to be sure to follow due process when considering the question if dogs should be controlled on the playing fields, or indeed permitted at all.
2. There is no specific byelaw that parish council can make/use to control dogs.
3. EDDC would need to put a new PSPO in place to control dogs on the playing fields (i.e. only on leads or a complete ban). The process would require discussions with the landowner (National Trust) and consultation with the public to inform any resulting decision(s).

### **RECOMMENDATION**

1. That the Parish Council initiates discussion with the National Trust
2. That the Council monitors complaints and reviews in the new year.



## **6. HAYES FARM PLANNING UPDATE**

The Parish Council has been copied into Broadclyst Station residents' concerns regarding noise and light pollution from the Hayes Farm site. EDDC's Environmental Health Officer has given this response:

"I have been liaising with the designers of this project for several months to achieve exactly what you all are asking for, the criteria were:

- 1) No vehicular access behind buildings on the Broadclyst side
- 2) No lighting on that side
- 3) No access points (other than emergency exits if necessary) on that side
- 4) No potentially noisy services on that side
- 5) Acoustic fences to close any gaps between buildings

Please rest assured that the applicants are fully aware of these criteria and agreed to them in our pre-application discussions so I will be raising with them concerns if this is not met in full." (Wallace, 2018; via email)

## **7. LANGATON LANE TRAFFIC/SPEEDS**

An email was received from the Chairman of Pinhoe Scouts, who raised concerns for the safety of the Scout members as they walk along Langaton Lane. This was passed on to the County Division Members, and Cllr Bloxham responded as follows:

"I have asked the local highways officer to have a look at the issue especially the speed limits and potential traffic calming – more generally, speed limit and speed policies are currently under review at the County Council so perhaps we can address the disparity on speed limits along this road as a result of the review of rural speed policy – the Exeter city stretch is generally more urban so naturally attracts differing speed limits as a result of that.

Sadly, a great deal of driver behaviour along rural roads like this one is wholly inappropriate and essentially a matter for police (whether there is a speed limit or not) – but, as indicated above, I have asked the highways officer to look at this to see if any measures can be taken. With the high level of urban development around this area drivers will seek alternative routes and that will need to be addressed."

We have invited the Chairman to share his concerns with the NP Infrastructure steering group and have said that the parish council will support any review of speed limits, weight/width limits, traffic calming schemes etc.; the Traffic Committee would also be willing to actively help in any way it can. I have asked him to please keep us updated and let us know if there is anything we can do.

## **8. HILLSIDE GARDENS ESTATE MANAGEMENT**

The Hillside Gardens estate is currently not adopted, with a management company appointed to manage its public open space and maintains its play area (amongst other responsibilities). There has been some ambiguity as to which public authority / private body is responsible for which service and this has now been resolved after a series of meetings, with the extent of Broadclyst Parish Council's responsibility confirmed as being the community sports pitch and the allotments.

An Officer's meeting with the Public Open Space Operations Manager of GreenSquare Group gave the opportunity to discuss queries raised by residents of the estate as follows:

| Query                                                     | Responsible body               | Outcome                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Creating wildflower spaces                                | GreenSquare Group              | <p>Yes, very happy to work with BPC and residents to create areas of wild flowers, being mindful of long-term management needs of these areas. The extremities of the grass cutting areas would be preferable as this would not unduly impede the mowers.</p> <p>The clearing of areas of brambles either side of the swale will try to reclaim this unusable scrub area into grassland for public benefit.</p>                                  |
| Community events in the Swale                             | GreenSquare Group<br>Landowner | Fully-supportive of the public open space being used for Parish Council run community events without future requirement for proof of insurance, risk assessment etc. If residents wish to organise public events themselves, they must satisfy all responsible bodies that insurance cover is in place and a risk assessment has been undertaken and steps have been taken to mitigate risk as much as possible.                                 |
| Using verges and pockets of grass as food producing areas | GreenSquare Group              | It was felt that while this utilises small corners of unused land, there was a risk to human health from dog fouling and that residents should restrict food growing to their own gardens or the allotments.                                                                                                                                                                                                                                     |
| Additional play equipment                                 | GreenSquare Group<br>Landowner | <p>The management company is not adverse in principle to natural play equipment being installed in the swale, providing this is in keeping with the natural landscaping of the area and is sited to not interfere with the mowing paths.</p> <p>Further discussion would be necessary before going ahead. Funding would need to be found. This would be outside GreenSquare's contract so would be insured/maintained by the Parish Council.</p> |
| Seating in the swale                                      | GreenSquare Group              | The seating area in the swale lends itself to being extended and made circular and more inclusive. The grass can be replaced with a non-tarmac surface (i.e. chippings, bonded gravel). Funding would need to be found.                                                                                                                                                                                                                          |
| Planting                                                  | GreenSquare Group              | There are some dead trees which will be replaced over the winter.                                                                                                                                                                                                                                                                                                                                                                                |

GreenSquare looks forward to working in partnership with the Parish Council, and welcomes comments and feedback from the community so it can address issues as well as be in a position to manage its contract in a proactive manner.

## RECOMMENDATION

1. That the Parish Council notes the points above and works with GreenSquare to assist them to manage the Hillside Gardens estate.
2. That the Parish Council suggests to the community that it may wish to consider forming a constituted community group to investigate funding for improving play provision in the estate, and supports the group as required and as resources permits.

## 9. GRASS CUTTING REVIEW

The Council undertakes visibility splay cutting, for which it receives a small grant from DCC Highways. Completion of a review form was requested, and is appended to this report.

This concludes my report to Council.

Angie Hurren,  
Principal, SLCC.  
Broadclyst Parish Clerk  
29.08.2018

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### Grass cutting review 2018/19

#### Broadclyst Parish Council

**1. What went well?**

- a. Clear delegation of power to local council from principal authority
- b. Improved mapping from DCC gave clarity on areas for cutting
- c. Scope to add to these areas should the parish so wish

**2. What could be done to improve the process?**

- a. DCC to have a greater understanding of / access to parish boundaries; this would save DCC officers time sending maps for cutting to the wrong parish
- b. There is still no co-ordination between DCC and local council; this resulted in other DCC cutting around signs being done literally within 2 nights of our machines going through. Where TM is needed, there are cost savings to make by coordinating works.

**3. Would any additional information help with the process?**

Confirmation of the amount of grant for the following year prior to local councils setting their precept. District Councils require town/parish precept submission mid-January – DCC doesn't confirm grant until after this deadline, which does not enable accurate budget-setting on our part.

**4. Could you please indicate whether, or not, your Council wishes to continue with this arrangement for the 2019/20 financial year:**

|     |     |
|-----|-----|
| Yes | Yes |
|-----|-----|

**5. Please provide any additional comments you may have below**

As far as I can see, there is no specific Power or Duty in any of the Local Government Acts, Highways Acts, Road Traffic Regulation Acts, or Parish Councils Act which permits Town and Parish Councils to undertake this work. Of course, the General Power of Competence<sup>6</sup> (GPC) empowers eligible councils to do anything, but councils with GPC are few and far between in Devon.

Some time ago, I raised the lawfulness of town/parish councils without the General Power of Competence undertaking service provision which is the statutory duty of the principal authority. Whilst it does not affect Broadclyst which does have GPC, I am curious if this was ever resolved or if some local councils are carrying out these duties ultra vires (i.e. without legal powers).

Kindest regards

Angie Hurren (Mrs)  
Principal, SLCC  
Broadclyst Parish Council Clerk and RFO.

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<sup>6</sup> Localism Act 2011, ss1-8

## CLERKS REPORT - PAVILIONS

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**Report to:** Broadclyst Parish Council

**Date of Meeting:** 1<sup>st</sup> October 2018

**Agenda item:** 18/182ii

**Subject:** Monthly update

**Purpose of report:** To update Council on regular bookings, casual hire, maintenance, staffing and any other issues as they arise.

**Recommendation:**

- i. that that report be noted
- ii. that any interim actions which have taken place under Officer delegation be noted
- iii. that any recommendations made be considered and a resolution reached in relation to each recommendation

**Financial implications:** the Pavilions is Council's biggest asset; its upkeep and operation is also one of the Council's largest areas of expenditure. Council needs to be aware of its current level of operation as well as considering issues as soon as they arise.

**Legal implications:** a Local Council may execute any works including works of maintenance or improvement in relation to any parish property (Clayden, 2013). The Council has a duty to take such care as in all the circumstances of the case is reasonable, to "see that the visitor will be reasonably safe in using the premises for the purposes for which he is invited or permitted by the occupier to be there"<sup>1</sup>. As the Occupier, the Council is also reasonably expected to offer protection to trespassers<sup>2</sup>

**Equalities impact:** Low

**Risk:** Given that the premises are frequently used by children who are expected to be more vulnerable and less able to perceive risk and understand notices, Council should guard against risk by ensuring the premises are fit for purpose at all times, with a system for reporting defects and clear delegation to enable repairs to be enacted as soon as practicable.

**Link to Council Action Plan:** Demonstrating excellent governance in managing the business and finances of the Council through regular monitoring and sound internal control procedures; Safe and efficient arrangements to safeguard public money; Control and management of parish public finances

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<sup>1</sup> Occupiers Liability Act, 1957, s 2 (2)

<sup>2</sup> Occupiers Liability Act 1984; Tomlinson v Congleton Borough Council [2003] UKHL 47

**Pavilions report:**

September saw the Pavilions welcome back our term time groups, football has started in earnest with teams Playing am & pm matches both Saturday and Sunday and the bowls season come to an end.

During the month, the Parish Council, Allotment association and Broadclyst FC all used the facilities for meetings.

**Banking report:**

Cheques paid into the Parish account as follows:

18/09/2018 – chq - £1800.00 Bowls Club

£148.00 Crafters July/August

This concludes my report to Council.

Helen Cutting  
Pavilions Administrator  
27 September 2018



Broadclyst Parish Council  
GROWING OUR COMMUNITY

## **FINANCE**

Date: 13/09/2018

Broadclyst Parish Council

Page 1

Time: 20:05

**Bank Reconciliation Statement as at 31/08/2018  
for Cashbook 1 - Lloyds Bank BPC**

User: CLERK

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u> |
|-------------------------------------------|-----------------------|------------------------------------|-----------------|
| Lloyds Bank BPC                           | 31/08/2018            | 6                                  | 4,293.99        |
|                                           |                       |                                    | <hr/> 4,293.99  |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                 |
|                                           |                       | 0.00                               |                 |
|                                           |                       |                                    | <hr/> 0.00      |
|                                           |                       |                                    | 4,293.99        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                 |
|                                           |                       | 0.00                               |                 |
|                                           |                       |                                    | <hr/> 0.00      |
|                                           |                       |                                    | 4,293.99        |
|                                           |                       | <b>Balance per Cash Book is :-</b> | <b>4,293.99</b> |
|                                           |                       | <b>Difference is :-</b>            | <b>0.00</b>     |



Bank Reconciliation Statement as at 31/08/2018  
for Cashbook 2 - Lloyds Bank BPC Reserves

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>              | <u>Balances</u>   |
|-------------------------------------------|-----------------------|-----------------------------|-------------------|
| Lloyds Bank reserves                      | 31/08/2018            | 30                          | 161,630.03        |
|                                           |                       |                             | <u>161,630.03</u> |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>               |                   |
|                                           |                       | 0.00                        |                   |
|                                           |                       |                             | <u>0.00</u>       |
|                                           |                       |                             | 161,630.03        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                             |                   |
|                                           |                       | 0.00                        |                   |
|                                           |                       |                             | <u>0.00</u>       |
|                                           |                       |                             | 161,630.03        |
|                                           |                       | Balance per Cash Book is :- | 161,630.03        |
|                                           |                       | Difference is :-            | 0.00              |

| <u>A/c</u>               | <u>Description</u>           | <u>Actual</u> |         |
|--------------------------|------------------------------|---------------|---------|
| <u>Current Assets</u>    |                              |               |         |
| 105                      | VAT Control A/c              | 4,231         |         |
| 200                      | Lloyds Bank BPC              | 4,294         |         |
| 205                      | Lloyds Bank BPC Reserves     | 161,630       |         |
|                          | Total Current Assets         |               | 170,155 |
| <u>Represented by :-</u> |                              |               |         |
| 300                      | Current Year Fund            | 41,495        |         |
| 310                      | General Reserves             | 61,495        |         |
| 320                      | EMR Buildings                | 5,414         |         |
| 325                      | EMR Car Park                 | 4,000         |         |
| 331                      | EMR Rates                    | 5,336         |         |
| 335                      | EMR Grounds Maintenance      | 3,280         |         |
| 340                      | EMR Election Costs           | 3,000         |         |
| 350                      | EMR Neighbourhood Plan       | 8,739         |         |
| 355                      | EMR P3 Footpaths             | 2,000         |         |
| 360                      | EMR Youth Worker             | 5,763         |         |
| 361                      | EMR Staffing Contingency     | 12,037        |         |
| 365                      | EMR Allotment                | 3,900         |         |
| 375                      | EMR Helipad/Defib            | 4,085         |         |
| 380                      | EMR Play Eqpm Maint/New/Repl | 4,135         |         |
| 382                      | EMR Youth Football           | 90            |         |
| 384                      | EMR Crime/Traffic            | 500           |         |
| 386                      | EMR Twinning                 | 154           |         |
| 388                      | EMR Compound                 | 4,733         |         |
|                          | Total Equity                 |               | 170,155 |

20:12 Summary Income & Expenditure by Budget Heading 31/08/2018

Month No: 5 Income/Expenditure

|     |                                | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|-----|--------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| 100 | Income                         | 8                     | 175,792                | 351,508               | 175,716                  |                          |                    | 50.0%   |
|     | less Transfer to EMR           | 0                     | 0                      |                       |                          |                          |                    |         |
|     | Movement to/(from) Gen Reserve | 8                     | 175,792                |                       |                          |                          |                    |         |
| 110 | Administration                 |                       |                        |                       |                          |                          |                    |         |
|     | Income                         | 1,440                 | 1,466                  | 0                     | (1,466)                  |                          |                    | 0.0%    |
|     | Expenditure                    | 12,071                | 74,208                 | 168,250               | 94,042                   |                          | 94,042             | 44.1%   |
|     | Net Income over Expenditure    | (10,631)              | (72,742)               | (168,250)             | (95,508)                 |                          |                    |         |
|     | plus Transfer from EMR         | 0                     | 2,807                  |                       |                          |                          |                    |         |
|     | Movement to/(from) Gen Reserve | (10,631)              | (69,935)               |                       |                          |                          |                    |         |
| 120 | Grants/projects                |                       |                        |                       |                          |                          |                    |         |
|     | Income                         | 169                   | 169                    | 0                     | (169)                    |                          |                    | 0.0%    |
|     | Expenditure                    | 1,645                 | 1,645                  | 9,640                 | 7,995                    |                          | 7,995              | 17.1%   |
|     | Movement to/(from) Gen Reserve | (1,476)               | (1,476)                |                       |                          |                          |                    |         |
| 150 | Public Relations               |                       |                        |                       |                          |                          |                    |         |
|     | Income                         | 0                     | 509                    | 1,500                 | 991                      |                          |                    | 33.9%   |
|     | Expenditure                    | 133                   | 7,326                  | 10,360                | 3,034                    |                          | 3,034              | 70.7%   |
|     | Net Income over Expenditure    | (133)                 | (6,817)                | (8,860)               | (2,043)                  |                          |                    |         |
|     | plus Transfer from EMR         | 0                     | 906                    |                       |                          |                          |                    |         |
|     | Movement to/(from) Gen Reserve | (133)                 | (5,911)                |                       |                          |                          |                    |         |
| 160 | Maintenance                    |                       |                        |                       |                          |                          |                    |         |
|     | Income                         | 0                     | 0                      | 3,022                 | 3,022                    |                          |                    | 0.0%    |
|     | Expenditure                    | 1,959                 | 17,404                 | 50,300                | 32,896                   |                          | 32,896             | 34.6%   |
|     | Movement to/(from) Gen Reserve | (1,959)               | (17,404)               |                       |                          |                          |                    |         |
| 170 | Public Toilets                 |                       |                        |                       |                          |                          |                    |         |
|     | Income                         | 0                     | 0                      | 1,400                 | 1,400                    |                          |                    | 0.0%    |
|     | Expenditure                    | 632                   | 5,956                  | 9,600                 | 3,644                    |                          | 3,644              | 62.0%   |
|     | Net Income over Expenditure    | (632)                 | (5,956)                | (8,200)               | (2,244)                  |                          |                    |         |
|     | plus Transfer from EMR         | 0                     | 228                    |                       |                          |                          |                    |         |
|     | Movement to/(from) Gen Reserve | (632)                 | (5,728)                |                       |                          |                          |                    |         |
| 180 | Clyst Room                     |                       |                        |                       |                          |                          |                    |         |
|     | Expenditure                    | 0                     | 175                    | 3,180                 | 3,005                    |                          | 3,005              | 5.5%    |
| 190 | Sports Pavilion                |                       |                        |                       |                          |                          |                    |         |
|     | Income                         | 30                    | 1,110                  | 8,000                 | 6,891                    |                          |                    | 13.9%   |
|     | Expenditure                    | 2,532                 | 8,766                  | 35,200                | 26,434                   |                          | 26,434             | 24.9%   |
|     | Net Income over Expenditure    | (2,502)               | (7,657)                | (27,200)              | (19,543)                 |                          |                    |         |
|     | plus Transfer from EMR         | 0                     | 0                      |                       |                          |                          |                    |         |
|     | Movement to/(from) Gen Reserve | (2,502)               | (7,657)                |                       |                          |                          |                    |         |
| 200 | Play Area                      |                       |                        |                       |                          |                          |                    |         |
|     | Expenditure                    | 750                   | 1,652                  | 3,550                 | 1,898                    |                          | 1,898              | 46.5%   |
| 210 | Bowls Green                    |                       |                        |                       |                          |                          |                    |         |
|     | Expenditure                    | 164                   | 3,253                  | 13,350                | 10,097                   |                          | 10,097             | 24.4%   |
| 230 | Neighbourhood Planning         |                       |                        |                       |                          |                          |                    |         |
|     | Expenditure                    | 1,354                 | 8,475                  | 23,000                | 14,525                   |                          | 14,525             | 36.8%   |
| 245 | Helipad/Defib Project          |                       |                        |                       |                          |                          |                    |         |
|     | Expenditure                    | 0                     | 3,786                  | 0                     | (3,786)                  |                          | (3,786)            | 0.0%    |
| 260 | Contingency                    |                       |                        |                       |                          |                          |                    |         |
|     | Expenditure                    | 0                     | 4,905                  | 19,000                | 14,095                   |                          | 14,095             | 25.8%   |
|     |                                |                       |                        |                       |                          |                          |                    |         |
|     |                                |                       |                        |                       |                          |                          |                    |         |

## Summary Income &amp; Expenditure by Budget Heading 31/08/2018

Month No: 5

## Income/Expenditure

|                                | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|--------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| Grand Totals:- Income          | 1,647                 | 179,046                | 365,430               | 186,384                  |                          |                    | 49.0%   |
| Expenditure                    | 21,241                | 137,551                | 345,430               | 207,879                  | 0                        | 207,879            | 39.8%   |
| Net Income over Expenditure    | <u>(19,593)</u>       | <u>41,495</u>          | <u>20,000</u>         | <u>(21,495)</u>          |                          |                    |         |
| plus Transfer from EMR         | 0                     | 3,941                  |                       |                          |                          |                    |         |
| less Transfer to EMR           | 0                     | 0                      |                       |                          |                          |                    |         |
| Movement to/(from) Gen Reserve | <u>(19,593)</u>       | <u>45,436</u>          |                       |                          |                          |                    |         |

**PAYMENTS SCHEDULE - SEPTEMBER 2018**  
**Parish Council Current Account**

| BACS | Payee                       | Service/Goods Provided                                                                 | Total             |
|------|-----------------------------|----------------------------------------------------------------------------------------|-------------------|
| 186  | Plandscape                  | Maintenance for August                                                                 | £442.60           |
| "    | Optimal Prime Solutions     | 3 inv (servicing; maintenance)                                                         | £1,283.20         |
| 187  | KJT Group Ltd               | Grounds Maintenance 1st April - 30th June 2018                                         | £1,291.57         |
| 188  | Thirsty Work                | Office water                                                                           | £21.40            |
| "    | Victory Hall                | Hall Hire                                                                              | £15.00            |
| "    | SLCC                        | Community Governance Level 5 deposit year 2                                            | £150.00           |
| "    | DALC                        | AGM Conference and Exhibition (Natasha)                                                | £25.00            |
| "    | PKF LittleJohn LLP          | Annual Governance & Accountability Return                                              | £960.00           |
| "    | Dods Parliamentary Coms Ltd | Neighbourhood planning: Policy & Practice: Janvrin Edbrooke                            | £210.60           |
| "    | Trade UK                    | Hose end connectors for Footballers/Rich Oak & Forest Green Cuprinol Fence care x3 Inv | £58.92            |
| 189  | Staffing                    | September 2018 Staff Salaries, HMRC, Pension                                           | £12,091.34        |
| 190  | A Hurren                    | Expenses                                                                               | £99.15            |
| "    | N.Curwood                   | Expenses                                                                               | £21.80            |
| "    | H. Cutting                  | Expenses                                                                               | £55.15            |
| "    | R. Beer                     | Expenses                                                                               | £29.65            |
| "    | B. Hurren                   | Casual support                                                                         | £140.00           |
| "    | J. Edbrooke                 | NP Expenses                                                                            | £60.00            |
| "    | Ricketts                    | Storage facility (for Oct 2018 - due 01.10.2018)                                       | £75.00            |
| "    | Pyne Electrical Services    | Electrical work at Office 3 Philip house                                               | £411.60           |
| "    | Murray French               | Rent & Service charge 29.09.18 - 24.12.18                                              | £2,318.40         |
| "    | Screwfix                    | Handyman equipment ( Hose Clips)                                                       | £25.98            |
| "    | Locality                    | Locality 18 Annual Convention 1-Day                                                    | £186.00           |
| "    | Broadsheet deliveries       | Mileage reimbursement to volunteer distributors                                        | £80.00            |
|      |                             | <b>BACS TOTAL FOR MONTH</b>                                                            | <b>£20,052.36</b> |

**DEBIT CARD**

|            |                                |                                                          |                  |
|------------|--------------------------------|----------------------------------------------------------|------------------|
| 29.08.2018 | Adobe                          | Adobe subscription (NP laptops)                          | £181.10          |
| 29.08.2018 | Amazon                         | Portable USB DVD drive, Ethernet cable, Ethernet switch. | £49.42           |
| 30.08.2018 | Shell Countess Wear            | Diesel                                                   | £49.88           |
| 02.09.2018 | Blackhorse Inn                 | Fun Day Presentation Catering                            | £250.00          |
| 03.09.2018 | Thirstywork                    | Office water (missed invoice)                            | £39.40           |
| 05.09.2018 | Middletons (DMU, Leicester)    | Dinner (for reimbursement from SLCC)                     | £17.90           |
| 06.09.2018 | Corn Exchange (DMU, Leicester) | Breakfast (for reimbursement from SLCC)                  | £8.13            |
| 06.09.2018 | Chartwells (DMU, Leicester)    | Lunch (for reimbursement from SLCC)                      | £5.95            |
| 07.09.2018 | Torwater                       | Advance charges for new water supplier                   | £324.35          |
| 07.09.2018 | Wybone                         | Dog Waste Bags                                           | £55.50           |
| 07.09.2018 | Tesco                          | Stationery                                               | £23.23           |
| 09.09.2018 | Shell Countess Wear            | Diesel                                                   | £59.92           |
| 10.09.2018 | Blackhorse Inn                 | Neighbourhood Plan meeting (room hire)                   | £25.00           |
| 13.09.2018 | Amazon                         | BenQ 27 inch Eye Care monitor                            | £159.96          |
| 13.09.2018 | Sainsburys                     | 1st Class stamps Large & Standard                        | £12.08           |
| 16.09.2018 | Shell Exmouth                  | Diesel                                                   | £59.87           |
| 17.09.2018 | James Ryan Thornhill LTD       | Investment assessment                                    | £395.00          |
| 18.09.2018 | Shell Countess Wear            | Diesel                                                   | £67.97           |
| 24.09.2018 | Clyst St Mary Stores           | Meeting refreshments                                     | £6.95            |
|            |                                | <b>CARD TOTAL FOR MONTH</b>                              | <b>£1,791.61</b> |

**DIRECT DEBITS**

**Monthly/Bi-monthly**

|    |                  |                                                           |           |
|----|------------------|-----------------------------------------------------------|-----------|
| DD | O2               | Telephone (NP Officer)                                    | £23.03    |
| DD | South West Water | Water at Public Toilets 22nd May 2018 - 6th Sept 2018     | £143.70   |
| DD | BT Business      | Office Phone and Broadband                                | £476.80   |
| DD | Lloyds bank      | Bank Charges 10th July - 9th Aug 2018                     | £7.15     |
| DD | O2               | Telephone (Officers)                                      | £42.60    |
| DD | Ford Lease Hire  | Ford Lease                                                | £450.42   |
| DD | South West Water | Water at Pavilions 1st June 2018 - 6th Sept 2018          | £1,378.97 |
| DD | British Gas      | Electricity at Public Toilets (10th Aug - 8th Sept 2018 ) | £28.81    |

**Quarterly/Bi-annual**

|                 |                                   |                                                           |                  |
|-----------------|-----------------------------------|-----------------------------------------------------------|------------------|
| DD              | British Gas                       | Gas at Pavilions (1 May - 31 July 18)                     | £0.00            |
| DD              | South West Water                  | Bowls meter at Pavilions (1st June - 3rd Aug 2018)        | £79.06           |
| DD              | British Gas                       | Electricity at Sports Pavilions ( 9th May - 8th Aug 2018) | £0.00            |
| DD              | National Trust                    | Allotment Rent (bi-annually April + October)              | £360.00          |
| <b>Annually</b> |                                   |                                                           |                  |
| DD              | Information Commissioner's Office | Data Protection Registration (Annual - October)           | £0.00            |
| DD              | TV Licence                        | Broadclyst Sports Pavilions Licence (annual December)     | £0.00            |
|                 |                                   | <b>DIRECT DEBITS TOTAL FOR MONTH</b>                      | <b>£2,990.54</b> |

**TOTAL EXPENDITURE IN SEPTEMBER 2018    £24,834.51**

Agreed and Signed

Agreed and Signed

## **Clerks report**

### **Broadclyst Community Fund**

#### **1<sup>st</sup> Broadclyst Brownie, Guides and Rainbows.**

**1. Application details:**

An application has been received for funding from 1<sup>st</sup> Broadclyst Brownies, Guides and Rainbows in the sum of £458.10

**2. Criteria check:**

The applicant meets the agreed criteria.

The project meets the agreed criteria.

The grant will be spent within the required timescale.

#### **Evidence of need/community support?**

The Rainbows, Brownies and Guides are working with the Parish Church to take part in the Remembrance Day service; this is something the Brownies Guides and Rainbows have been hoping to do for a while. It is particularly poignant in the centenary of the armistice of the 1<sup>st</sup> World War. They are applying for funding for scarves (neckerchiefs) for the girls, to develop a Broadclyst identity for the girls, and for a wreath for each unit to lay at the Remembrance Day service.

#### **Sustainability:**

It is important for the girls to take part in the Remembrance Day Service, to honour those who died fighting for us, and all those who continue in active service to keep us safe. They will be holding a session on Remembrance Day and its importance in the week before the service.

The leaders believe it will benefit the girls indirectly also, in that the community will see the girls taking part in the service. We hope that it will strengthen the links between our units and the community.

The neckers will also enable everyone to identify the girls as Broadclyst guides when out on trips, and with other guiding units. We are proud to be part of Broadclyst, so would have a visual reminder that we are Broadclyst guiding.

#### **Matched funding:**

There is no shortfall in funding.

**3. Recommendation**

The Proper Officer has carried out a criteria check and confirms that this application meets the relevant criteria. It is therefore recommended that this application is approved, and a BACS payment for £500 be raised.

#### 4. Balance of fund to date

| Date:                       | Group                                                     | Award   | Balance       |
|-----------------------------|-----------------------------------------------------------|---------|---------------|
| <i>Opening fund balance</i> | <i>Broadclyst Community fund</i>                          |         | <i>£3,000</i> |
| July 2018                   | Tornadoes Netball Club                                    | £330    | £2670         |
| Sept 2018                   | 1 <sup>st</sup> Broadclyst Rainbows, Brownies and Guides. | £458.10 | £2211.9       |
|                             |                                                           |         |               |

This concludes my report

*Angie Hurren*

Broadclyst Parish Council Clerk

13<sup>th</sup> Sept 2018

# Application for Broadclyst Parish Council Community Fund 2018 / 2019



Broadclyst Parish Council  
GROWING OUR COMMUNITY

## Your contact details

**Name of organisation:** 1<sup>st</sup> Broadclyst Rainbows, Brownies and Guides

**Main contact name and address:** Hazel Went, [REDACTED]  
[REDACTED]

**Main contact e-mail address:** broadclystguiding@yahoo.co.uk

## Payment details

**Grants are paid by BACS. Please give your club/group BACS details below.**

**Sort code:** [REDACTED]

**Account Number:** [REDACTED]

**Bank:** Lloyds TSB

**Name as it appears on bank statement:** 1<sup>st</sup> Broadclyst Brownies

*Please note: Council can only pay grants into group/club accounts and cannot make grant payments into individuals private accounts.*

## **Your project**

**What is your project? What are you applying for the funding for?**

The Rainbows, Brownies and Guides are working with the Parish Church to take part in the Remembrance Day service; this is something we have been hoping to do for a while, but is particularly poignant in the centenary of the armistice of the 1<sup>st</sup> World War. We are applying for funding for scarves (neckerchiefs) for the girls, to develop a Broadclyst identity for the girls, and for a wreath for each unit to lay at the Remembrance Day service.



**Why do you want to carry out this project, why is it wanted, how do you know it is needed, who will it benefit and what difference will it make?**

We believe it is important for our girls to take part in the Remembrance Day Service, to honour those who died fighting for us, and all those who continue in active service to keep us safe. We will be holding a session on Remembrance Day and its importance in the week before the service.

We believe it will benefit the girls indirectly also, in that the community will see the girls taking part in the service. We hope that it will strengthen the links between our units and the community.

The neckers will also enable us to identify our girls as Broadclyst guides when out on trips, and with other guiding units. We are proud to be part of Broadclyst, so would have a visual reminder that we are Broadclyst guiding.

**Proposed timing of the project/ spending the money**

**Start: 10/10/18**

**End: 11/11/18**

### **Details of Costs and Funding Sources**

**What is the total cost of your project and how have you arrived at that cost? (Please include quotes where applicable)**

**Neckers: 6 leaders, 24 Brownies, 22 Guides, 14 Rainbows**

**Neckers can be purchased from MBC Neckers and Badges, who enable us to set our colours**

**£6.10 each including VAT = £402.60**

**Wreaths:**

**Available from the Royal British Legion itself, meaning that the funding will not only benefit the units, but will also go towards the RBL.**

**1 wreath per unit, at £18.50 each = £55.50**

**What is the total cost of the proposed project or activity?**

**£458.10**

**How much money are you applying for from the Parish Community Fund?**

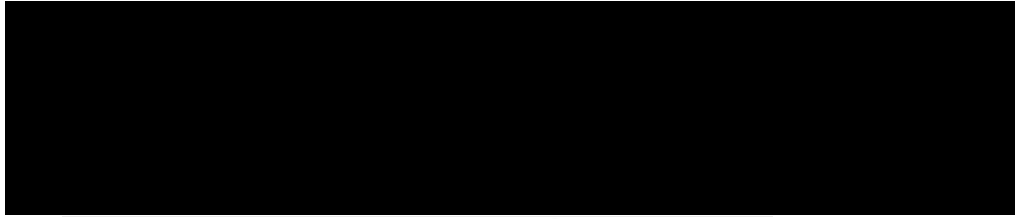
**£458.10**

**What other funding has been identified?**

**£0**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                  |                     |                           |                                                                  |              |              |                                                                |              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|---------------------|---------------------------|------------------------------------------------------------------|--------------|--------------|----------------------------------------------------------------|--------------|
| Is there a shortfall?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Y / N                                                            | Is Yes, how much? £ |                           |                                                                  |              |              |                                                                |              |
| <p>Please give details of other sources of funding (including details of internal fund-raising and external grants). Also include details of any in-kind support (such as people giving their professional skills or time for free).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                  |                     |                           |                                                                  |              |              |                                                                |              |
| <p>If there is a shortfall in funding the project please tell us how this will be met:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                  |                     |                           |                                                                  |              |              |                                                                |              |
| <p>By submitting this funding application, I confirm:</p> <ul style="list-style-type: none"> <li>• that I am authorised by the group to apply for grant funding</li> <li>• that this application complies with Council's grant funding criteria</li> <li>• that the group agrees to provide a report after 6 months of any award being made as a condition of funding</li> <li>• the application is accompanied with a copy of the last year's accounts</li> <li>• that any unspent monies shall be returned to Council</li> </ul> <p>should this organisation be discontinued, funds up to the value of this grant will be returned to the Parish Council.</p> <p><u>What do I do now?</u></p> <p>Send this completed form with any accompanying documents (e.g. quotes) to:</p> <table> <tr> <td>Broadclyst Parish Council</td> <td><a href="mailto:office@broadclyst.org">office@broadclyst.org</a></td> <td>01392 360269</td> </tr> <tr> <td>Angie Hurren</td> <td><a href="mailto:clerk@broadclyst.org">clerk@broadclyst.org</a></td> <td>07532 286713</td> </tr> </table> <p>You will receive an acknowledgement and be given an approximate date when you should hear if your application has been successful.</p> |                                                                  |                     | Broadclyst Parish Council | <a href="mailto:office@broadclyst.org">office@broadclyst.org</a> | 01392 360269 | Angie Hurren | <a href="mailto:clerk@broadclyst.org">clerk@broadclyst.org</a> | 07532 286713 |
| Broadclyst Parish Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <a href="mailto:office@broadclyst.org">office@broadclyst.org</a> | 01392 360269        |                           |                                                                  |              |              |                                                                |              |
| Angie Hurren                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <a href="mailto:clerk@broadclyst.org">clerk@broadclyst.org</a>   | 07532 286713        |                           |                                                                  |              |              |                                                                |              |

**If you have any queries or require any help completing this form please contact us in the first instance**



**Signed:**

**Print: Hazel Went**

**Date: 8 September 2018**

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

**For Broadclyst Parish Council Use Only**

**Application assessed by Officers on (date):**

**Recommendation to Council:**

**Application    Approved   /   Refused        by Broadclyst Parish Council.**

**Amount of grant awarded:**

**Reason if different to amount applied for:**

**Date of Decision:**

**Signed on behalf of Broadclyst Parish Council:**

**Chairman:**

**Clerk:**

**Cheque date of issue and ref:**

**Follow-up report received and date of:**

**Additional notes:**

## **Clerks report**

### **Broadclyst Community Fund**

#### **Broadclyst Victory Hall.**

**1. Application details:**

An application has been received for funding from Broadclyst Victory Hall for £500

**2. Criteria check:**

The applicant meets the agreed criteria.

The project meets the agreed criteria.

The grant will be spent within the required timescale.

**Evidence of need/community support?**

The current staging curtains all need replacing due to failing the Fire Risk Assessment. Replacement of the staging curtains will benefit all those who use the Victory Hall, not only because of meeting current fire regulations but also to improve the look of the hall for wedding functions, events, theatre productions and other community groups who use the hall.

**Sustainability:**

Replacement of the staging curtains will benefit all those who use the Victory Hall, not only because of meeting current fire regulations but also to improve the look of the hall for wedding functions, events, theatre productions and other community groups who use the hall.

**Matched funding:**

There is a short fall of £ 3,596.51 which will be met from Broadclyst Victory Hall Funds.

**3. Recommendation**

The Proper Officer has carried out a criteria check and confirms that this application meets the relevant criteria. It is therefore recommended that this application is approved, and a BACS payment for £500 be raised.

#### 4. Balance of fund to date

| Date:                       | Group                                                     | Award   | Balance       |
|-----------------------------|-----------------------------------------------------------|---------|---------------|
| <i>Opening fund balance</i> | <i>Broadclyst Community fund</i>                          |         | <i>£3,000</i> |
| July 2018                   | Tornadoes Netball Club                                    | £330    | £2,670        |
| Sept 2018                   | 1 <sup>st</sup> Broadclyst Rainbows, Brownies and Guides. | £458.10 | £2,211.9      |
| Sept 2018                   | Broadclyst Victory Hall                                   | £500    | £1,711.9      |

This concludes my report

*Angie Hurren*

Broadclyst Parish Council Clerk

17<sup>th</sup> Sept 2018

# Application for Broadclyst Parish Council Community Fund 2018 / 2019



Broadclyst Parish Council  
GROWING OUR COMMUNITY

## Your contact details

**Name of organisation:** Broadclyst Victory Hall

**Main contact name and address:**

Katrina Jones, [REDACTED]

**Main contact e-mail address:** kmjones1955@gmail.com

## Payment details

**Grants are paid by BACS. Please give your club/group BACS details below.**

**Sort code:** [REDACTED]

**Account Number:** [REDACTED]

**Bank:** Santander

**Name as it appears on bank statement:** Broadclyst Victory Hall

*Please note: Council can only pay grants into group/club accounts and cannot make grant payments into individuals private accounts.*

## **Your project**

**What is your project? What are you applying for the funding for?**

To replace all the stage curtains

**Why do you want to carry out this project, why is it wanted, how do you know it is needed, who will it benefit and what difference will it make?**

New fire retardant curtains are needed as the current ones have failed the Fire Risk Assessment.

This will benefit all those who use the Victory Hall not only because they will be fire retardant but also they will improve the look of the hall for wedding functions, events, theatre productions and other community groups who use the hall.

**Proposed timing of the project/ spending the money**

**Start:** 1/8/18

**End:** 31/10/18

## Details of Costs and Funding Sources

**What is the total cost of your project and how have you arrived at that cost?  
(Please include quotes where applicable)**

The total cost of the project is £4,096.51.

Quotes from:

1. Artisan (first choice)
2. The Curtain Workroom

**What is the total cost of the proposed project or activity?**

**£4,096.51**

**How much money are you applying for from the Parish Community Fund?**

**£500**

**What other funding has been identified?**

**£ - none**

**Is there a shortfall? Y / N YES**

**If Yes, how much? £3,596.51**

**Please give details of other sources of funding (including details of internal fund-raising and external grants). Also include details of any in-kind support (such as people giving their professional skills or time for free).**

**If there is a shortfall in funding the project please tell us how this will be met:**

From Broadclyst Victory Hall funds



**By submitting this funding application, I confirm:**

- that I am authorised by the group to apply for grant funding
- that this application complies with Council's grant funding criteria
- that the group agrees to provide a report after 6 months of any award being made as a condition of funding
- the application is accompanied with a copy of the last year's accounts
- that any unspent monies shall be returned to Council
- should this organisation be discontinued, funds up to the value of this grant will be returned to the Parish Council.

**What do I do now?**

**Send this completed form with any accompanying documents (e.g. quotes) to:**

**Broadclyst Parish Council  
Angie Hurren**

[office@broadclyst.org](mailto:office@broadclyst.org)  
[clerk@broadclyst.org](mailto:clerk@broadclyst.org)

**01392 360269  
07532 286713**

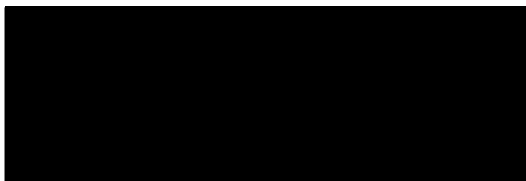
**You will receive an acknowledgement and be given an approximate date when you should hear if your application has been successful.**

**If you have any queries or require any help completing this form please contact us in the first instance**

**Signed:**

**Print:**

**Date:**



12/9/2018

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

FIRST CHOICE



**Top Quality Bespoke Curtains, Soft Furnishings, Furniture, Blinds and Awnings**  
**Interior Design Service Available**

3 Oak Tree Place, Matford Business Park, Exeter, EX2 8WA Tel: 01392 207214 Fax: 01392 682694

Proprietor: Andrea Willett BA(Hons)

F.A.O Katrina Jones

Victory Hall Committee

23<sup>rd</sup> May 2018

Dear Katrina,

**RE : NEW STAGE CURTAINING VICTORY HALL BROADCLYST**

Further to my recent visit, I am pleased to quote as follows:

#### **QUOTATION**

##### **COLOURED CURTAINS**

To the supply and install of curtains to specification below:

- \*Fabric selection : Eclipse – colour to be confirmed, see enclosed colour card
- \*Sizes : 2 curtains approx 585cms wide x just above stage length  
2 curtains approx 170cms wide x just above stage length
- \*Unlined and join free
- \*Inherently Flame Retardant to British Standard Regulations BS 5867 part 2 type B
- \*3" pencil pleat heading Inherently Flame Retardant
- \*Continuous leadweighted

##### **COLOURED PELMET (OVER STAGE)**

To the supply and install of a pelmet to specification below:

- \*Fabric selection : Eclipse – colour to be confirmed, see enclosed colour card
- \*Sizes : 1 @ approx 645cms wide x 46cms depth
- \*All box pleated
- \*Unlined and join free
- \*Inherently Flame Retardant to British Standard Regulations BS 5867 part 2 type B
- \*Velcro heading

##### **COLOURED APRON (AROUND FRONT OF STAGE)**

To the supply and install of an apron to specification below:

- \*Fabric selection : Eclipse – colour to be confirmed, see enclosed colour card
- \*Sizes : 1 @ approx 1150cms wide x 79cms depth
- \*Box pleated self valance with straight underskirt
- \*To be made in sections for flexibility
- \*Unlined and join free
- \*Inherently Flame Retardant to British Standard Regulations BS 5867 part 2 type B
- \*Velcro heading



### **BLACK TAB CURTAINS**

To the supply and install of curtains to specification below:

- \*Fabric selection : Eclipse – black
- \*Sizes : 6 curtains approx 178cms wide x just above stage length
- \*Unlined and join free
- \*Inherently Flame Retardant to British Standard Regulations BS 5867 part 2 type B
- \*Tie top heading Inherently Flame Retardant
- \*Continuous leadweighted

### **BLACK BACKDROP CURTAIN**

To the supply and install of a curtain to specification below:

- \*Fabric selection : Eclipse – black
- \*Sizes : 1 curtain approx 582cms wide x just above stage length
- \*Unlined and joined
- \*Inherently Flame Retardant to British Standard Regulations BS 5867 part 2 type B
- \*Tie top heading Inherently Flame Retardant
- \*Continuous leadweighted

### **BLACK PELMETS (HIDING LIGHTS / ROLLED BACKCLOTHS ETC)**

To the supply and install of 2 pelmets to specification below:

- \*Fabric selection : Eclipse – colour to be confirmed
- \*Sizes : 2 @ approx 582cms wide x 61cms depth
- \*Unlined and joined
- \*Inherently Flame Retardant to British Standard Regulations BS 5867 part 2 type B
- \*Tie top heading Inherently Flame Retardant

### **ALTERATION TO CURTAIN TRACK**

Alter existing curtain track to specification below:

- \*Remove existing curtain track (currently holding white inner curtains)
- \*Remove existing cording set
- \*Re-cord to longer drop – control drop to be 150cms above stage height
- \*Left hand control
- \*Replace end pulley set
- \*Re-fix tracks and re-hang curtains

### **SUMMARY OF COSTINGS**

|                                          |                  |
|------------------------------------------|------------------|
| All coloured curtains, pelmet and apron  | £ 1230.33        |
| All black curtains, backdrop, pelmet etc | £ 1779.88        |
| Alteration to curtain track              | £ 403.54         |
| <b>TOTAL</b>                             | <b>£ 3413.75</b> |

All prices are subject to V.A.T. @ current rate.

Please see Terms and Conditions of Sale on reverse.

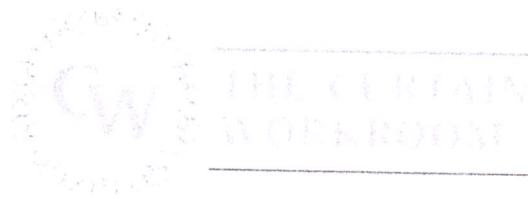
Quoted price assumes all coloured curtains/pelmet/apron will be same colour.

Thank you for the enquiry and I look forward to hearing from you in due course.

Yours sincerely,

  
**ANDREA WILLETT**  
Proprietor



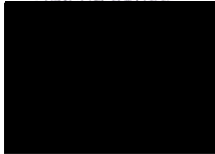


Unit C1 Westleigh Willows  
Fenton  
Honiton  
Devon  
EX14 3BN

T:01404 861027  
jeanette@curtain-workroom.co.uk  
www.curtain-workroom.co.uk

Bespoke curtains and soft furnishings

Katrina Jones



23 July 2018

Dear Katrina

Please find below the estimate to replace the stage curtains and pelmets at The Victory Hall, Broadclyst

Fabric to be used, Venus contract. This fabric does have a shine and it will reflect light

**Back of stage**

**Curtains all in black and to be tied onto existing poles**

A single curtain to go across the the back wall - 5.5m wide x 3.1m drop  
Six curtains for the sides - each curtain 1.8m wide x 3.3m drop

**Pelmets -**

Back of the stage 4.4m wide x 0.77m Front of the stage 5m x 0.77. Both of these are to be fixed with velcro to wooden battens which you are putting up.

**Front of stage**

**Curtains and valances, colour to be chosen.**

Two pairs of curtains to hang from existing tracks  
Centre stage to be 9 widths and the side curtains 3 widths. Drop 2.85m (To the stage)

Box pleated pelmet for the top of the stage 6.5m x 0.4m stapled to the existing batten

Flat skirt for under the stage 8.5m x 0.78m with a 20cm knife pleat valance along the top

To supply, make and fit £3804.45

At the moment I have a six week lead time from accepting the quote to starting the work

I look forward to hearing from you

Kind regards

Jeanette

A 40% deposit is payable on acceptance of this quote  
Cheques made payable to J Freeman or  
BACS payment to Sort code 54-41-30 Account number 248 38 063



Broadclyst Parish Council  
GROWING OUR COMMUNITY

## **GOVERNANCE**

## Broadclyst Parish Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2018

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

Accounts and Audit Regulations 2015 (SI 2015/234)

|                                                                                                                                                                                                                                                                                                                                                                                                                                   | Notes                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. The audit of accounts for <b>Broadclyst Parish Council</b> for the year ended 31 March 2018 has been completed and the accounts have been published.</p>                                                                                                                                                                                                                                                                    | <p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b></p>                                          |
| <p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of <b>Broadclyst Parish Council</b> on application to:</p> <p>(a) <u>Mrs Angie Hurren</u><br/> <u>Broadclyst Parish Clerk &amp; RFO</u><br/> <u>19. New Buildings, Broadclyst.</u><br/> <u>EXETER EX5 3EX</u></p> <p>(b) <u>Mon - Fri</u><br/> <u>9am - 5pm.</u><br/> <u>SAT. 10am - 1pm.</u></p> | <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> |
| <p>3. Copies will be provided to any person on payment of £ <u>2</u> (c) for each copy of the Annual Governance &amp; Accountability Return.</p>                                                                                                                                                                                                                                                                                  | <p>(c) Insert a reasonable sum for copying costs</p>                                                                                                                                                          |
| <p>Announcement made by: (d) <u>ANGIE HURREN, Clerk &amp; RFO</u> <span style="margin-left: 20px;"><u>Broadclyst</u></span></p>                                                                                                                                                                                                                                                                                                   | <p>(d) Insert the name and position of person placing the notice</p>                                                                                                                                          |
| <p>Date of announcement: (e) <u>11<sup>th</sup> September 2018</u></p>                                                                                                                                                                                                                                                                                                                                                            | <p>(e) Insert the date of placing of the notice</p>                                                                                                                                                           |

## Broadclyst Parish Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2018

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

Accounts and Audit Regulations 2015 (SI 2015/234)

|                                                                                                                                                                                 | Notes                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
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| 2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of <b>Broadclyst Parish Council</b> on application to: |                                                                                                                                                           |
| (a) <u>Mrs Angie Hurren</u><br><u>Broadclyst Parish Clerk &amp; RFO</u><br><u>19. New Buildings, Broadclyst.</u><br><u>EXETER EX5 3EX</u>                                       |                                                                                                                                                           |
| (b) <u>Mon - Fri</u><br><u>9am - 5pm.</u><br><u>SAT. 10am - 1pm.</u>                                                                                                            | (b) Insert the hours during which inspection rights may be exercised                                                                                      |
| 3. Copies will be provided to any person on payment of £ <u>2</u> (c) for each copy of the Annual Governance & Accountability Return.                                           | (c) Insert a reasonable sum for copying costs                                                                                                             |
| Announcement made by: (d) <u>ANGIE HURREN, Clerk &amp; RFO</u> <span style="margin-left: 20px;"><i>Broadclyst</i></span>                                                        | (d) Insert the name and position of person placing the notice                                                                                             |
| Date of announcement: (e) <u>11<sup>th</sup> September 2018</u>                                                                                                                 | (e) Insert the date of placing of the notice                                                                                                              |



## Section 1 – Annual Governance Statement 2017/18

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 2018, 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.                                                                                                                                                  | ✓      |     | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>                                                                                               |                                                                                                            |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.                                                                                                                                  | ✓      |     | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>                                                                     |                                                                                                            |
| 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. | ✓      |     | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>                                                                                     |                                                                                                            |
| 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.                                                                                                                               | ✓      |     | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>                                                               |                                                                                                            |
| 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.                                                                            | ✓      |     | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i>                                                                                          |                                                                                                            |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.                                                                                                                                                          | ✓      |     | <i>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.</i> |                                                                                                            |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.                                                                                                                                                                                                | ✓      |     | <i>responded to matters brought to its attention by internal and external audit.</i>                                                                                                           |                                                                                                            |
| 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.                                  | ✓      |     | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>                                           |                                                                                                            |
| 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                                                                                                                                                                                            | <i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i> |
|                                                                                                                                                                                                                                                                                                 |        |     | ✓                                                                                                                                                                                              |                                                                                                            |

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

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

18/84i

MINUTE REFERENCE



Chairman

dated

08/05/2018

Clerk

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
Authority web address

www.broadclyst-org AUTHORITY WEBSITE ADDRESS



## Section 2 – Accounting Statements 2017/18 for

### Broadclyst Parish Council

|                                                                                     | Year ending        |                    | Notes and guidance                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------|--------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                     | 31 March 2017<br>£ | 31 March 2018<br>£ |                                                                                                                                                                                                                                                                                                           |
| 1. Balances brought forward                                                         | RESTATE<br>40,829  | 72,018             | Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.<br>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                                                  | 199,698            | 275,744            | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.                                                                                                                                                                                   |
| 3. (+) Total other receipts                                                         | 25,166             | 28,610             | 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                                                                  | 92,449             | 128,236            | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.                                                                                                                   |
| 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                                                           | 101,226            | 119,476            | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).                                                                                                                                                                       |
| 7. (=) Balances carried forward                                                     | 72,018             | 128,660            | 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                                   | 78,044             | 126,430            | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>                                                                                                                                                |
| 9. Total fixed assets plus long term investments and assets                         | 432,049            | 443,352            | 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 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[Redacted Signature]

Date

08/05/2018

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

08/05/2018

and recorded as minute reference:

18/84ii

MINUTE REFERENCE

+

Signed by Chairman of the meeting where approval of the Accounting Statements is given

[Redacted Signature]



## Section 3 – External Auditor Report and Certificate 2017/18

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 2018; 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 2017/18

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:

None

### 3 External auditor certificate 2017/18

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 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

08/09/2018

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

### Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Broadclyst Parish Council DV0063

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

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External Auditor Signature

Date

08/09/2018

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Broadclyst Parish Council  
GROWING OUR COMMUNITY

## **POLICIES**

## **BROADCLYST PARISH COUNCIL ANONYMOUS COMMUNICATIONS POLICY**

This policy outlines how Broadclyst Parish Council (BPC) will act upon information contained in anonymous letters and other anonymous communications ("anonymous communications") as defined in paragraph 3.

### **1. SCOPE**

The Policy applies to all Members, whether Councillors or staff.

### **2. AIM**

To provide a consistent approach to dealing with anonymous communications.

### **3. DEFINITION OF ANONYMOUS COMMUNICATION**

This is a written or verbal communication where no name, address or identifying factors are given. This may include phone calls, 'round robins', newsletters, emails, texts, blogs, websites, social media and all forms of electronic communications.

### **4. VERBAL ANONYMOUS COMMUNICATIONS**

- a. Any Member receiving a verbal anonymous communication should respond by stating that BPC will not take any action in respect of such a communication unless it is put in writing. Exceptionally, the need for immediate action or investigation may prevent the provision of a written communication at that point.
- b. A visitor or caller should be encouraged to provide their contact details, and be passed to BPC's Clerk for recording and for deciding on further action
- c. If no written communication is provided by the visitor or caller, a note summarising what verbal communication took place should be created by the Member and passed to BPC's Clerk

### **5. STEPS TO BE TAKEN WITH ANONYMOUS (INCLUDING ELECTRONIC) COMMUNICATIONS**

Unless of a purely trivial or frivolous nature all anonymous written communications should

- a. be treated as being in strict confidence by all Members and accorded a suitable reference number
- b. in the first instance be circulated by email to all Members with any personal and sensitive information redacted from the anonymous communication
- c. An un-redacted copy shall be made available for inspection by Members at the Parish Council offices and shall be produced at the next Council meeting or if earlier at the appropriate next Committee meeting.

### **6. WHEN DECIDING WHAT ACTION TO TAKE, THE FOLLOWING SHOULD BE CONSIDERED:**

- a. BPC may not consider anonymous letters or other anonymous communications unless there is corroborating evidence, and the Parish Council expressly reserves the right to take no action unless the anonymous communication alleges significant health & safety issues, a criminal offence, fraud or irregularity and where there exists supporting information which suggests the allegation can be substantiated
- b. Seriousness of the issues raised and its effect on the community
- c. Criminal and legal implications

- d. Health and Safety of Members
- e. Credibility of the concern
- f. Whether sufficient information is provided to corroborate the allegation(s) and enable an investigation to be carried out
- g. Fraud and any other irregularities detrimental to the Parish Council
- h. Anonymous communications or indeed any form of communication considered to be Vexatious or Malicious may be forwarded to the appropriate authorities, and BPC will provide full support for those authorities to carry out their investigation

7. OTHER MATTERS

- a. The log/record of anonymous communications should be periodically reviewed to identify any developing trends.
- b. Where the writer has provided contact details but has asked for anonymity their right to privacy should be respected
- c. Due caution must be exercised when reacting to anonymous communications which appear to be malicious, potentially libellous or of an extremely personal nature
- d. This policy should be reviewed periodically to check compliance with legislative changes which may occur in future.

Signature of Chair

Date of Adoption: December 2015

Date of review: 1 October 2018





## BROADCLYST PARISH COUNCIL

### CCTv POLICY

#### 1. INTRODUCTION

This Policy is to control the management, operation, use and confidentiality of the CCTV system in Sports Pavilions managed by Broadclyst Parish Council. It was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000) and is now revised in 2018 to comply with GDPR. This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

Article 5 of the GDPR sets out seven key principles which lie at the heart of the general data protection regime. The Parish Council accepts the General Data Protection Regulation Principles as follows:

Article 5(1) requires that personal data shall be:

- “(a) processed lawfully, fairly and in a transparent manner in relation to individuals (‘lawfulness, fairness and transparency’);
- (b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes (‘purpose limitation’);
- (c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (‘data minimisation’);
- (d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay (‘accuracy’);
- (e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals (‘storage limitation’);
- (f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (‘integrity and confidentiality’).”

Article 5(2) adds that:

“The controller shall be responsible for, and be able to demonstrate compliance with, paragraph 1 (‘accountability’).”

#### 2. STATEMENT OF PURPOSE

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- to reduce the fear of crime by persons using the facilities without fear of intimidation by individuals or groups;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the Police, the Parish Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display.
- to assist all “emergency services” to carry out their lawful duties.

#### 3. CHANGES TO THE PURPOSE OR POLICY

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and full resolution at Council meeting(s). All agendas are posted on the Parish Council notice board at least 3 clear days excluding weekends before Council meetings.

#### 4. RESPONSIBILITIES OF THE OWNERS OF THE SCHEME

The Parish Council retains overall responsibility for the scheme.

## 5. MANAGEMENT OF THE SYSTEM

Day-to-day operational responsibility rests with the Clerk to the Council, who can be consulted by staff out of hours, if and when necessary.

Breaches of this policy by operators will be investigated by the Clerk to the Council and reported to the Parish Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording area(s).

## 6. CONTROL AND OPERATION OF THE CAMERAS, MONITORS AND SYSTEMS

The following points must be understood and strictly observed by operators:

1. Trained operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The position of cameras and monitors have been agreed following consultation with the Police and security consultants in order to comply with the needs of the public.
3. No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk of the Council. The Police are permitted access to footage if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Sports Pavilions to review and confirm the Parish Council's operation of CCTV arrangements. Any visit by the Police to view images on any monitor will be logged by the operator.
4. Operators should regularly check the accuracy of the date/time displayed.
5. Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Recordings will be retained for a maximum of 28 days after which time they will be overwritten.
6. Images will not be supplied to the media, except on the advice of the Police if it is deemed to be in the public interest. The Clerk of the Council would inform the Council of any such emergency.
7. As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any images that are handed to a police officer should be signed for by the police officer and information logged to identify the recording, and showing the officer's name and police station. The log should also show when such information is returned to the Parish Council by the police and the outcome of its use.
8. Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Nos. if appropriate, and the Council notified at the next available opportunity.
9. Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Parish Clerk or contact made with the company responsible for maintenance, and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion.
10. Any request by an individual member of the public for access to their own recorded image must be made on an 'Subject Access Request Form' (Appendix 1) and is subject to a standard fee. Forms are available from the Parish Clerk and will be submitted to the next meeting of the Parish Council for consideration and reply, normally within 40 days.

## 7. ACCOUNTABILITY

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as are any reports that are submitted to the Parish Council providing it does not breach security needs.

Any written concerns, complaints or compliments regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy.

Signed *C Pepper* Chairman of the Council

Date of Adoption of Policy 3 March 2014  
Reviewed and updated 1 October 2018

**SUBJECT ACCESS REQUEST FORM – CCTV IMAGES**  
**(TO BE USED BY MEMBERS OF PUBLIC IN RELATION TO PERSONAL IMAGES)**

3  
61

**Appendix 2**

**BROADCLYST PARISH COUNCIL**  
**DOWNLOAD RECEIPT FORM – CCTV IMAGES**  
**(TO BE USED BY DEVON & CORNWALL POLICE)**

|                                   |                                                          |
|-----------------------------------|----------------------------------------------------------|
| <b>Date and Time of Recording</b> | <b>Place of Recording</b>                                |
| <b>Police Contact Details</b>     | <b>Reason for Request</b>                                |
| <b>Date Request Received</b>      | <b>Date Download Received by Police</b>                  |
| <b>Signed (Clerk)</b>             | <b>Signed (on behalf of Devon &amp; Cornwall Police)</b> |

## **BROADCLYST PARISH COUNCIL**

### **MEDIA COMMUNICATIONS POLICY**

#### **1. Introduction**

This policy is advised by the Code of Recommended Practice on Local Authority Publicity. The Code is statutory guidance and therefore councils must have regard to it and follow its provisions.

Failure to follow the Parish Council's Policy on Media Communications could lead to a breach of the statutory Code of Recommended Practice on Local Authority Publicity and the risk of adverse publicity, which could damage the Council's reputation. It is important that all Members and Officers who might come into contact with the media understand the implications of this Code which this policy explains within a local context.

Without proper co-ordination it would be difficult to ensure that the messages put out by the Council are consistent and accurate. However, if communication is managed effectively, the Council will be able to create and seize opportunities to communicate with partners and the public and build an accurate and positive reputation.

Broadclyst Parish Council throughout the year

- receives enquiries from the media
- issues news releases
- organises photo opportunities
- arranges interviews
- produces its own newsletter
- maintains its own website
- interacts via social media

The purpose of this policy is to clarify the roles and responsibilities of all Officers and Members involved in dealing with the media and to provide guidance on how to handle media interest. It is further to ensure that the Council is seen to communicate in a professional and objective manner. In all cases, the Council's approach to the media should be :

- open and honest
- proactive
- responsive and timely
- in line with the Council's Equalities policy
- in line with the adopted Code of Conduct

#### **2. The Parish Council's approach to publicity**

The media plays a large role in informing residents about what the Council does and how it spends their money. It is therefore vital that the Council communicates effectively with the media and wherever possible takes a positive approach to meeting media requests for information and interviews so that

- The Council is recognised as one which is open, accountable, accessible and willing to listen
- There are opportunities to share and celebrate the Council's successes
- Information is provided about policies and services as well as the democratic process so that people feel more informed about the Council and its work
- Negative issues are handled clearly and decisively

The main media are the local and regional press together with local radio and television stations. It is unlikely that the parish would be involved in media communications at a national, international or specialist level but this policy is written to ensure that it is relevant to these cases should they occur. It is also recognised that the internet is the fastest growing area of the media and that many broadcasters and newspapers include information on the parish and Broadclyst Parish Council.

### **3. Identifying Newsworthy Items**

It is the responsibility of everyone working within the Council to identify newsworthy items; these will include a range of Council activities and decisions and it is the responsibility of the Clerk (as the Proper Officer) to make the decision as to whether or not a new release should be issued, having liaised with the relevant Members.

### **4. Handling Media Enquiries**

The Clerk will co-ordinate all media enquiries into the Parish Council office. In certain circumstances it may be appropriate for the Responsible Financial Officer or the Chairman to respond to the enquiry.

Members of the Parish Clerk's staff who are directly approached by the media should not attempt to answer questions themselves without establishing the full facts and should confer with the Clerk before responding.

Members of the Council who are directly approached by the media may respond in accordance with the guidance contained in this policy.

The Council should not pass comments on leaks, anonymous allegations or allegations about individual staff and Members. The phrase "no comment" should not be used as a response to a media enquiry. The Council is open and accountable and should always explain if there is a reason why it cannot answer a specific enquiry.

### **5. Press Releases and Letters or Emails to the Media**

The use of press releases is a key technique for publicising Council activities, decisions and achievements.

There are two types of press releases :

#### **(a) Council Press Releases**

An official Council release is made on behalf of the Council as a whole; it will be written and issued by the Clerk. Official Council releases will follow a corporate style appropriate for the media being targeted and a central record will be maintained. All releases will accurately reflect the corporate view of the Council, contain relevant facts and may include an approved quotation from an appropriate Councillor. Releases will not promote the views of specific political groups, publicise the activities of individual Councillors, identify a Member's political party or persuade the general public to hold a particular view.

All official Council releases will be placed on the Council's website within one working day of issue.

#### **(b) Councillor Press Releases**

Councillor press releases are personal and are written and issued by the Councillor responsible. This type of release may or may not be political and should not include the name of any Officer, use the Council logo or the Council telephone number as a point of contact. It would be beneficial for copies of intended releases, especially those of a factual nature, to be provided to the Clerk. Councillors seeking advice are advised to contact the Clerk.

### **6. Interviews**

Any member of staff contacted by a journalist requesting an interview should refer the matter to the Clerk, the Chairman or the appropriate committee Chairman. The person put forward for interview will depend on the situation and the information required by the journalist. Officers should never give their opinion on specific Council policy but must keep to the corporate line and key messages, their role being to provide expertise and factual knowledge only in support of the Council's approved and agreed policies.

### **7. Media Coverage of Meetings**

Many stories relating to the Council will be picked up from agendas and reports in advance of meetings, all agendas being sent direct to local media and background papers being available on the Parish Council website. Background papers may contain the recommendations of an Officer or Member of the Council but these are subject to the final decision of the Town Council at its meeting.

Provision is made for members of the media to attend Council and committee meetings. During meetings Members should be mindful that any comments and messages are put across in a manner which gives the journalist an accurate picture rather than relying on the journalist's interpretation of what may be a complex issue.

#### **8. Publicity during Elections**

The rules governing publicity change when an election has been announced. In the period between the notice of an election and the election itself all proactive publicity about candidates and other politicians is halted. This applies to scheduled local, national or European elections. During this period Council publicity should not deal with controversial issues or report views, proposals or recommendations in a way that identifies them with individual Members or groups of Members. This is to make sure that no individual Councillor or political party gains an unfair advantage by appearing in corporate publicity. In these circumstances, where a quote is required this may be provided by the relevant Officer, in accordance with national guidelines.

#### **9. Non-Council Related Media**

Officers and Members of the Council who have contact with the media in a personal capacity or as members of organisations on which they are not a designated Council representative must not refer to their Council membership and must make it clear to the journalist concerned that they are speaking in a personal capacity or on behalf of the non-Council related organisation.

#### **10. Managing Negative Issues**

From time to time the Council has to respond to negative issues. It is important that these situations are managed carefully so as to limit the potential for negative publicity.

Members and Officers must alert the Clerk as soon as a potentially negative issue which may attract media interest is known. They should not wait until contact is made by the media.

Members and Officers must be prepared to work together to prepare holding statements, other information and carry out research even if no media have contacted the Council about an issue.

#### **11. Correcting Inaccurate Reporting**

Should the media publish or broadcast something inaccurate about the Council, a quick decision needs to be taken on any action necessary to correct it. The issue should be discussed with the Clerk to decide what action is appropriate. This could be a letter or news release, a conversation with the journalist concerned, a personal letter to the editor or legal advice. It will also be necessary to decide who is the most appropriate person to take the agreed action.

It should be noted that in the case of minor inaccuracies which have little or no impact on the message being conveyed, it can sometimes be counterproductive to complain; each case should be judged individually.

Occasionally the Council may get something wrong. In these cases damage limitation is the key – this can usually be achieved by admitting the mistake, apologising and stating how the Council will learn from the error or put it right.

#### **12. Parish Council Newsletters**

The Parish Council has its own quarterly newsletter (Broadsheet) which is published and made available free of charge throughout the parish. It aims to promote council policies, services, activities and initiatives. The content is created in-house in consultation with appropriate Councillors. Ideas for articles will be welcomed and should be passed directly to the Clerk.

#### **13. Monitoring and Evaluation**

The Council office will continually monitor the media coverage and will discuss any concerns with the Council Chairman or Chairman of the relevant committee.

#### **14. Freedom of Information and Data Protection**

Council Members are reminded that they must not misuse Council resources for political or other inappropriate purposes. Should the Council receive a request for information under the Freedom of Information Act on a topic on which there is correspondence (written or email), that correspondence will normally have to be disclosed unless it is exempt (further information is available from the Council's Model Publication Scheme). The fact that the disclosure may prove embarrassing would not, in itself, prevent disclosure. In addition care should be taken when processing personal data. The Data Protection Act 1998 prevents the use of personal information other than for the purposes for which it was supplied. Members should bear this in mind when using any personal data which may be supplied to them by their constituents.

#### **15. Internet Use**

Internet use covers all websites, networking sites, forums and blogs which may be used by both Officers and Councillors. If they are used in an official capacity or on Council-related business, the guidance in this policy must be adhered to and they must be used in a responsible and appropriate manner.

When acting in the capacity of Broadclyst Parish Council, websites should not :

- contain content that may result in actions for libel, defamation or other claims for damages
- be used to process personal data other than for the purpose stated at the time of capture
- promote any political party or used for campaigning
- promote personal financial interests or commercial ventures
- be used for personal campaigns
- be used in an abusive, hateful or disrespectful manner

#### **16. Code of Conduct**

The Parish Council has adopted a Code of Conduct and all matters relating to media communications should be conducted in line with the principles of this Code.

Signed

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**Chairman of the Council**

**Date of Adoption of Policy**

**March 2014**

**Review date**

**August 2015**

**Review date**

**October 2018**





## **GUIDELINES FOR MEMBERS OF PUBLIC ATTENDING COUNCIL'S MEETINGS**

### **Public speaking**

Members of the public are welcome to attend and speak on Agenda items at public meeting. Please note that there is no requirement or facility to record the details of the speaker before the day of the meeting.

In the public forum section of the meeting, usually near the beginning of the meeting, the Chairman will suspend Standing Orders and invite questions from the public on Agenda items to be discussed at that meeting. The public will then be able to speak on that matter only.

- **Speakers should restrict their comments to Agenda items only.**
- 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.
- **Planning comments should be restricted to material planning considerations 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 meeting will continue under Standing Orders and 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.

### **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 may 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.

**Should anyone have any specific needs or require any reasonable adjustments to assist them in making individual contributions, or require any further information, please contact the parish office in advance on 01392 360269**



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Broadclyst Parish Council  
GROWING OUR COMMUNITY

## **CORRESPONDENCE**

## **Broadclyst Parish Council**

### **Communications Summary September 2018**

#### **County Council**

1. Connect Me – Community. World Suicide Prevention Day
2. Connect Me – Children & Families. Applying for Secondary schools.
3. Connect Me – Business & Economy. Campaign to increase employment opportunities for people with disabilities.
4. Connect Me – TS. Trading Standards. Stay tuned for Fraud.
5. Connect Me – Care and Wellbeing. How to stay safe.

#### **District Council**

6. Jon Freeman- Project officer- Great Trees in the Clyst Valley – Bat Walk & Tree Walking  
Weds 19<sup>th</sup> Sept & Sunday 23<sup>rd</sup> Sept

#### **Other Agencies**

##### **Public**

7. Girl Guides – Fun day thank you letter
8. Clyst Caring Fun day thank you letter
9. Email from Pinhoe Scouts Fun day thank you letter
10. Email ref speeds on Langaton Lane and calls for traffic calming. Referred to DCC Members.

In order to keep the volume of communications to a reasonable level, newsletters/circulars are only forwarded to Councillors or members of public on request. Please contact the Clerk should you wish to receive electronic copies of external agencies publications.



WE DISCOVER, WE GROW

Girlguiding

1st Broadclyst Brownies  
1st Broadclyst Guides  
36 Ellerhayes  
Hele  
Exeter  
EX5 4PU

2<sup>nd</sup> September 2018

Dear Angie and the Fun Day crew,

We wanted to say a huge THANK YOU from the Rainbows, Brownies and Guides, firstly for letting us be part of the Fun Day, and secondly for the additional contribution to our takings. With the guiding programme changing this year, we face a number of additional expenditures, so this is especially welcome (although it is every year!)

We love being part of the Broadclyst community, and enjoy being part of the Fun Day each year. We appreciate how much work must go into every year's event. We look forward to next year!

Thank you all,

Hazel, Sharon & Michelle  
x x x



Brown Owl: Hazel Went  
Tawny Owl: Sharon Jewell



# Clyst Caring Friends

*Working alongside Pinhoe and Broadclyst Surgeries*

Clyst Day Centre,  
Hellings Gardens,  
Broadclyst EX5 3EJ  
☎ 01392 465364

Registered Office:  
Pinhoe Surgery, Pinn Lane  
Pinhoe, Exeter EX1 3SY  
☎ 01392 464940

E-mail address: [clystcaringfriends@hotmail.co.uk](mailto:clystcaringfriends@hotmail.co.uk)

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Please reply to : Roger Sercombe, 18 Broadparks Avenue, Pinhoe, Exeter. EX4 9ET

11<sup>th</sup> September 2018

Dear Fun Day Committee

Recently Clyst Caring Friends received £320 from the proceeds of the 2018 Fun Day. We would like to thank you for all the organising and co-ordinating that goes into making this excellent Community event such a great success.

The money will go to support the local services we provide at the Clyst Centre in Broadclyst.

So thank you to your committee, to the parish council for adding to the proceeds enabling Clyst Caring Friends to benefit from all your hard work.

Yours, sincerely



Roger Sercombe  
Clyst Caring Friends Treasurer

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Registered Charity No. 1172267