

Issue date: Monday 29th October 2018

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Mrs. Angie Hurren

Parish Clerk



19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

**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 5th November 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

18/190 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.

18/191 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.

18/192 MINUTE

To receive and resolve to approve as a correct record the minutes of the following meetings: Full Council 1st October 2018

Standing Orders will be suspended:

18/193 CAVANNA HOMES PRESENTATION

To receive a presentation from Cavanna Homes to set out their proposals for the site layout, house types/design, the parking arrangements and the proposed landscaping of their next phase in the Redhayes strategic site development.

18/194 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

18/195 NATIONAL TRUST REPORT

To receive a report from the National Trust

18/196 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

18/197 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.

18/198 COUNCIL REPORTS

- i. **Clerks report**

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

- ii. **Pavilions report**
To receive a report from the Pavilions Administrator for October 2018 and to resolve any recommendations contained within.
- iii. **Neighbourhood Plan report**
To receive a report/update from the Neighbourhood Plan lead Officer.

18/199 FINANCE

- i. **Bank Reconciliation**
To receive and resolve to approve the Bank Reconciliations to 30th September 2018
- ii. **Financial Reporting**
To receive and resolve to approve the financial statement and balance sheet to 30th September 2018
- iii. **Payment Schedule**
To resolve to approve the list of payments for October 2018

18/200 POLICIES REVIEW

To review the following council policies/procedures

- i. Equalities Policy
- ii. Standards of Business conduct required from Broadclyst Parish Council Employees
- iii. Complaints Procedure

18/201 PLANNING

i. Recent decisions October 2018

There have been 4 recent decisions to record at the time of publishing this agenda.

Application ref:	Location:	Proposal:	Decision
18/1249/FUL	Orchard View Broadclyst EX5 3AB	<u>Construction of a new garage with ancillary accommodation (revised scheme).</u>	Approval with conditions
18/1365/MRES	Park & Change Anning Road Clyst Honiton EX5 2FN	<u>Approval of reserved matters (access, appearance, landscaping, layout and scale) application in relation to phase 18, pursuant to outline planning permission 12/1291/MOUT for the provision of a Park & Change facility with associated infrastructure and landscaping. The partial discharge of conditions 1, 4, 5, 8, 10, 19 of application 12/1291/MOUT relating to phase 18</u>	Approval with conditions
18/2027/FUL	10 Elm Close Broadclyst EX5 3LT	<u>Construction of single storey front extension</u>	Approval with conditions

ii. **Appeal decisions October 2018:**

To note there have not been any appeal decisions announced in October 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:
18/2296/FUL	6 Endsleigh Crescent Blackhorse Exeter EX5 2AW	<u>Construction of two storey side extension</u>

18/202 CORRESPONDENCE

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

18/203 AGENDA ITEMS FOR NEXT MEETING

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

18/204 TO CLOSE THE MEETING

Dated this 29th day of October 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.



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MINUTES

**Members Present: Chairman Cllr Pepper.
Cllrs Baker, Bromley, Chamberlain, Jackson,
Lock, Massey, Rylance, Staddon, Waldron**

**Also present: Andrew Rowe, Strategic Planning
Lead for Eagle One**

In attendance: Clerk, Deputy Clerk

M.O.P. 1



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Broadclyst Parish Council Ordinary meeting

Press and Public were welcome to attend.

There were no items for discussion under part B (exclusion of press and public)..

Members of public were reminded that their attendance at the meeting is a matter of public record.

There was an Ordinary Council meeting of Broadclyst Parish Council 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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MINUTES

18/174 MEMBERS APOLOGIES

Council resolved to accepted to accept apologies Cllr Francis (prior engagement).

18/175 DISCLOSABLE PECUNIARY INTEREST

Members were reminded to declare personal and pecuniary interests on items on the agenda. Cllr Staddon declared his interest in agenda item 18/183(iv)(b) as Chairman of the Victory Hall.

18/176 MINUTES

RESOLUTION: It was proposed by Cllr Bromley, seconded by Cllr Waldron, with Council unanimously in agreement. To receive and resolve to approve as a correct record the minutes of the following meetings: Full Council 3rd September 2018

Standing Orders were 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. There was no report from County Division Members Cllr Bloxham and Randall-Johnson, however they continue to work with the PC on matters as they arise.
- II. Cllr Rylance gave Council an update on the Greater Exeter Strategic Plan (GESP).

18/179 NATIONAL TRUST REPORT

There was no report from the National Trust this month.

18/180 PUBLIC QUESTIONS

Questions were raised from the floor and MOP in attendance as to Ward Members individual responses to the Hayes Farm RM application. Concerns were expressed as to inconsistencies between verbal and written representations.

The meeting reconvened under Standing Orders

18/181 ACCEPTANCE OF REPORTS

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

18/182 COUNCIL REPORTS

i. Clerks report

The Clerks report for September 2018 was received; recommendations were considered and resolved as follows:

Resolution	Proposer	Seconded	Unanimous
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.	Cllr Staddon	Cllr Waldron	Unanimous
That the Council notes the update regarding Westclyst Football Pitch and thanks Noel for his hard work and goodwill	Cllr Staddon	Cllr Waldron	Unanimous
That the Parish Council initiates discussion with the National Trust with regards to Dogs on the Playing fields. That the Council monitors complaints and reviews in the new year.	Cllr Staddon	Cllr Waldron	Unanimous
That the Parish Council notes the points above and works with GreenSquare to assist them to manage the Hillside Gardens estate. 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.	Cllr Staddon	Cllr Waldron	Unanimous

ii. **Pavilions report**

RESOLUTION: It was proposed by Cllr Staddon to note the Pavilions report for September 2018. Seconded by Cllr Waldron and unanimously agreed.

18/183 FINANCE

i. **Bank Reconciliation**

Council received the Bank Reconciliations to 31st August 2018: Account 1 £4,293.99; Account 2 £161,630.03. All councils accounts reconcile.

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

ii. Financial Reporting

The financial statement and balance sheet to 31st Aug 2018 were received. Total income to 31.08.2018: £179,046; Total Expenditure to 31.08.2018 £137,551

Balance sheet figures:

Current Assets: Debtors £0; VAT control A/c £4,231; BPC Account 1 £4,294; BPC Account 2 £161,630; **Total £170,155**

Represented by: Current year fund £41,495; General reserve: £61,495; Earmarked reserves: £67,165 (Total £170,155)

RESOLUTION: It was proposed by Cllr Lock and seconded by Cllr Waldron to resolve to approve the Council's financial statement and balance sheet to 31.08.2018. Unanimously agreed.

Payment Schedule

RESOLUTION: It was proposed by Cllr Waldron to resolve to approve the list of payments for August 2018 for £24,990.54; seconded by Cllr Baker.

iii. Community Grant Application

RESOLUTION:

the Council received two applications to its community grant fund, which were considered and resolved as follows:

- a. It was proposed by Cllr Baker to award the grant of £458.10 from the Broadclyst Community Fund to Broadclyst Brownies and Guides. To supply neckerchiefs and wreaths for the centenary of the armistice of the 1st World War. Seconded by Cllr Bromley
- b. It was proposed by Cllr Chamberlain to award the grant of £500.00 from the Broadclyst Community Fund to Broadclyst Victory Hall. To help towards the replacement of fire safety rated curtains for the main stage. Seconded by Cllr Baker.

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"

RESOLUTION: It was proposed by Cllr Chamberlain that Council notes the conclusion of the AGAR, and that the Notice of Conclusion of Audit has been placed on the website in accordance with legislation. This was seconded by Cllr Baker and unanimously agreed.

18/185 POLICIES REVIEW

Council reviewed the following council policies/procedures

- i. Anonymous communications

- ii. CCTV – defer until ICO has updated guidance
- iii. Media communications
- iv. Meeting protocol

RESOLUTION: It was proposed by Cllr Lock to adopt the reviewed Council policies/procedures listed above, with deferral of the CCTV policy. Seconded by Cllr Rylance. Unanimously agreed by Council.

18/186 PLANNING

i. Recent decisions September 2018

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

ii. Appeal decisions September 2018:

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

iii. Validated applications:

The Council discussed validated planning applications received for consultation.

Application Ref:	Location:	Proposal:	Resolution:
18/2027/FUL	10 Elm Close Broadclyst EX5 3LT	Construction of single storey front extension	Supported.

18/187 CORRESPONDENCE

Council received the correspondence list for the month of September.

18/188 AGENDA ITEMS FOR NEXT MEETING

No requests for agenda items for when Council next meets were received:

18/189 TO CLOSE THE MEETING

The meeting closed at 20:25hrs

RATIFIED:

Signed:.....

Print:.....

Dated:.....

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REQUEST**



Present: Cllr Massey (Chairman); Cllrs Jackson, Pepper

In attendance: Clerk

19, New Buildings
Broadclyst
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BROADCLYST PARISH COUNCIL

STAFFING COMMITTEE MEETING

This meeting is not open to Members of the Press and Public in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2) due to its confidential nature.

There was a Staffing Committee meeting of Broadclyst Parish Council on **Monday 1st October 2018** at Victory Hall, Broadclyst, EX5 3EE at 18:30hrs for the purpose of transacting the following business:

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MINUTES (Draft)

S18/09 APOLOGIES

No apologies were received.

S18/10 DISCLOSABLE PECUNIARY INTEREST

There were no new Interests declared

S18/11 SUPPORT FOR NEIGHBOURHOOD PLAN

Further to agreement to create a part-time admin support post on a fixed term contract and to utilise Council's existing casual help during the summer holidays / recruiting process up to the amount of £108 per week, (16 July 2018 Minute ref: S18/07, accepted by Council 16th August 2018 Minute ref: 18/42) an opportunity has arisen to engage further casual help with previous neighbourhood planning experience for 2-3 months.

RECOMMENDATION: To agree to engage Robin Edbrooke on a self-employed basis up to the budget-available amount of £108 per week at Council's Living Wage of £8.75 (12hrs/week) whilst the vacancy is being filled.

RESOLUTION: It was proposed by Cllr Massey that the recommendation be agreed. Unanimously agreed, and so it was resolved.

S18/12 CLOSE OF MEETING

The meeting closed at 18:40hrs

Sign:

Print:

Date:

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REPORTS

Clerks Report

OCTOBER 2018

1. DEFIBRILLATORS UPDATE

The installation of the 3 defibrillators has now finished. And looking great in their new homes: Broadclyst Pavilions, Victory Hall and LED Leisure Centre. Each unit will be registered with the ambulance service so if /when an emergency call is received within the area, the ambulance service informs the caller of the Defibs



Figure 1 Defib at Pavilions



Figure 2 Defib at LED Leisure Centre Broadclyst

location if appropriate to the emergency. Weekly/monthly checks as part of the service agreement will be carried out by Natasha and emailed to Southwestern Ambulance Service on a monthly basis.

Up next is the community training event which Natasha will be organizing. LED Leisure have very kindly offered the use of the sports hall to facilitate the training. Date of training will be released soon. Training is open to all, Cllrs included! This will be promoted via social media once the date has been confirmed.

2. SKYPARK MEETING

Thursday 11th October, the Deputy Clerk, Chairman and Cllr Rylance attended the meeting held at Cranberry Farm. Jamie Hulland of DCC gave an update with regards to Blackhorse traffic issues – the Toucan crossing is coming 2019/20 part of the Clyst Valley Cycle trail which is hoped to calm down traffic speeds. Jamie is still

looking into Blackhorse becoming a 30MPH. HGV's are still an issue coming through Blackhorse and Clyst Honiton. DCC are still looking into this issue and are in talks with Highways England into signage coming off the motorway to redirect them through the new A30.

Mark Henry of Lidi informed everyone of a 10-minute firework display (free) which will take place on the 8th November to celebrate Lidi's 1-year anniversary. He also apologised about any noise created from the testing of the fire alarms recently. Mark informed the meeting about all drivers coming into the site are briefed about exiting the site and going to the new A30 and not to turn right at the traffic lights.

At the meeting a representative from Pegasus the agent for the Hayes Farm application 18/1770/MRES was there to answer questions regarding the amendments to the application. Lighting, noise and landscaping were all discussed. Janet Wallace of EDDC Environmental Health did request that all complaints about noise and lighting from residents to keep a diary of evidence making sure to note the date and time of disturbance, so when EDDC Environmental health make a report it has as much information as possible.

3. PERMISSIVE PATHS AND PUBLIC RIGHTS OF WAY

There are ongoing issues with some dog walkers insisting on using former permissive paths on Martinsfield land which were in place under earlier stewardships schemes, especially out around the Broadclyst Moor area. Preparation is well-underway for the Christmas broadsheet; we have approached the landowner and DCC's footpaths department to draw-up a map/plan and article showing where dog walkers may and may not go, along with an explanation of the difference between permissive paths and PRow's.

4. CHAPTER 8 ROAD WARDEN SCHEME

DCC provides scheme participants with the C&G Unit 2 (Chapter 8) course under the Road Warden Scheme. We have recently been advised that the training provider, South West Highways, will close its training centre to external business as soon as is practicable. They are therefore currently researching other training providers within the county and considering the best options for the provision of this course in the future.

5. HAYES FARM PLANNING UPDATE

The first reserved matters Hayes Farm Planning application went in front of EDDC's Development Management Control on Tuesday 30th October, with local residents and both Ward Members reiterating local concerns either verbally or through written representations. The comments included the following points:

"As residents of Broadclyst Station, we experienced considerable impact on our quality of life when the Lidl distribution center opened. We are very appreciative of Janet Wallace's continuing hard work with Lidl management to mitigate its operational impact. The mitigations agreed in the original planning consent met with desktop modelling for noise and light pollution, however some further mitigations had to be put in place locally in reality.

We are concerned that we will see a repeat of this with the Phase 1 RM application for Hayes Farm. The applicant has not heeded some of Janet's advice, which is based on her experience and awareness of how sound and light travels across the open space between the site boundary and residential properties at Broadclyst Station.

It was always given by the landowner in pre-app consultations that there would be a bund between residential properties and the Hayes Farm site. This has not been forthcoming. I would like to draw the Committee's attention to the need to put these adequate mitigations in place from the beginning in order not to impact on the viability of homes to be built in the Western expansion zone of Cranbrook. This lies immediately adjacent to

Broadclyst Station residential properties and will therefore be equally impacted by commercial operations on the Hayes Farm site.

The efforts to keep operations to the sides of the building furthest away from residential properties is noted and appreciated, however I must echo the Parish Council's comments about noise pollution from cages being taken outside the buildings for transshipment of goods into vans and ask that this be reconsidered. Furthermore, one of the main sources of noise from Lidl was associated with waste processing and disposal; I respectfully ask that this Committee upholds the request of its own Environmental Health officer for restricted overnight working hours.

Thank you for your time and your consideration of these points."

There was appreciation of and sympathy for the matters; the Committee resolved to approve all RM other than those matters relating to noise pollution, and that all noise mitigations be moved to a separate planning application.

6. DOG/WASTE BINS

An email was received from a resident of Saxon Brook (the Old Park 2 build) regarding lack of dog and other waste bins. We approached Redrow with regards to provision of bins and dog waste bins. Redrow have very kindly stated they will in due course be providing the general waste bins. But do not have the facilities to provide dog waste bins. Broadclyst Parish Council will look at costings to install and service dog bins for the new development sites.

Recommendation: To note this provision will be drafted into next year's budget.

7. LOCUM COVER FOR CLYST HONITON PARISH COUNCIL CLERK

Clyst Honiton's Parish Clerk Alice Gent has now moved on to a new exciting job opportunity. Broadclyst Parish Council would like to wish Alice all the best in her new job. Broadclyst Parish Council will provide locum cover for CHPC. Support will be provided by the Clerk and deputy Clerk until a new Clerk is settled into post. The recruitment process is underway with interviews being held in the coming weeks.

8. PAVILIONS CONCRETE

The Broadclyst Parish Council maintenance team have been hard at work. Mathew has dug out the earth and recycled that to the BMX track. The area was prepped for concreting. This area is going to be utilized for bike racks.



Figure 3 Digging at Pavilions



Figure 4 Prep work for concrete



Figure 5 Finished job at Pavilions.

The area to the side of the Pavilions football gate has now been concreted, providing the footballers with a hardstanding area to stamp and clean their muddy football boots. Next step is to purchase suitable boot scrapers.

RECOMMENDATION: For council to note the idea of providing a pushchair shelter as well as a bike park on the newly laid concrete area at the Pavilions.

9. REVISION OF BEFRIENDER TRAIL AT CLYST CARING (PARISHES TOGETHER APPLICATION)

In February 2018 the Parish Council secured grant of £4,869.30 from the Parishes Together Fund to fund the trial of a Clyst Caring 'Befriender', in the hope this would increase the client base. For various reasons the trial did not commence, however, CCF has recently been given the opportunity to refocus the project and achieve similar aims as three volunteers have come forward who wish to undertake visits to clients.

Instead of using the grant to pay one befriender for a fixed no. of visits, CCF wishes to train up 3 volunteers to undertake weekly visits. The CCF Co-Ordinator would undertake the initial visit to assess the needs of the client and make an appropriate match to one of the volunteers. The Co-Ordinator would manage and mentor the volunteers throughout. This role is additional to the Co-Ordinator's general role.

This revised project would achieve similar aims to the original project (apart from creating jobs) and would be sustainable in that the volunteers will be able to continue the visits after the grant has been used as trained and experienced volunteers. The bulk of the grant would be used to provide training and mentoring for the three volunteers.

RECOMMENDATION:

- i. That the Council conveys its thanks to the Trustees for their time and efforts to support and continue the work of Clyst Caring Friends across the parish and beyond.

- ii. The Council agrees in principle to the use of 3 volunteers rather than one paid P/T member of staff
- iii. That a report requesting the changes be submitted to the PFT Panel for consideration in December.

10. LEGAL ADVICE SERVICE

The Council has received an invitation to renew its annual advice service with Tozers at a reduced rate of £1,250. The advice service has proven invaluable over the last year; although it has not been used more than a few times the response has always been swift, concise, and - being sector-specific – has contained suggestions for any relevant pitfalls to be aware of.

The renewal recommendation is brought to the Council as it is above the Clerks delegation limit of £1,000.

RECOMMENDATION: that The Council renews its legal advice service retainer with Tozers Solicitors at the rate of £1,250.

This concludes my report to Council.

Angie Hurren,
Principal, SLCC.
Broadclyst Parish Clerk
29.08.2018

CLERKS REPORT - PAVILIONS

Report to: Broadclyst Parish Council

Date of Meeting: 5th November 2018

Agenda item: 18/198ii

Subject: Monthly update

Purpose of report: To update Council on regular bookings, causal 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"¹. As the Occupier, the Council is also reasonably expected to offer protection to trespassers²

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

Report detail:

Payments into the Parish account:

16/10/18 – cash £20.00 private room rental 06/10/18

¹ Occupiers Liability Act, 1957, s 2 (2)

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

The Football season is now well under way with both Saturday and Sunday games most weekend; due to harsh weather and a poor forecast for the weekend we cancelled matches on Saturday 13/10/18 which is a rare occurrence, but it was decided that protection of the field/pitch this early on in the season took priority.

Sarah Yeo has returned several times again this month to rehearse before concerts and the Theatre Group are back preparing for this year's Panto, we also saw an 18th birthday being celebrated and our SPMC meeting take place.

This concludes my report to Council.

Angie Hurren

MILCM

Broadclyst Parish Council Clerk

01 November 2018



NEIGHBOURHOOD PLAN OFFICER'S REPORT

Report to: Broadclyst Parish Council

Date of Meeting: Nov 5th 2018

Agenda item: 18/198iii

Subject: Broadclyst Neighbourhood Plan

Purpose of report: to update Council

Recommendation:

- i. that that report be noted
- ii. that recommendations contained within the report be considered and resolved

Financial implications: The preparation of the Broadclyst Neighbourhood Plan is supported by government Locality grants. Staffing costs are partly being met from parish council budgets and partly from grant fund

Legal implications: Broadclyst Parish Council is a qualifying body¹ and is therefore eligible to write a Neighbourhood Plan. The District Council has a statutory duty to support the preparation of Neighbourhood Plans.

Equalities impact: Not applicable

Risk: The Audit Commission (2001) defines “risk” as an event or action which will adversely affect an organisation’s ability to achieve its objectives, project plans and processes and to successfully execute its strategies. Therefore “risk management” is the process by which risks are **identified, evaluated and controlled**.

Broadclyst Parish Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management strategy in line with the introduction of Local Audit and Accountability Act 2014 in order to protect the Council from avoidable losses.

The co-operation of all Members and officers is essential to ensure the Council’s resources and service provision are not adversely affected by uncontrolled risk, to ensure the Council does not fail to seize opportunities which benefit the community.

¹ For Neighbourhood Development Orders, the definition of “qualifying body” is in section 61E(6) of the Town And Country Planning, England, Act 1990 (inserted by paragraph 2 of the Localism Act 2011). For the purposes of Neighbourhood Development Plans the definition of “qualifying body” is in section 38A(12) of the Planning and Compulsory Purchase 2004 Act (as inserted by paragraph 7 of the Localism Act 2011).

Risk analysis

A detailed risk analysis has been carried out and is summarised below

Risk Description	Likelihood	Impact	Mitigation Measures
Failure to deliver Neighbourhood Plan	Low	Moderate	Continued budget monitoring
Failure to meet evidenced community need	Low	Moderate/Major	Regular review of progress against community survey results

Key information

Neighbourhood Plans were introduced by the Localism Act 2011. The idea behind localism is that decision making is passed to a more local level, from local government to local communities. There are two main parts to neighbourhood planning: Neighbourhood Plans (NP) and Neighbourhood Development Orders (NDO).

A Neighbourhood Plan is a community-led planning framework for guiding the future development, regeneration and conservation of an area. It is about the use and development of land and may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocating key sites for specific kinds of development. It may deal with a wide range of social, economic and environmental issues (such as housing, employment, heritage and transport) or it may focus on one or two issues only. It is for those producing the plan to decide on its scope and content.

A Neighbourhood Plan will be part of the statutory development plan for the area, if successful at a referendum. This statutory status gives neighbourhood plans more weight than some other local documents, such as parish plans, community plans and village design statements.

A Neighbourhood Plan must meet certain “basic conditions”. These include compliance with European and national legislation, contributing to the achievement of sustainable development, having appropriate regard to national policy and being in general conformity with existing strategic planning policy. It should not promote less development than that identified in the development plan for the area. It can provide for greater growth levels. It can also specify policies and guidance on how new development should be designed, orientated and located. The preparation of neighbourhood plans must include a robust programme of community engagement and have a proportionate evidence base.

Link to Council Action Plan:

The preparation of Broadclyst Neighbourhood Plan supports the Council’s commitment to enabling local housing delivery; supporting business growth and increased productivity; and community capacity building and engagement.

REPORT

1. DRAFT POLICIES

The collecting of evidence and information for all the following areas of Broadclyst Parish are close to completion or completed: Infrastructure and Access, Natural Environment, History and Heritage, Economy and Employment.

The Steering Groups now have a good knowledge and understanding on what the Parish has, and the things that could improve the area in which they live and /or work. As guardians of the Parish, these groups are drafting policies for the Neighbourhood Plan, which will determine how Broadclyst parish develops up to 2031².

The draft policies will then go through a series of checks before being available for all residents of Broadclyst Parish to make comments and feedback. This will provide information on whether the draft policies are supported by the community.

Recommendation 1: For Council to note Steering Group progress.

2. EXTERNAL CONSULTANT WORK:

A. Locality Grant Application:

The Site Options and Assessment technical package progresses. This report is looking at potential sites for houses across the Parish. The report is due to be finalized in January.

B. Economy Report:

This report evaluates and scores economic sites within the parish, informing Neighbourhood Plan policies on potential employment opportunities and location. This is in its final edit, after which it will be shared with landowners who have put forward their land for economic development / potential.

Recommendation 2: For Council to note progress in technical support.

NATIONAL TRUST:

A Neighbourhood Plan team and a National Trust team are now regularly meeting and working closely together to maximise opportunities for the parish and its residents.

LOGO:

We now have a Neighbourhood Plan logo, and once the colour option has been agreed it will be used on all Neighbourhood Plan paperwork.

BROADCLYST NEIGHBOURHOOD PLAN DOCUMENT:

Recent IT support has enabled front page, contents and numerous templates to be designed. We are now at a stage where we can begin to add content.

Recommendation 3: For Council to note progress on the 3 above areas.

This concludes my report.

Janvrin Edbrooke

Broadclyst NP Lead Officer

31.10.2018

² This is in conformity with the life of the Local Plan; future revisions of the Neighbourhood Plan will be necessary if the Local Plan is updated/amended before 2031



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Broadclyst Parish Council
GROWING OUR COMMUNITY

FINANCE

Date: 13/10/2018

Broadclyst Parish Council

Page 1

Time: 16:11

**Bank Reconciliation Statement as at 30/09/2018
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	30/09/2018	18	6,684.44
			6,684.44
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			6,684.44
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			6,684.44
		Balance per Cash Book is :-	6,684.44
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/09/2018
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	30/09/2018	31	305,016.96
			<u>305,016.96</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			305,016.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			305,016.96
		Balance per Cash Book is :-	305,016.96
		Difference is :-	0.00

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
105	VAT Control A/c	6,545	
200	Lloyds Bank BPC	6,324	
205	Lloyds Bank BPC Reserves	305,017	
	Total Current Assets		317,887
<u>Represented by :-</u>			
300	Current Year Fund	189,226	
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		317,887

08:58 Summary Income & Expenditure by Budget Heading 30/09/2018

Month No: 6 Income Expenditure to 30.09.2018

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income	Income	175,943	351,735	351,508	(227)		100.1%
		less Transfer to EMR	0	0				
		Movement to/(from) Gen Reserve	<u>175,943</u>	<u>351,735</u>				
110	Administration	Income	36	1,502	0	(1,502)		0.0%
		Expenditure	11,459	86,267	168,250	81,983	81,983	51.3%
		Net Income over Expenditure	<u>(11,423)</u>	<u>(84,765)</u>	<u>(168,250)</u>	<u>(83,485)</u>		
		plus Transfer from EMR	0	2,807				
		Movement to/(from) Gen Reserve	<u>(11,423)</u>	<u>(81,958)</u>				
120	Grants/projects	Income	0	169	0	(169)		0.0%
		Expenditure	6,059	7,704	9,640	1,936	1,936	79.9%
		Movement to/(from) Gen Reserve	<u>(6,059)</u>	<u>(7,535)</u>				
150	Public Relations	Income	0	509	1,500	991		33.9%
		Expenditure	(54)	7,474	10,360	2,886	2,886	72.1%
		Net Income over Expenditure	<u>54</u>	<u>(6,965)</u>	<u>(8,860)</u>	<u>(1,895)</u>		
		plus Transfer from EMR	0	906				
		Movement to/(from) Gen Reserve	<u>54</u>	<u>(6,059)</u>				
160	Maintenance	Income	0	0	3,022	3,022		0.0%
		Expenditure	11,277	28,681	50,300	21,619	21,619	57.0%
		Movement to/(from) Gen Reserve	<u>(11,277)</u>	<u>(28,681)</u>				
170	Public Toilets	Income	0	0	1,400	1,400		0.0%
		Expenditure	384	6,138	9,600	3,462	3,462	63.9%
		Net Income over Expenditure	<u>(384)</u>	<u>(6,138)</u>	<u>(8,200)</u>	<u>(2,062)</u>		
		plus Transfer from EMR	0	228				
		Movement to/(from) Gen Reserve	<u>(384)</u>	<u>(5,910)</u>				
180	Clyst Room	Expenditure	0	175	3,180	3,005	3,005	5.5%
190	Sports Pavilion	Income	423	1,533	6,200	4,668		24.7%
		Expenditure	4,297	13,063	30,200	17,137	17,137	43.3%
		Net Income over Expenditure	<u>(3,874)</u>	<u>(11,530)</u>	<u>(24,000)</u>	<u>(12,470)</u>		
		plus Transfer from EMR	0	0				
		Movement to/(from) Gen Reserve	<u>(3,874)</u>	<u>(11,530)</u>				
200	Play Area	Expenditure	0	1,053	3,550	2,497	2,497	29.7%
210	Bowls Green	Income	1,800	1,800	1,800	0		100.0%
		Expenditure	0	3,253	13,350	10,097	10,097	24.4%
		Movement to/(from) Gen Reserve	<u>1,800</u>	<u>(1,453)</u>				
230	Neighbourhood Planning	Expenditure	1,588	10,062	23,000	12,938	12,938	43.7%
245	Helipad/Defib Project	Expenditure	(3,786)	0	0	0	0	0.0%
260	Contingency	Expenditure	(753)	4,151	24,000	19,849	19,849	17.3%
			<u></u>	<u></u>				
			<u></u>	<u></u>				

Summary Income & Expenditure by Budget Heading 30/09/2018

Month No: 6

Income Expenditure to 30.09.2018

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	178,202	357,248	365,430	8,182			97.8%
Expenditure	30,471	168,021	345,430	177,409	0	177,409	48.6%
Net Income over Expenditure	<u>147,732</u>	<u>189,226</u>	<u>20,000</u>	<u>(169,226)</u>			
plus Transfer from EMR	0	3,941					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>147,732</u>	<u>193,167</u>					

PAYMENTS SCHEDULE - OCTOBER 2018
Parish Council Current Account

BACS	Payee	Service/Goods Provided	Total
191	Broadsheet deliveries	Mileage reimbursement to volunteer distributors	£20.00
"	Broxap	Westclyst football goals/flags; basketball ring	£1,006.14
"	KJT Group Ltd	Visibility splay cutting 01.07.18-30.09.18	£1,291.57
"	DALC	AGM and conference (Clerk)	£25.00
"	Plandscape	Grounds maint September 18	£442.60
192	Broadclyst Victory Hall	Hire of Green Room	£12.00
"	Thirstywork	Office water	£39.40
"	Greenham	Maintenance PPE & Locks for Westclyst (2x invoices)	£241.32
"	Trade UK	Maintenance; PPE (2x invoices)	£65.19
"	Blamphayne Sawmill Ltd	Materials	£70.20
"	The Payroll Bureau	Professional charges for 1st July 2018 - 30th Sep 2018	£113.76
"	N Westlake (Exe Turf Care)	2018/2019 Westclyst & Broadclyst Pitch 6 of 12 + Bowls Green 2 of 4	£3,641.68
193	Broadclyst Victory Hall	Community fund grant	£500.00
"	1st Broadclyst Brownies	Community fund grant	£458.10
194	Staffing	Staff Salaries, HMRC and Pensions for October 2018	£12,010.34
195	Plandscape	Top Footpath - Cut back and down of hedge	£312.00
"	Trade UK	First Aid; tools, fixings (5 inv)	£156.69
"	Dev Com Together	NP policy-writing course	£152.10
"	Pyne Electrical	Defibrilators installation	£744.00
"	N Westlake (Exe Turf Care)	2018/2019 Westclyst & Broadclyst Pitch 7 of 12	£1,266.67
"	M J Curwood	Work at Pavilions & Hedge trimming	£415.00
"	A Hurren	Expenses	£78.75
"	N. Curwood	Expenses	£13.50
"	H. Cutting	Expenses	£34.80
"	R. Beer	Expenses	£0.00
"	B. Hurren	Casual support	£170.00
"	J. Edbrooke	Expenses	£0.00
"	R. Edbrooke	Casual support	£450.63
"	Devon Communities Together	Neighbourhood Planning Policy writing course.	£152.10
"	Rialtas Business Solutions Ltd	Data Backup Service Annual Subscription	£178.80
"	Optimal Prime Solutions	Winterrisation of Sprinkler system, Pavilion maintenance work	£1,019.35
"	Plandscape	Maintenance for October 2018	£442.60
"	Printerland	Printer and ink cartridges	£654.86
		BACS TOTAL FOR MONTH	£26,179.15

DEBIT CARD

28.09.2018	Stamps Direct	Stationery	£95.38
01.10.2018	Amazon Prime	Annual subscription	£79.00
02.10.2018	Jetset Concrete	Concrete for Pavilions	£585.82
06.10.2018	Shell	Diesel	£65.33
10.10.2018	Tor Water	Water & Sewerage charges for Pavilions, Public Toilets and Bowls meter	£220.93
10.10.2018	Amazon	H&S Law posters	£36.00
10.10.2018	Amazon	1st Aid posters	£12.25
10.10.2018	Amazon	In event of fire signage	£7.65
10.10.2018	Amazon	First Aid sticker (lrg)	£1.99
10.10.2018	Amazon	First Aid sticker (sml)	£0.99
15.10.2018	Crusty Cob	NP Steering group refreshments	£11.20
17.10.2018	Post Office	Recorded delivery	£7.30
23.10.2018	Shell	Diesel	£80.25
29.10.2018	Imperial Hotels	Conference accommodation	£133.00
30.10.2018	Sainsburys	Meeting Refreshments	£11.30
30.10.2018	Trainline	NP conference Bristol	£30.35
		CARD TOTAL FOR MONTH	£1,378.74

DIRECT DEBITS

Monthly/Bi-monthly

DD	O2	Telephone (NP Officer)	£23.03
DD	BT Business	Office Phone and Broadband	£118.08
DD	Pennon Water	Toilets (awaiting closing balance)	£97.50
DD	Lloyds bank	Bank Charges 10th Aug - 9th Sep 2018	£7.80
DD	O2	Telephone (Officers)	£38.76
DD	Ford Lease Hire	Ford Lease	£450.42
DD	Pennon Water	Water at Pavilions (awaiting closing balance)	£12.00
DD	British Gas	Electricity at Public Toilets (9th Sept - 9th Oct 2018)	£29.09

Quarterly/Bi-annual

DD	British Gas	Gas at Pavilions (1 May - 31 July 18)	£0.00
DD	Pennon Water	Bowls meter at Pavilions (awaiting closing balance)	£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)	£0.00
Annually			
DD	Information Commissioner's Office	Data Protection Registration (Annual - October)	£35.00
DD	TV Licence	Broadclyst Sports Pavilions Licence (annual December)	£0.00
		DIRECT DEBITS TOTAL FOR MONTH	£890.74

TOTAL EXPENDITURE IN OCTOBER 2018 £28,448.63

Agreed and Signed

Agreed and Signed



Broadclyst Parish Council
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Broadclyst Parish Council
GROWING OUR COMMUNITY

GOVERNANCE

BROADCLYST PARISH COUNCIL

CODE OF PRACTICE FOR HANDLING COMPLAINTS REGARDING PROCEDURES OR ADMINISTRATION OF THE COUNCIL

Making a Complaint

1. The complainant shall be asked to put the complaint about the Council's procedures or administration in writing to the Clerk or other nominated Proper Officer. If the complainant does not wish to put the complaint to the Clerk or other Proper Officer, they may be advised to put it to the Chairman of the Council.
2. The Clerk shall acknowledge the receipt of the complaint and advise the complainant when the matter will be considered by the Council or by a Committee established for the purposes of hearing complaints.
3. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
4. Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence, to which they wish to refer at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

At the Meeting

5. The Council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the Council meeting in public.
6. The Chairman shall introduce everyone present at the meeting and shall explain the procedure.
7. The complainant (or representative) shall outline the grounds for complaint.
8. Members shall be permitted to ask any question of the complainant.
9. If relevant, the Clerk or other Proper Officer shall explain the Council's position.
10. Members shall be permitted to ask any question of the Clerk or other Proper Officer.
11. The Clerk or other Proper Officer and the complainant shall be offered the opportunity of a last word (in this order).
12. The Clerk or other Proper Officer and the complainant shall be asked to leave the room while Members decide whether or not the grounds for complaint have been made. (If a point of clarification is necessary, both parties shall be invited back.)
13. The Clerk or other Proper Officer and the complainant shall return to hear the decision, or shall be advised when the decision will be made.

After the Meeting

14. The decision shall be confirmed in writing within seven working days, together with details of any action to be taken.

Complaints regarding Councillors

All Councillors are subject to an agreed Code of Conduct which has its own complaints procedure. Details of the Code of Conduct are available from the Clerk

Signature of Chair

Date of Adoption **March 2014**
Review date **August 2015**
Review date **Nov 2018**

BROADCLYST PARISH COUNCIL

STANDARDS OF BUSINESS CONDUCT REQUIRED FROM BROADCLYST PARISH COUNCIL EMPLOYEES

1. INTRODUCTION

1.1 The Council expects its staff (including temporary, agency, interim, contractor or consultant staff) to be scrupulously impartial and honest in all affairs relating to the Council and their job within it. All staff also bear a responsibility as employees to act as ambassadors for the Council in terms of their general conduct both within and outside the organisation. This policy outlines the responsibilities of staff working for the Council.

1.2 The duties of an employee are embodied in Common Law and built on by Statute e.g. the Equality Act 2010, The Health and Safety at work Act, The Prevention of Corruption Acts 1906 and 1916 etc.

1.3 Under Common Law the duties of an employee are as follows:

- to be ready and willing to work;
- to offer their services personally: for example must not subcontract the work for which they are employed;
- to take reasonable care in the exercise of that service, including the duty to be competent at work and to take care of the Council's property;
- to not wilfully disrupt the Council's business;
- to obey reasonable orders as to the time, place, nature and method of service;
- to work only for the Council in the Council's time;
- to disclose information to the Council relevant to the Council's business: for example that they might know or discover;
- to hold solely for the Council the benefit of any invention relevant to the business on which the Council is engaged;
- to respect the Council's trade secrets;
- in general, to be of good faith and do nothing to destroy the trust and confidence necessary for employment;
- to account for all benefits – monetary or in kind - received in the course of employment;
- to not give or receive bribes or otherwise act corruptly
- to indemnify the employer for loss caused by the employee.

1.4 United Kingdom Statute places further responsibilities on individual employees in regards to their own behaviour and their behaviour towards other employees.

2. STANDARD OF CONDUCT REQUIRED BY THE COUNCIL

Bribery and Other Corrupt Behaviour

2.0 The Council has a strict anti-bribery and corruption policy in line with the Bribery Act (2010). A bribe is defined as: giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having

already done so.

If an employee bribes (or attempts to bribe) another person, intending either to obtain or retain business for the Council, or to obtain or retain an advantage in the conduct of the Council's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances the employee will be subject to formal investigation under the Council's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

Gifts and Hospitality

2.1 In addition to the duties placed on employees by Civil and Statute Law. The Council requires its employees to ensure that gifts and hospitality offered by suppliers and potential suppliers of goods and services to the Council are declined. This applies, whether the gifts or hospitality are offered within, or outside normal working hours. The only exceptions to this are trivial gifts with a nominal value of less than £10 such as a calendar, diary, chocolates or mugs can be accepted. All other gifts must be politely refused or, if received through the post, returned to the donor with a suitably worded letter signed by the Clerk.

Transaction of Private Business

2.2 Employees having official dealings with contractors and other suppliers of goods or services must avoid transacting any kind of private business with them by any means other than the Council's normal commercial channels. No favour or preferences as regards price, or otherwise, which is not generally available, should be sought or accepted.

Attendance at Luncheons, Receptions etc

2.3 Where it is evident that the work of the Council will be facilitated, invitations to attend receptions, luncheons may be accepted under the following rules:

- no employee may accept an invitation without first obtaining the approval of the Clerk;
- in exceptional circumstances, where it is not possible to seek prior approval, the facts should be reported immediately afterwards;
- if addressed personally, such an invitation may not be transferred to another employee, except with the consent and approval of a senior manager as above and with the concurrence of the party issuing the invitation;
- invitations involving attendance outside normal working hours may be accepted only on the authority of the Clerk;
- as a general rule, any officer who has any doubts about the wisdom of accepting any hospitality should decline the offer.

NB The important difference between, for example, attendance in an official capacity at a function organised by the Council or one of its subsidiaries and the acceptance of hospitality from a private individual or firm should be recognised.

Confidentiality

2.4 At all times confidentiality must be maintained. No information can be released to unauthorised persons or organisations. The Clerk or other Chairman of the Council will inform employees of those authorised to receive information.

2.5 If doubt exists as to the validity of an organisation or individuals to receive information, this must be checked with the Clerk.

Personal Relationships

2.6 If a personal relationship between two employees develops within the working environment, the onus is on the senior employee concerned to bring this to the attention of his or her manager to confirm that there is no conflict of interest, nor will a conflict of interest arise. The Council reserves the right to move one of the employees concerned if it deems it necessary to do so.

Outside Interests and Employment

2.7 Outside interests include directorships, ownership, part ownership or material shareholdings in companies, business or consultancies likely to seek to do business with the Council. These should be declared to the individual's line manager as should the interests of a spouse / partner or close relative.

Political and civic activities

2.8 It is not the intention of Council, or this policy, to dissuade employees from participating actively in public duties. It is important, however, that by doing so there is no suggestion to a third party that the employee is acting on behalf of, or with the support of, Council. To avoid any misunderstanding, no Council employee should permit his or her Council affiliation to be noted in any outside organisation's materials or activities without the express written approval of the Clerk.

General Conduct

2.9 Employees should at all times conduct themselves in such a way as to enhance the reputation of the Council.

The Council will support employees who become aware of and are willing to report breaches of this policy or who genuinely believe that a breach is occurring, has occurred or is likely to occur within the Council. Employees should raise the issue internally with their manager or supervisor or in accordance with the Council's Policy on Disclosing Information ('Whistleblowing').

These standards of conduct are intended to underpin and clarify standards required by the Council of its employees and form a fundamental part of the employment contract. Staff who fail to comply with the guidance detailed in this Policy could be subject, following full investigation, to disciplinary action up to and including dismissal. If through their actions or omissions staff are found to be in contravention of either this Policy or, indeed, their legal responsibilities then the Council reserves the right to take legal action if it deems it to be necessary to do so.

Signed	C. PEPPER	Chairman of the Council
Date of Adoption of Policy	NOVEMBER 2013	

BROADCLYST PARISH COUNCIL

EQUALITIES POLICY

1. Introduction

This Equalities Policy sets out Broadclyst Parish Council's vision and commitment to ensure equality of access and opportunities for everyone in Broadclyst parish. In serving our community, it aims to improve the quality of life of all residents and service users.

In our community the Council values and celebrates the richness of culture, backgrounds and traditions we share.

Broadclyst Parish Council accepts that discrimination is a major barrier to a fair and just society. It is guided by the reality that there are people who are prevented from taking part fully in the life of the community, for example in the areas of employment, housing and education. The reasons for their unfair treatment and exclusion may be related to any of the criteria listed in the Equalities Act 2010¹. Broadclyst Parish Council recognises that discrimination affects people in complex ways. It is committed to challenging all forms of inequality.

2. Vision

Broadclyst Parish Council is committed to improving the quality of life and wider participation for all in the economic, educational, cultural, social and community life of the parish. It also aims to have a workforce that reflects the diversity of talent, experiences and skills of the community.

The Council's equalities policy is guided by the following principles:

- All residents, service users, service providers, employees and partners in the community have a responsibility to promote equalities and challenge discrimination and stereotyping.
- All residents and service users are able to participate fully in the life of the community.
- Every resident and service user has equal access to high quality services that meet their needs. The Council recognises that there are some people who may need support in receiving this entitlement.
- Every resident, service user and employee is entitled to a safe environment free from discrimination and harassment.
- Every employee, Member and volunteer working on behalf of the Parish Council is entitled to training and development and fair opportunities promotion.
- All residents, service users, employees and Council partners in the community are encouraged to make their contribution to improving Council services.

3. The Council's Equalities Commitments

Promoting equalities is about putting principles into practice.

These are the Council's commitments to all service users and staff.

Broadclyst Parish Council Serving Its Community

The Council is a major provider of services to residents and businesses. It has a key role to provide relevant and accessible services that meet the needs of the community. It aims to ensure that high standards of quality and equality are always maintained. It aims to improve access for all.

Every service user:-

- has the right to receive appropriate, accessible services that are free from discrimination, harassment and victimisation
- has the right to be treated with respect and provided with accurate and up to date information about the Council's services

¹ Equalities Act 2010 Part 2 Chapter 1

- should feel enabled to access Council services and not feel excluded because of any of the criteria listed in the Equalities Act 2010²
- has the right to be consulted on the way the Council plans and delivers its services
- has our assurance that service contracts will incorporate equalities principles and that performance against these will be monitored
- has the right to give and receive feedback or raise complaints about services through clear and easy to use complaints procedures
- should feel able to contribute to the Council's decision making process. This includes all user representative groups and community groups, and those who historically have been under-represented

Broadclyst as an Equal Opportunities Employer

Broadclyst Parish Council as an employer in the Parish has a key role to play in tackling inequalities and discrimination. We aim to ensure equalities underpin all aspects of employment policy and practice. We recognise that promoting equalities also makes good business sense.

We aim to:

- be an equal opportunities employer committed to a policy of equal access to employment opportunities, training and development, at all levels of the organisation
- recruit and retain a workforce that reflects the expertise and diversity of our community and ensure that recruitment and selection procedures are in place to attract the best applicants to Broadclyst
- support staff in increasing their understanding of equalities issues through regular staff development programmes
- create a safe working environment where any form of discrimination and harassment is dealt with quickly, appropriately and effectively, and where staff feel supported in challenging discrimination and harassment
- promote and further develop work-life balance policies to ensure that we maximise employment opportunities for all

4. Our Cycle Of Improvement

We are proud of our success but will also ensure that we review what we do and make improvements. We believe that promoting equalities is a continuous process. To put our vision and commitments into practice we will:

- develop action plans and set targets
- establish and implement monitoring systems
- evaluate and measure our progress
- share our improvements and achievements with all staff and our partners in the community
- identify areas for improvement

5. Our Responsibilities

Within the Council, all elected representatives and staff have a part to play in challenging discrimination and in implementing this policy:

Councillors are responsible for promoting the equalities agenda and ensuring that adequate resources are made available.

The Clerk is responsible for the overall management and strategic direction of the equalities agenda.

All staff have a responsibility for promoting and delivering equalities in the workplace and in serving the community.

² Equalities Act 2010 Part 2 Chapter 1

6. Relevant Legislation

Broadclyst Parish Council will implement its equalities policy in accordance with the current legislation governing local authorities and the associated codes of practice.

The Equality Act 2010 contains reference to Public Sector Equality Duty. This Act relates to Broadclyst Parish Council with regard to its participation in the preparation or modification of a Sustainable Community Strategy. The Local Strategic Partnership (LSP) creates a long-term vision for the area to tackle local needs and this vision is set out in the Sustainable Community Strategy. The local area agreement is the mechanism for making the vision a reality and all its outcomes and targets are designed to deliver the vision set out in the sustainable community strategy. The sustainable community strategy is the “plan of plans” in the area. It sits above all other plans and is based on evidence and consultation. It sets out the key tasks that the partners in the area need to achieve to improve its wellbeing. It is not subject to any external validation but is subject to a sustainability appraisal.

Signed

C Pepper

Chairman of the Council

Date of Adoption of Policy

3 February 2014



Broadclyst Parish Council
GROWING OUR COMMUNITY

CORRESPONDENCE

Broadclyst Parish Council

Communications Summary October 2018

County Council

1. Connect me – World Mental Health Day – Wednesday 10th October
2. Connect me – National Adoption Week
3. Connect me – Stay safe this winter
4. Connect me – Devon Live Community Awards

District Council

5. Summary of decisions at DMC
6. Forthcoming meetings

Other Agencies

7. Flood Risk Management team – update emergency contact details
8. Email BCPS ref dog fouling on School Lane. Referred to EDDC's EH dept.
9. NALC Newsletter
10. LGC – latest news.
11. DALC – Newsletter

Public

12. Note & Phone call from MOP to report faulty Street light in Poundsland. Natasha reported on website.
13. Email ref traffic and danger to pedestrians in/around Clyst Vale from a CVCC parent.
14. Phone call from MOP regarding the cobbles in Wiltshire Close and the possibility of a new Grit bin.

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.

Concept: Clyst Valley Youth Hub



Introduction

Youth Genesis aims to provide quality informal learning opportunities for young people aged 11-25 through a programme of activities, clubs, drop-ins, street based and project work. Youth Genesis does this by training local volunteers and unlocking community assets to better serve the needs of young people.

Youth Genesis currently offers a variety of projects in Cranbrook which includes:

- 'Cranbrook Youth Space' based at the Younghayes Centre in Cranbrook on Tuesday evenings, which attracts around 30 young people each week. 'Cranbrook Youth Space' has been running since January 2017.
- Streetbase sessions which run in tandem with the Cranbrook Youth Space on Tuesday nights, plus an additional session taking place on Wednesday evenings from 7.00-9.00pm targeting areas of anti-social behaviour and have been an effective deterrent of crime.

Activities

Since January 2017, Youth Genesis has been working with various community groups and organisations in Cranbrook, this has included the partnership work with Cranbrook Town Council, Cranbrook Community Partnership, Cornerstone Church, Action East Devon, Sustrans and the Cranbrook Education Campus. With 67 registered youth contacts, both sessions successfully offer young people in Cranbrook support and somewhere safe to go and access informal learning opportunities around:

- Employment, education, skills and training
- Health and well being
- Community safety and citizenship
- Environment
- Financial inclusion
- Anti-bullying and online safety

Concept

The continuation and development of the youth services are essential as it offers young people living in Cranbrook informal learning and support to make a positive transitioning into adulthood. The current youth services are commissioned and funded by Cranbrook Town Council via the precept, in order to

develop the youth services further, it is suggested that the 'Clyst Valley Youth Hub' concept is explored by the neighbouring towns and villages (i.e. Broadclyst, Whimble, Rockbeare, Clyst Honiton etc). With each participating Town/Parish Council committing an annual portion of precept funding to developing the Youth Hub by providing 'matched funding' to additional grant opportunities to enhance a local youth offer.

The concept would involve using a strength-based approach to grow volunteer teams and resources to create a youth offer for each participating Town/Parish Council.

An example programme of youth activities could be:

MONDAYS

- Broadclyst: Youth Drop-In from 7.00-9.00pm

TUESDAYS

- Cranbrook: Youth Space from 7.00-9.00pm
- Rockbeare: Youth Drop-In from 7.00-9.00pm

WEDNESDAYS

- Whimble: Youth Drop-In
- Cranbrook: Streetbase Detached Programme from 7.00-9.00pm

THURSDAYS

- Clyst Honiton: Streetbase Detached Programme from 7.00-9.00pm

FRIDAYS

- Area Trip: e.g. Ten Pin Bowling, Paint Ball, Climbing Wall etc.
- Cranbrook: Monthly Roller Disco at Younghayes/Education Campus

The above activities would be supported and staffed by teams of volunteers who are residents from each local community. The volunteers will have access to regular supervision and ongoing Continuing Professional Development through a training programme which will include Youth Work Skills, Working with Challenging Behaviour, Equality & Diversity, Safeguarding and Good Practice and Working with Teenage Issues.

Funding

With matched funding from the precept of each parish, funding could be applied for from the Big Lottery Fund: Partnerships programme. The Big Lottery Partnerships fund makes grants over £10,000 for organisations who share responsibility and influence with others, who have a shared set of goals and values, and achieve their mission by starting with the bigger picture rather than just what their organisation can do on its own.

Grants are awarded for up to five years and can fund project activities, operating costs, organisational development and capital costs. Big Lottery are looking for partnerships that are people led, strengths based and connected:

People led - meaningfully involving the people you're working with in the development and delivery of your activity.

Strengths based - making the most of the skills that already exist in communities

Connected - understanding what other relevant organisations are doing and developing good working relationships.

Further details can be found at: <https://www.biglotteryfund.org.uk/funding/programmes/partnerships-england>

Costs

Below is an example cost for setting up and delivering the Clyst Valley Youth Hub:

EXAMPLE Costs for delivering the Clyst Valley Youth Hub						
Precept Funding	<i>1yr</i> Cranbrook	<i>1yr</i> Rockbeare	<i>1yr</i> Clyst Honiton	<i>1yr</i> Broadclyst	<i>1yr</i> Whimble	<i>1yr</i> TOTAL
Session Leader	5070	1500	0	2500	2500	11570
Streetbase Worker	1170	0	1170	0	0	2340
ICT i.e. laptop, software, internet etc.	100	100	100	100	100	500
Stationery	30	30	30	30	30	150
Activity resources i.e. arts, crafts, music, dance, sports etc	250	250	250	250	250	1250
Volunteer and Staff expenses i.e. Travel, Hospitality etc.	250	250	250	250	250	1250
Marketing	125	125	125	125	125	625
Volunteer Training, Supervision and Support	350	350	350	350	350	1750
Area Trips/Roller Disco etc	450	450	450	450	450	2250
TOTAL	7795	3055	2725	4055	4055	21685
Funds Matched by other funding i.e. Big Lottery Partnerships Fund						
Office costs i.e. rent, heating and lighting etc.	432	432	432	432	432	2160
Line Management and Supervision	600	600	600	600	600	3000
Additional Project Development	2500	2500	2500	2500	2500	12500
Insurance	80	80	80	80	80	400
Payroll	80	80	80	80	80	400
ICT Support i.e. website, email and social media etc.	125	125	125	125	125	625
TOTAL Matched	3817	3817	3817	3817	3817	19085
OVERALL TOTAL	11612	6872	6542	7872	7872	40770

The approximate cost over one year is £40,770 with precept funding of £21,685 and possible matched funding of £19,085 coming from the Big Lottery Fund Partnerships grant. Over three years, it is estimated that the project will cost a total of **£122,310**.

Outcomes

The potential outcomes could be:

- Sustainable Youth Services in Cranbrook which are less reliant on precept funding.
- Stronger Networks
- Reduction in anti-social behaviour
- Communities that are more connected
- More local residents involved in community projects
- More young people engaged in positive activities
- Young people feel more involved in their local community
- Shared assets with neighbouring Towns and Parishes

Jonathan Oliverio
Youth Genesis Trust Lead Youth Officer
23.10.18



Budget 2018

Summary of key announcements (Devon County Council)

The Chancellor of the Exchequer today presented the first Monday budget since 1962 in a speech that lasted 70 mins. Some of the big announcements had already been made, for example, in June the NHS had already been promised an additional £20bn in real terms by 2023 with £2bn ringfenced to Mental Health Services. In many ways this is an interim budget with Brexit looming and a Spending Review to be published next year.

A copy of the full report can be found [here](#).

Local Announcements

- Essential works to begin this November to strengthen the cliffs and protect the seawall at Dawlish. This is ahead of plans for major improvements to be published next summer.
- Plymouth has been shortlisted for a share of £440m increase to the competitive allocation of the Transforming Cities Fund
- £10m funding to support innovation in the fishing industry
- Fuel duties were frozen for the 9th year in a row, a measure that tends to support local businesses and residents
- Beer and Cider duties were also frozen benefiting local producers

Public finances and economic forecasts

- The OBR has forecast the economy to grow by 1.3% (GDP) in 2018 and 1.6% in 2019, dipping slightly to 1.4% in 2019 and 2021 but then rising again to 1.5% in 2022 and 1.6% in 2023.
- CPI inflation was 2.7% in 2017 and is forecast to dip slightly to 2.6% for 2018 as a whole. It is forecast to fall to 2% in 2019 and 2020, rising slightly to 2.1% in 2021 and 2022 before falling again to 2% in 2023.
- Employment stood at 32.1 million in 2017 and will rise steadily to 33.2 million by 2023
- Unemployment as measured by the Labour Force Survey stood at 4.4% in 2017 this is forecast to fall to 3.7% by 2019 but rising back up to 4% by 2023
- Borrowing in 2017/18 was lower than forecast at 1.9% of GDP and set to fall to 1.2% of GDP this year (2018/19). Borrowing forecasts are £31.8bn in 2019/20; £26.7bn in 2020/21; 23.8bn in 2021/22; £20.8bn in 2022/23 and £19.8 bn in 2023/24 (0.8% of GDP). It is probably worth remembering that the OBR forecasts have tended to err on the side of caution over previous years.
- The Chancellor confirmed the 'end to austerity' and announced that average departmental spending would rise by 1.2% from 2019. He also announced that he

was holding fiscal headroom in reserve but was not complacent about the future providing an additional £500m (£2bn in total) for no-deal Brexit planning. He also announced he would take action if necessary and upgrade the Spring statement to a full Budget if needed.

Income tax

- The Chancellor will increase the personal allowance to £12,500 and the higher rate threshold to £50,000 a year earlier than planned from April 2019.

Welfare

- The Chancellor announced measures worth £1bn to aid transition to Universal Credit over the next 5 years. He also increased in Universal Credit in work allowances to £1,000 per annum benefiting 2.4 million families

Health and social care

- Confirmation of an extra £20.5bn for the NHS over the next five years with the 10-year plan to be published shortly.
- A minimum extra £2bn a year for mental health services
- New mental health crisis centres, providing support in every large A&E plus children's mental health crisis centres
- £10m to support mentally ill veterans
- £10m for Air Ambulances
- In addition to the £240m announced at the beginning of October to support social care winter pressures, the Chancellor announced a further £650m of grant funding for 2019-20 and an additional £45m for the disabled facilities grant in England in 2018-19.
- He also pledged a further £84m over the next five years to expand children's social care programmes to 20 further councils.

Education and Skills

- A one-off £400m capital payment for schools averaging £10,000 per primary school and £50,000 per secondary school.
- Further changes to the apprenticeship levy to support employers, and from April 2019 large businesses will be able to invest up to 25% of their apprenticeship levy to support apprentices in their supply chain.
- Some employers will pay half of what they currently pay for apprenticeship training - from 10% to 5%. The government will pay the remaining 95%.

Defence and policing

- There will be a defence review in 2019. Ahead of this £1m was announced for defence spending for 2018 and 2019 including for the continuous 'at sea' deterrent
- £160m for counter terrorism policing in 2019/20
- £10m for the armed forces covenant trust to support the mental health needs of veterans

Transport and Broadband

- A £28.8 billion National Roads Fund, paid for by road tax, including £25.3 billion for the Strategic Road Network (motorways, trunk and A roads). This will also help fund

the new network of local roads (known as the Major Road Network), and larger local road projects.

- Local authorities will receive a share of £420 million to fix potholes on roads and renew bridges and tunnels, and there will be a £150 million to improve local traffic hotspots such as roundabouts.
- Air passenger Duty to rise in line with inflation from April 2020.
- The Autumn Budget report confirms £200m to help full fibre broadband networks reach rural areas as well as policy proposals to encourage Fibre to the Premise for new build homes and existing apartments. It is not clear whether the funding announcement is in fact new money or merely funding that had been allocated in the previous budget round.

Business and Business Rates

- The Chancellor announced a raft of measures to support businesses including an increase of the Annual Investment Allowance to £1m to help stimulate business investment in plant and machinery and a 2% capital Structures and Buildings Allowance.
- There will be measures to support management capability by creating a small Business Leadership Programme, £25m to boost productivity through the Knowledge Transfer Partnership scheme and £20m for local peer to peer networks.
- The government has committed £200m of additional investment in UK venture capital post Brexit if there is no further relationship with the European Investment Bank group.
- A one third cut in business rates for businesses with rateable value under £51,000.
- The government will continue the £1,500 business rates discount for office space occupied by local newspapers in 2019-20.
- Public lavatories will receive 100% business rates relief.
- Local authorities will be fully compensated for the loss of income as a result of these business rates measures.

Housing and Planning

- The promised lifting of the cap on the Housing Revenue Account. (HRA) takes effect immediately.
- Stamp duty will be lifted for first time buyers of shared ownership properties worth less than £500,000.
- The Housing Infrastructure Fund, funded by the National Productivity Investment Fund, will increase by £500 million to a total £5.5 billion, a consultation on new permitted development rights to allow upwards extensions above commercial premises and residential properties, including blocks of flats, and to allow commercial buildings to be demolished and replaced with homes.
- The government confirms that it will introduce a simpler system of developer contributions. The reforms include simplifying the process for setting a higher zonal Community Infrastructure Levy in areas of high land value uplift and removing all restrictions on Section 106 pooling towards a single piece of infrastructure. The

government will also introduce a Strategic Infrastructure Tariff for Combined Authorities and joint planning committees with strategic planning powers.

- Another budget reform that is likely to be more controversial is a review into relaxing town planning rules, to ease the conversion of under-used retail units.

Measures to support the High Street

- A set of measures were announced to support the High Street. These included a £675m Future High Street Fund to support local authorities draw up plans to make high streets and town centres fit for the future.
- Alongside this the Chancellor announced changes in taxation targeted at Digital Platforms. Larger tech companies will pay a 2% tax on the revenues they earn which are linked to UK users from April 2020 unless an international agreement can be reached.

Environment

- The Chancellor announced a set of measures to reduce harmful plastic packaging and incentivise use of recycled plastic but fell short of introducing a levy on disposable drinks cups.
- £20m to support local authorities meet their air quality obligations and £13m to help tackle flood risk and climate change

Neighbourhood Planning

Newsletter 2018



Welcome to the latest issue of the EDDC Neighbourhood Planning Newsletter.

We have plenty to cover including the appointment of a new Neighbourhood Planning Lead Member, the continued progress of neighbourhood plans in East Devon, and a summary of the recent release of the revised National Planning Policy Framework (NPPF).

This issue also includes a focus on the natural environment and highlights some areas to consider as your plan progresses.

We hope the newsletter provides some useful information, please send any comments or requests to your Neighbourhood Planning Officer, Phil Twamley.

***ptwamley@eastdevon.gov.uk
01395 571 736***



“Neighbourhood planning is the essential building block of Local Plan making – it establishes the localised information which legitimises the entire Local Planning process from the ground up.

At East Devon we are in the vanguard of Local Planning Authorities countrywide and it pleases me immensely that we have such a great team in Mark Williamson, Bruce de Saram at Member level and Robert Murray, Claire Rodway and Phil Twamley leading the charge of Officers to ensure the prominent position we enjoy today.

I recall an LGA Board meeting not so long ago when my fellow Board Members were staggered at the sheer number of plans we had progressed to “made” status and I think it is indicative of why East Devon is such a great place to live and work. Heartiest congratulations to all who have taken part!”

Cllr Paul Diviani, Portfolio Holder for Strategic Development

Contents:

- Member Update
- Neighbourhood Planning Progress
- Revised NPPF 2018
- Planning for the Natural Environment
- Referendum Publicity & Expenses
- GDPR

Member Update

Previous Lead Member for Neighbourhood Planning, Cllr Mark Williamson, has changed roles to Lead Member for the National Planning Policy Framework (NPPF). Sincere thanks to Cllr Williamson for his valued support of neighbourhood planning since 2015. Cllr Williamson's expertise and commitment served to raise the profile of neighbourhood planning in East Devon, as proven by the high number of made and active neighbourhood plans in the district.

We welcome Cllr Bruce de Saram to the role of Lead Member for Neighbourhood Planning and look forward to the continued growth of neighbourhood planning across the district. Cllr de Saram will act as a vital link between the public, district council and officers, providing advice and support to the public and members.

Cllr de Saram's details are as follows:

bruce.desaram@eastdevon.gov.uk
01395 274 516

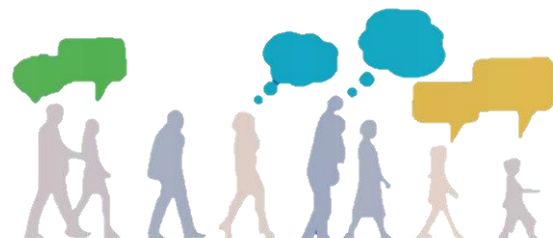
Neighbourhood Planning Progress

East Devon now has twelve made neighbourhood plans representing the parishes of:

- Lympstone
- Bishops Clyst
- Stockland
- East Budleigh & Bicton
- Chardstock
- Yarcombe
- Budleigh Salterton
- Dunkeswell
- Uplyme
- Feniton
- Ottery St Mary & West Hill
- Rockbeare

The policies contained within these plans represent local community aspirations and help to decide the planning applications in the neighbourhood areas as part of the development plan for East Devon.

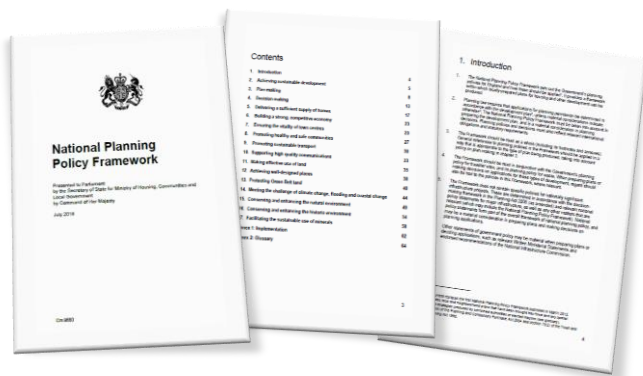
Congratulations to all of those Neighbourhood Plan Steering Groups whose plans now hold full legal weight in decision making.



We have a further 28 designated neighbourhood plan areas with many plans

at advanced stages of production. Many thanks to those volunteers, including residents and local councillors, whose commitment and professionalism continues to place East Devon at the forefront of neighbourhood planning.

Revised National Planning Policy Framework 2018



On the 24 July 2018 the Government published the [revised National Planning Policy Framework \(NPPF\)](#). The revisions do not represent any major shift in approach however some key observations relating to neighbourhood plans are included below.

The revised NPPF, in section 2, reiterates and stresses that the presumption in favour of sustainable development remains at the core of planning with three overarching objectives (previously expressed as roles) – economic, social and environmental. Section 2 further reinforces the importance of Neighbourhood Plans and highlights that they should support the delivery of strategic policies. In an East Devon context strategic policies will, in due course, include policies in the Greater Exeter Strategic Plan (GESP), the adopted East Devon Local Plan and

strategic policies that may be set out in any future local plan.

The presumption in favour of sustainable development can be significant in cases where a council has a less than five year housing land supply. In cases where housing land supply falls below five years, planning permissions may be granted even if contrary to adopted council local plan policies, as council policies may be deemed to be out-of-date.

However paragraph 14 of the revised NPPF sets out specific tests that afford qualified weight to neighbourhood plans that lower the land supply requirements to three years, amongst other considerations, in neighbourhood plan areas before policies are deemed out-of-date. One of the tests for this ruling to apply is that the neighbourhood plan must contain policies and allocations to meet any identified housing requirement for the plan area.

Good design is highlighted in paragraph 124 as a 'key aspect of sustainable development'. Neighbourhood plans are seen as having a key role to play and the use of visual tools, such as design guides and codes, are promoted alongside early and ongoing consultation with local communities.

Section 14 of the revised NPPF commences by identifying the need for transition to a low carbon future taking full account of flood risk and coastal change with relevant provision for mitigation and adaption. At paragraph 152 the NPPF places weight on neighbourhood plans, in renewables planning, by setting out that:

“152. Local planning authorities should support community-led initiatives for renewable and low carbon energy, including developments outside areas identified in local plans or other strategic policies that are being taken forward through neighbourhood planning.”

In relation to the submission of neighbourhood plans, under regulation 15 of the Neighbourhood Planning (General) Regulations 2012, the revised NPPF advises that:

“214. The policies in the previous Framework will apply for the purpose of examining plans, where those plans are submitted on or before 24 January 2019.”



All neighbourhood plans submitted after 25 January 2019 will need to be in conformity with the 2018 revisions. In practice this means that all paragraph references and any quotations will need to be taken from the NPPF 2018 for submissions after this date.

Planning for the Natural Environment

Neighbourhood planning consultations have revealed that communities across East Devon strongly support the protection and enhancement of East Devon’s outstanding natural environment.

Paragraph 174 of the revised NPPF steers the formation of plans in relation to habitats and biodiversity:

“174. To protect and enhance biodiversity and geodiversity, plans should:

a) identify, map and safeguard components of local wildlife-rich habitats and wider ecological networks, including the hierarchy of international, national and locally designated sites of importance for biodiversity; wildlife corridors and stepping stones that connect them; and areas identified by national and local partnerships for habitat management, enhancement, restoration or creation; and

b) promote the conservation, restoration and enhancement of priority habitats, ecological networks and the protection and recovery of priority species; and identify and pursue opportunities for securing measurable net gains for biodiversity.”

Biological diversity, or ‘biodiversity’, encompasses the variety and variability of life on earth. Development and our demand on the earth’s natural resources requires careful management to avoid damage to our ecosystem and the sensitive biodiversity balance.

How can your neighbourhood plan help? Patrick Geddes' early theories in town planning embraced the concept of 'think global, act local'. Neighbourhood planning embodies that concept through local voices, policies, and actions that serve to protect our shared environment and vital natural resources.

So where do you start? Gather evidence through identification of your local biodiversity and habitats. The [Devon Biodiversity Record Centre \(DBRC\)](#) can provide comprehensive information and a neighbourhood plan resource map (charge of £64.50 + VAT) showing wildlife sites and species information.

Another good resource for mapping is [DEFRA's Magic Map website](#) where you can select biodiversity as a mapping layer to reveal local information.

EDDC can also provide guidance and mapping on request for certain designated areas, please do get in contact for further support.



For the most recent advice on establishing local tree strategies and policies through neighbourhood planning see:

Woodland Trust's manual for planners: <http://www.woodlandtrust.org.uk/publications/2017/09/planning-for-ancient-woodland/>

Woodland Trust's neighbourhood planning microsite: <https://www.woodlandtrust.org.uk/campaigning/neighbourhood-planning/>



Other useful sources of information include:

- [East Devon AONB](#)
- [Blackdown Hills AONB](#)
- [Devon Wildlife Trust](#)
- [East Devon Catchment Partnership](#)
- [Locality / CSE Environment Guide](#)

The next stage would be to add local insight and evidence to fill gaps in the official designations. Consider the improvements or links that could be established at the local level to enhance green networks and opportunities for biodiversity.

Once you have compiled your evidence, consider what the Local Plan already covers and, where necessary, create an action plan and policies to add a distinct local approach to protect and enhance the identified biodiversity in the neighbourhood plan area.

EDDC's Neighbourhood Planning Officer and wider Policy Team can assist with policy writing. A useful guide is also available at [Locality's neighbourhood planning support site](#).

Referendum Publicity & Expenses

We would like to draw your attention to the Code of Recommended Practice on Local Authority Publicity (2011) and the restrictions on expenditure related to neighbourhood plan referendums.

We have produced a [guidance note](#) outlining the key considerations and where to find the key legislation.

GDPR

Following the release of the new General Data Protection Regulations (GDPR) we ask that groups ensure that all documentation is fully redacted prior to submission to EDDC for consultation or publication.

This is important at all stages to ensure that personal data gathered is not released without prior consent from the individuals concerned.

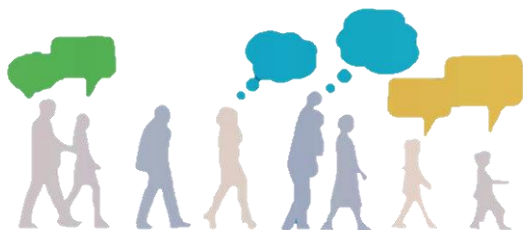
Events and Workshops

The Centre for Sustainable Energy (CSE) have contacted us to find neighbourhood planning groups who are interested in a workshop which could facilitate the preparation of community-led renewable energy strategies for integration into neighbourhood plans.



The workshop usually costs £5800 to run per community however CSE have two subsidised workshops available for interested groups at a reduced cost of £600. The neighbourhood areas must be without significant constraints from AONB or designations to qualify.

If you are interested please email ptwamley@eastdevon.gov.uk. Please be aware that the workshops are open to groups outside of East Devon and availability is not guaranteed.



EDDC will be holding a neighbourhood planning event at our new Honiton office in 2019. If anyone would like to put forward requests for training requirements or useful topics please let us know.

We hope you have found this newsletter useful, please get in touch if you have any questions.

Phil Twamley

Neighbourhood Planning Officer

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A parents' guide to being Share Aware

Helping you to keep your child safe online



We tell children it's good to share, but online it's different. That's why we're asking parents to be Share Aware.

Help keep children safe online



We know some parents feel confused by the internet. It's constantly changing, and it can be hard to keep up with the latest apps and trends. It can be particularly tricky for parents of children aged 8-12. That's the age when children start doing more online, becoming more independent and using different devices.

So, we've put together this guide. To reassure you, and give you the information and advice you'll need to keep your child safe online. The internet's an amazing place, so we want to help your child to get the most out of it, and to do that safely.

The guidance is actually really simple - it's all about talking to your child, getting the family involved, and finding out what you can do.

One of the easiest – and most effective – things you can do is simply talk to your child.

Talk to your child



Help your child think about who sees what they share, and compare it to what they would be happy to share offline. Use examples that are easy for them to understand: “You wouldn’t give your phone number to a stranger on the street. Is a stranger online any different?”

Explain how everything they share online – like usernames, images and comments – builds up a picture of who they are.

Visit nspcc.org.uk for more great advice on how to start a conversation with your child.



Talking points

- * What’s ‘personal information’ and why’s it important? (emails, name, phone number, school names etc.)
- * Not everyone’s who they say they are online – be careful sharing thoughts and feelings with people you’ve only met online.
- * Choose usernames that don’t reveal personal information.
- * What images and photos might be OK to share?
- * Think about what you share with friends. Once it’s online, it’s out of your control.

Things to do

- * Find sites and apps you think are suitable and check them out with your child. Net Aware – our guide to the social networks children use – is a great place to start.
- * Break your Share Aware conversations into smaller chunks – your child will find it much easier to take it all in.
- * Go over points you’ve spoken about before to make sure your child understands.

Helping your child to take control is great, but there are really useful things you can do as a family too.

Get the family involved



To start with, you'll probably find it useful to agree on some ground rules together. These rules don't have to be set in stone. Regularly review what you've agreed, and take your child's wishes, development and maturity into account.

Remember that you can back up what you've decided by using technical tools like parental controls and filters. You can find out more on [nspcc.org.uk](https://www.nspcc.org.uk)

Each family will have their own approach – the important thing is working out what's right for you.



Talking points

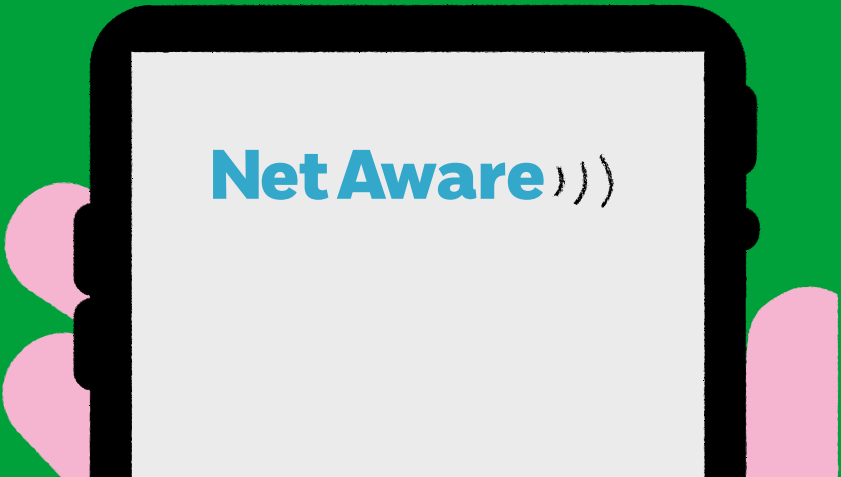
- * Which sites and apps can be used and by who?
- * When is it/isn't it OK to use the internet? Meal times, bedtime, family visits?
- * Do your children have to ask for permission to download games, apps, or spend money online?
- * What parental controls will you use, and when and how will you use them?

Things to do

- * Have a healthy family debate and listen to your child's point of view.
- * Set boundaries. Younger children respond well to boundaries. They understand rules are there for a reason – often to keep them safe.
- * Be positive about the benefits of the internet and take a balanced approach.
- * Regularly review what you've agreed. The rules set one year may need changing the next – it's good to make sure your child isn't being left behind.
- * Talk about privacy settings, and how they help your child control who can see what they share. Our Net Aware tool will help.

As a parent, there's plenty you can do to keep your child safe online.

Safety starts with you



Net Aware)))

The online world can feel daunting. But there are lots of things you can do to take back control; whether it's installing the latest filters or keeping up to date with new apps.

You can also help your child by simply setting a good example online. It might not always feel like it, but your child does notice how you act and follow your lead. So it's important to show them what safe sharing looks like.

Use our Net Aware tool to stay up to date with the latest apps, websites and games your child uses.

net-aware.org.uk



Talking points

- * If you use parental controls, talk to your child about them. Explain that you're using the controls to keep them safe.
- * Talk to your child about how to report things on websites, and how to block content or people if they need to.

Things to do

- * Call the O2 and NSPCC online safety helpline on **0808 800 5002**. For advice and support on setting up parental controls, adjusting privacy settings, understanding social networks and more.
- * Think before you share. You might think it's endearing or funny to share pictures or comments about your child, but would they?
- * Think about whether it's OK for your child to see what you've been viewing. Clear browser histories and cookies, to avoid your child seeing unsuitable content.
- * Don't forget that news websites can show content that might upset your child. Take the same approach as you would with news on TV and in the papers.

From time to time things can go wrong online. We know it can be worrying, but we can help.

Your child might have ‘overshared’ – shared too much information about themselves – or someone might have shared some content with them that you’d rather they hadn’t seen. Whatever has happened, there will always be something you can do to make it better.

If things go wrong

Steps you can take

- * Reassure your child – they may be very upset, and need help to make sense of what has happened.
- * Ask your child exactly what happened and if anyone else was involved, but stay calm and don’t rush them.
- * If your child sees something online that they think they shouldn’t have seen, let them know it’s not necessarily their fault – they shouldn’t feel guilty, and they can always talk to you.

Getting extra support

- * Many social networks, like Facebook and YouTube provide ways to report offensive content or behaviour. The links to these pages can be found on Net Aware.
- * If you think your own child or any other is at immediate risk because of what they have shared or seen, contact the police or the NSPCC for advice on **0808 800 5000**.
- * CEOP helps keep children safe from online grooming and sexual exploitation. If someone’s acted inappropriately to a child or young person, you can report it to CEOP.

What your child can do

- * Talk about what your child should do if something or someone upsets them online. You might want to agree that they tell you, or another adult you both trust.
- * Help your child to check the privacy settings on the sites, apps, games and devices they use, to make sure their personal information isn’t available to everyone.
- * Your child can contact Childline if they need further support by calling **0800 1111** or visiting **childline.org.uk**. Childline can also help with taking an illegal image off the internet, by making a report to the Internet Watch Foundation (IWF) on their behalf.



If you’re worried about a child, you can contact the NSPCC helpline for advice and support.

**So, there you have it – your guide
to keeping your child safe online.
Just remember:**

- ✓ Talk to your child**
- ✓ Get the family involved**
- ✓ Safety starts with you**

**You can also use our handy
Net Aware tool to explore
what sites, apps and games
are right for your child.
net-aware.org.uk**

* For advice and support on
setting up parental controls,
adjusting privacy settings,
understanding social networks
and more – call the O2 and
NSPCC online safety helpline.

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