

Issue date: TUESDAY 30th July 2019

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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 are no items 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 August 2019** 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

19/107 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.

19/108 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.

19/109 MINUTES

To receive and resolve to approve as a correct record the minutes of the Full Council meeting on 1st July 2019.

To receive, note the decisions of, and consider any recommendations contained within the draft Traffic Committee Minutes from its meeting on 26th June 2019

Standing Orders will be suspended:

19/110 COUNTY AND DISTRICT COUNCIL WARD MEMBERS

i. **Broadclyst County Division Members**

To consider matters for / from County Division Members Cllrs Bloxham and Randall-Johnson

ii. **Broadclyst District Ward Members**

To consider matters for / from District Ward Members Cllr Pepper, Rylance and Chamberlain

19/111 NATIONAL TRUST REPORT

To receive a report from the National Trust

19/112 PUBLIC QUESTIONS

Public questions are invited on items on this Agenda (please note that the Chairman reserves the right to restrict this item to no longer than 15 minutes, with a maximum of 3 minutes per item).

The meeting will reconvene under Standing Orders

19/113 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.

19/114 COUNCIL REPORTS

i. Clerks report

To receive the Clerks Report for July 2019 and to resolve any recommendations contained within.

ii. Pavilions report

To receive a report from the Pavilions Administrator for July 2019 and to resolve any recommendations contained within.

iii. Neighbourhood Plan report

To receive a report/update for July 2019 from the Neighbourhood Plan Lead Officer and to resolve any recommendations contained within.

19/115 FINANCE

i. Draft Minutes

To receive, note the decisions of, and consider any recommendations contained within the draft Finance Committee Minutes from its meeting on 25th July 2019

ii. Accounts:

To receive and resolve to accept the following reports as recommended by the Finance Committee:

- a. Balance sheet (as at 30.06.2019)
- b. Bank Reconciliation (cashbook 1 and 2 to 30.06.2019)
- c. Financial Statement (Income/Expenditure to 30.06.2019)

iii. Payment Schedule

To receive and to resolve to approve the list of payments for July 2019

19/116 GOVERNANCE

i. Play Area winning design

A vote for toddler play equipment was held on Fun Day, where young people chose their favourite of 5 different designs.

- a. To resolve to note the winning design was the train by Sutcliffe Play;
- b. To resolve to enter a contract with Sutcliffe for the supply and installation of the equipment.
- c. To note that the Clerk is empowered to sign the funding agreement on Council's behalf.

ii. Clerk signatory powers

To note and resolve that the Clerk, as Council's Proper Officer, is the formal signatory for the Parish Council and to note that the post-holder is duly authorised to sign supply contracts, works contracts, legal agreements, funding applications, grant offers, and other such legal documents as necessary on behalf of the Council, either in accordance with delegated powers or after resolution has been passed.

19/117 PLANNING

i. Recent decisions July 2019

The following recent decisions have been announced at the time of publishing this agenda.

Application ref:	Location:	Proposal:	Decision
19/0723/ADV	Co Op Food Pinn House Coaker Road Exeter Devon EX1 3BG	1no internally illuminated fascia, only the co-op logo illuminates. 2no internally illuminated co-op projectors, 1no set of non-illuminated 'welcome to' acrylic text, 2no internally illuminated co-op logos, 9no non illuminated wall mounted flat aluminium grey panels, 4no non illuminated wall mounted flat aluminium panels, 2no non illuminated post mounted flat aluminium panels and 1no internally illuminated 3.5m totem.	Split Decision
19/0933/VAR	Land Adjoining Saundercroft Whimble Exeter EX5 2PF	Construction of 7MW solar farm comprising erection of solar arrays, installation of ancillary equipment, transformer stations, substations, c.c.t.v. and security fencing and laying of access track (without complying with condition 3 of planning permission 14/0259/VAR, to extend operational lifespan of solar Farm to 40 years)	Approval with conditions
19/1263/COU	Fagins Antiques Hele Exeter EX5 4PW	Change of use to Class A3 of one area of the building for the sale of teas, coffees and pre-prepared food	Approval with conditions

ii. Appeal decisions JULY 2019:

To note there have not been any appeal decisions announced in July 2019.

iii. Validated applications for consideration:

To discuss validated planning applications received for consultation.

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

Application	Location:	Proposal:	Expiry Date
19/1519/FUL	Land At Hayes Farm (Plot DC1) Clyst Honiton	Erection of 2 no. canopies covering service yards to approved storage and distribution building under planning permission 18/1770/MRES	Fri 16 Aug 2019

19/1615/ADV	Westclyst Community Primary School, Maddick Road, Westclyst	1 no externally illuminated fascia sign	15 August 2019
19/0727/FUL	Crabtree Lodge Killerton Exeter EX5 3LD	Amended plans for consultation. These amendments relate to Details of gate: Surface water treatments: Shed	8 August 2019
19/0728/LBC	Crabtree Lodge Killerton Exeter EX5 3LD	Amended plans for consultation. These amendments relate to Wood burner location - notations	8 August 2019

iv. **Delegated planning comments**

To note comments submitted on applications under delegation.

19/1410/FUL, Solar Farm West Of Burrowton Cottage Broadclyst EX5 3DA. Installation of secure storage container

Thank you for consulting Broadclyst Parish Council. A site visit to assess the visual impact of the container, especially with regard sightlines from the Public Rights of Way in the area, was requested but declined by the applicant's agent. Ordinarily we would not trouble the applicant and would make assessment looking "in to" rather than "out from" the proposed location of the container; however, the reason for asking was that the Council is writing its Neighbourhood Plan which, in line with EDDC's Local Plan Strategy 5, seeks to extend the GI network between Cranbrook and proposed access 'hubs' at Elbury in the South of the Parish, providing recreational links for not just pedestrian, but also cyclists and equestrians, to Ashclyst Forest. The routes of the new GI infrastructure are not yet confirmed, hence wanting to assess visual impact looking out from the location of the container as opposed to impact looking in at it from the existing FP28.

Whilst there is no objection in principle to this application, there is a concern that choosing a green container is insufficient mitigation against its current and future visual impact. In absence of being able to assess visual impact against potential routes, we request this impact be adequately mitigated by conditioning a planting scheme to screen the visual impact of the container, which is neither an attractive nor natural countryside feature, irrespective of its colour.

19/118 CORRESPONDENCE

- i. To receive the correspondence list for the month
- ii. To resolve to action any matters arising from the correspondence list as appropriate.
- iii. To receive a summary report from Broadclyst Twinning Association following its AGM in June 2019.

19/119 AGENDA ITEMS FOR NEXT MEETING

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

19/120 CONFIDENTIAL ITEMS

The Chairman will propose that the public (including the press) be excluded from the meeting for the next agenda item as contractual information is likely to be disclosed (Part B)

The Council to resolve that the meeting move into Part B (closed session).

19/121 BUS SHELTERS

To receive quotes for bus shelters in the Parish and to select a supplier.

19/122 TO CLOSE THE MEETING

Dated this 30th day of July 2019

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; 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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Broadclyst Parish Council
GROWING OUR COMMUNITY

MINUTES



Present: Broadclyst Parish Council Traffic Committee Members

Also present: Broadclyst County Division Members, Cllrs

Bloxham and Randall-Johnson

In attendance: Clerk; Deputy Clerk

MOP: 1

19, New Buildings
Broadclyst
Exeter
EX5 3EX

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BROADCLYST PARISH COUNCIL

TRAFFIC COMMITTEE MEETING MINUTES (Draft)

As a Committee of the Parish Council, this meeting was open to Members of the Press and Public in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2)

There was a Traffic Committee meeting of Broadclyst Parish Council held on Wednesday 26th June 2019 at 14:00hrs at Blackhorse Inn Function room, Blackhorse, for the purpose of transacting the following business:

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MINUTES (Draft)

T19/01 CHAIRMAN

Cllr Gent as former Chairman opened the meeting; Cllr Liz Straw proposed Cllr Gent be elected as Chairman for the Traffic Committee for 2019/20. This was unanimously agreed

T19/02 APOLOGIES

The Committee accepted apologies from Cllr Baker, Jackson, and Waldron (work commitments)

T19/03 DISCLOSABLE PECUNIARY INTEREST

There were no DPI's reported.

2019/20

BPC Traffic Committee

Signed (Chairman).....

T19/04 PUBLIC QUESTIONS

There was one member of public present who was invited to speak when the meeting reached the relevant parts of the agenda.

MOP reported his car being hit twice on old Coach Road, with it being written off the second time; he has also been hit by a car whilst pushing a pram. There is a 7.5t weight limit except for access, and speed humps are ineffective. School coaches and heavy vehicles are using it as a cut through rather than turning in at Dog Village, which is in contravention of the 7.5t weight restriction. A no-exit from the northern end of Old Coach Road was suggested as an option.

Action: this to be consulted on and taken to PC for a recommendation to request this be progressed by DCC. Prioritisation of exiting traffic past the old Baptist Chapel was also discussed.

T19/05 COMMITTEE DELEGATION AND TERMS OF REFERENCE

The Committee noted the resolved Committee Delegation and Terms of Reference for the Traffic Committee. It was also noted that as a Traffic Committee all meetings are open to public.

T19/06 DRAFT TRANSPORT / TRAFFIC PLAN

- i. The Committee considered the potential scope of the Plan and what it should / should not include. It was noted that DCC is the Principal Authority for Highways, Public Rights of Way, and public transport. Whilst there is no wish nor need to duplicate the work of the County Council, a Transport Plan for Broadclyst Parish will contain policies that help address issues and concerns of residents. The Committee works to serve residents of Broadclyst Parish; the relationship with DCC to be informative and collaborative.
- ii. The Committee received copies of the 2012 and 2016 adopted Traffic Plans, a draft revision for 2019, and an alternative layout of the Plan which contained the following draft recommendations:

Blackhorse Recommendations:

5.2.1. That evidence gathered through the Neighbourhood Plan be utilised to support the spending of CIL on 'soft' traffic calming measures (there is potential for co-funding by DCC if the need for calming is set out in community-led policy and is evidenced through the NP);

Cllr Bloxham gave an update ref Blackhorse and the question of speed limit reduction at Blackhorse, in relation to recommendation 5.2.1.: central refuges for bus stops, interactive VAS signs, historic SCARF review, future traffic calming as the village becomes more 'urbanised'.

5.2.2. to ensure the delivery of the Clyst Valley Regional Trail and/or other crossing points; (NB: County Division Members have requested this be prioritised and progressed.)

5.2.3. to work with DCC to address overgrowth and associated issues along the cycle-path and Blackhorse Lane;

(NB: It was noted landowners are responsible for hedgerows and that there is a balance to achieve between overgrowth and hedge preservation / bird nesting.)

5.2.4. to work with DCC to address speed of cyclists and visibility along the cycle-path and Blackhorse Lane;

5.2.5. to support DCC and Highways England in updating signage in the area to route HGV's via the A30, exiting at the Airport junction and using the by-pass tunnel;

5.2.6. to work with DCC and partner agencies to upgrade Sat. Nav. Mapping in this area.

Cllr Randall-Johnson reported on Sat Nav routing to avoid weight limits, the limits must be permanent (rather than relating to construction traffic).

Broadclyst Recommendations:

5.3.1. that a village-wide speed limit of 20pmh be introduced, encouraged by traffic calming measures along the length of the B3181 through the village and village gateway signage on all entrance points, and that the speed limit between Budlake and Broadclyst Primary School be standardised to 40mph.

(NB: County Members reported that DCC is trialling this in some villages in the South Hams, its own policy dates back to 2009 so is out of date. Police have confirmed they will enforce a 20mph speed limit.)

5.3.2. that a TRO to put double yellow lines between Broadclyst Primary School and into the top of Town Hill be progressed;

(NB: this is currently scheduled to go to HATOC for approval in 2019.)

5.3.3. to carry out an accessibility audit on pavements and walkways, including all bus stops in the parish, working with DCC and local landowners to explore practical solutions and funding options for addressing findings and maximise inclusivity;

(NB: Cllr Straw has looked at Westclyst and Broadclyst pavements and will summarise his findings in a report to Council; the Clerk is progressing access to bus stops and footpath works to improve accessibility.)

5.3.4. that pavements in areas of heavy pedestrian use be widened, especially around Clyst Vale and Broadclyst Primary, with new pavements installed where there are currently no pavements (ref 5.3.6);

5.3.5. New: to work with DCC and Civil Enforcement Officers to enforce/address repeated issues with parking on double yellow lines in the parish;

5.3.6. that 'shared space' schemes be considered for roads – it was noted that the Government is no longer backing shared space schemes due to safety for those with limited visibility. Revised policy: that creation of a 'school street' outside all parish schools be progressed; that a residents parking scheme be trialled (after public consultation)

5.3.7. to work with DCC to explore safety improvements for pedestrians and cyclists, with particular focus on the narrow road past the former Baptist Chapel, Bustard Hill, Old Coach Road, rear of Post Office/shop, and Town End, where absence of pavement forces pedestrians to have to walk in the road;

5.3.8. to work with DCC to revisit options for the northern end of Old Coach Road, including potential access only from the B3181;

(NB: Cllr Randall-Johnson to liaise with DCC and school bus operators to re-route busses/coaches which are currently using Old Coach Road.)

5.3.9. to work with local landowners through the Neighbourhood Plan (NP) to identify any additional parking opportunities;

5.3.10. to explore possibility of creating a one-way circuitous route: from the B3181 by shop/hairdressers - the public toilets car park – EDDC main car park – Hellings Gardens – Town Hill – B3181.

Broadclyst Station Recommendations:

5.4.1. to echo the Council's recommendation (to work with strategic planners to make necessary changes to existing infrastructure which will benefit the flow of vehicular and non-vehicular traffic that is not just east-west but also north-south);

5.4.2. to work with DCC to explore options to improve traffic flow over the railway bridge, including relocation of on-street parking and traffic light control;

5.4.3. to work with local landowners through the NP and the Cranbrook Consortium to identify off-street parking;

5.4.4. to work with EDDC Green Infrastructure Officer and Cranbrook planning team to provide off-road cycle and foot paths in this area;

5.4.5. as per the recommendations in the Cranbrook DPD: to support the urbanisation of London Road and request that developers' financial contributions be conditioned so that the delivery of London Road improvements be relative to residential parcels coming forward, especially in relation to safe crossing points.

Westclyst Recommendations:

5.5.1. to work with DCC to progress a TRO for double yellow lines on/around the Hawkins Road junction to prevent parking obstructing the traffic lights and their approaches;

5.5.2. to liaise with developers and EDDC planners to address lack of defined parking in strategic sites during the development stages, planning consent to condition construction traffic during the construction phase;

5.5.3. to monitor school parking for morning drop-off/afternoon collection (NB as of the date of this report, DCC's Park and Change facility is on schedule to be ready for September 2019);

5.5.4. to monitor residents' feedback with regard delays leaving the Westclyst new estates, reporting significant changes to DCC;

5.5.5. to monitor queuing traffic on the B3181 through Westclyst, reporting significant changes to DCC;

5.5.6. to liaise with DCC, EDDC planners and Stagecoach to ensure the new developments meet their sustainable transport obligations.

- iii. The Committee will present a draft version of the 2019 Transport Plan to the Parish Council at its next meeting on 5th August 2019. Once the Council has agreed the draft Plan in principle it will be shared with DCC Highways Officers and Engineers as appropriate for feedback. The draft Plan will then be further revised before being presented as a final draft for adoption to Council later this year.

T19/07 ACTIVE MAINTENANCE WORKS UPDATE

The Committee received an update on current active maintenance works in the Parish including bus shelters, dropped kerb access to the recreation ground,

T19/08 STREET DESIGN / ARTWORK

The Committee considered replicating a trial project by St Michael's Primary school in Exeter to encourage drivers to slow down outside schools¹. As this particular Sustrans initiative is no longer running, the Committee agreed that the Transport Plan includes a broad policy 'to explore trialling initiatives to calm traffic and encourage the safe use of 'shared space'.

T19/09 CLOSE OF MEETING

The meeting closed at 15:50hrs.

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

¹ <https://www.sustrans.org.uk/news/exeter-pupils-design-street-dragon-encourage-cautious-driving>

Present: Chairman Cllr Henry Massey

Members: Cllrs Baker, Chamberlain, Gent, Jackson, Pepper, Rhodes, Rylance, Staddon, K Straw, L Straw, Waldron,

In attendance: Clerk, Deputy Clerk

Members of public: 7

Also present: Michael Grimm Architect



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) on this agenda. Members of public are reminded that their attendance at this meeting is a matter of public record.

There was an Ordinary Council meeting of Broadclyst Parish Council on **Monday 1st July 2019** 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 (Draft)

19/92 MEMBERS APOLOGIES

Apologies: Council resolved to accept apologies from Cllr Bromley and Francis

19/93 DISCLOSABLE PECUNIARY INTEREST

There were no new ROI's of Pecuniary Interests declared.

19/94 MINUTES

The Council received the draft minutes of the Full Council meeting on 3rd June 2019 and noted Council received the draft Staffing Committee Minutes

Proposed: It was proposed by Cllr Gent that the Council resolves to approve the draft Minutes as a correct record of the meeting; this was seconded by Cllr Pepper and unanimously agreed.

RESOLVED: That the Council approves the draft Minutes for Full Council meeting on 3rd June 2019 and notes the draft staffing Committee minutes on 12th June 2019

Standing Orders were suspended:

19/95 PRESENTATION: LANGATON LANE

The Council received a presentation for a proposed residential development Langaton Lane. Located between the and the railway, the proposal is for 13 dwelling houses with associated landscaping and drainage. The site is outside of any strategic housing land allocation, lies outside the Broadclyst Built Up Area Boundary, and so constitutes development in the countryside.

The Council and members of public present raised concerns that the site:

- a. Is in an unsustainable location;
- b. Has extremely poor access for traffic, further complicated by a very low bridge to the north of the proposed entrance;
- c. Is completely devoid of non-vehicular infrastructure;
- d. Offers no additional community benefit;
- e. Does not meet any objectives of sustainable development;
- f. Is at risk from suffering or creating future flooding due to climate change / changes in the Pinn Brook's behaviour due to development up and downstream from the site;

Further concerns were raised as to air quality and noise pollution given the site's proximity to the M5 and railway.

It was felt that the proposal did not make sufficient mitigations to reduce the impact of development on this site to an acceptable level, and so the Council does not support residential development on the Langaton lane site.

19/96 COUNTY AND DISTRICT COUNCIL WARD MEMBERS

i. Broadclyst County Division Members

County Division Members Cllrs Bloxham and Randall-Johnson did not attend but continue to support the Parish Council with highways and other County-related matters.

ii. Broadclyst District Ward Members

Nothing to report from Cllrs Rylance and Chamberlain. Cllr Pepper will be attending the first Licensing committee meeting on Wednesday 3rd July.

19/97 NATIONAL TRUST REPORT

A report was received from Phillip Smart, the General Manager at Killerton. Killerton is entering the main visitor season with the summer holidays coming up. Visitor figures reached 275,000 in 2018, this year so far are 7% up on 2018 figures – the property continues to be popular.

Across the wider estate, Killerton is continuing to the work on its strategy of providing more space for nature, with a focus on trees. Surveys are being carried out which will map and protect trees on the estate; Killerton continues to be involved with Great Trees (Clyst Valley) Project. Hedgerow surveys are also being undertaken.

Forthcoming building projects include creating two new holiday cottages near the Chapel: Crabtree Cottage and Crabtree Lodge. The estate is working on finalised design, with work commencing in the Autumn 2019 and to be completed in early 2020.

The grade 1 listed Chapel at Killerton had experienced stone failing from resin repairs made in the 1980's. the area has been barriered-off, with a full survey being undertaken by specialist stone contractor in the next couple of weeks. The estimate cost of repairs is likely to be significant. A lot of care and attention is needed for this building to protect the Chapel for the future.

Q: Once the temporary portacabin site at the local primary school is no longer needed, could be used for staff parking?

A: The National Trust felt that was for the school to open those discussions with them directly.

Q: Does the National Trust policies in place to support climate change initiatives and if so will they feed into our Neighbourhood Plan?

A: The National Trust produced a strategy in 2015 called "Playing Our Part" which recognised the Climate Change is one of the major threats that the Trust is facing as a society. As an organisation, The National Trust is doing all it can do, but there is always more to be done. The National Trust attended a rally for Climate Change at Westminster in June and welcomes any suggestions/conversations locally to tackle climate change.

19/98 PUBLIC QUESTIONS

Cllr K Straw left the meeting, returned a few minutes later.

Points/questions raised from public questions:

- It was recommended that the Broadclyst Parish Council Task and Finish Climate Change group familiarises itself with The Net Zero 2050 report from the Climate Change Committee which sets out the pathway to becoming Zero Carbon by 2050 as some of the proposals can be carried out at parish level.

- Will Broadclyst Parish Council liaise with other bodies i.e. Devon Climate Change Emergency group set up by Exeter City Council to work together for Devon to be zero carbon by 2050?
- Member of public urged the Council to take every opportunity to make sure the Neighbourhood Plan (NP) is in full alignment with the Climate emergency, taking extra time to ensure the NP policies support the climate change.
- Are there any plans for widening the Langaton Lane in the future? It is not known to this Council or to the District Members present if this is proposed in the future. It is the proposed route from Tithebarn lane to Pinhoe railway station.

The meeting reconvened under Standing Orders

19/99 ACCEPTANCE OF REPORTS

Proposal: It was proposed by Cllr Gent that the Stakeholders reports be accepted; this was seconded by Cllr Pepper and unanimously agreed.

RESOLVED: That the Council accepts Stakeholders reports.

19/100 COUNCIL REPORTS

i. Clerks report

The Council received the Clerks Report for June 2019. A concern was raised about the condition of the Broadclyst football pitch.

ii. Pavilions report

Council received a report from the Pavilions Administrator for June 2019. The loss of a regular user group was noted; the Management Committee will consider how to increase bookings.

iii. Neighbourhood Plan report

The Council received the NP report/update for June 2019, noting the end of the public consultation is the 9th July. The Neighbourhood Plan Officer reported that the consultation had resulted in over 300 responses to date.

PROPOSAL: It was proposed by Cllr Staddon that the above Officers reports be accepted; this was seconded by Cllr Chamberlain and unanimously agreed.

RESOLVED: That the Council accepts Officers reports.

19/101 FINANCE

i. Accounts:

a. Bank Reconciliation

Council received the Bank Reconciliations to 31.05. 2019:

Account 1 £3,609.66; Account 2 £303,263.01. All councils accounts reconcile.

b. Financial Reporting

The Council received the Balance Sheet and Financial Statement to 31st May 2019.

Financial Statement: month income £2,344; expenditure £24,550. Year to date: income £207,020; expenditure £54,484 plus transfer from reserves of £5,223.

ii. Payment Schedule

The council approved the schedule for payments made in or relating to May 2019 for £35,813.52

RESOLUTION: It was Proposed by Cllr Staddon to accept the Financial Statement, Balance Sheet and Payment schedule to 31st May 2019, seconded by Cllr Waldron with all Member in agreement.

RESOLVED: That the Financial Statement, Balance Sheet and Payment schedule to 31st May 2019 be accepted.

iii. VAT

It was noted that the Council's claim for VAT for the fourth quarter of 2018/19 has been received.

19/102 GOVERNANCE

i. Annual Governance and Accountability Report

Council noted that the Council's AGAR for 2018/19 was submitted on 10th June via email, with acknowledgement received on 19th June that it has been logged for processing.

ii. Environmental and Biodiversity Policy

RESOLUTION: It was proposed by Cllr Staddon and seconded by Cllr Pepper to resolve that Broadclyst Parish Council adopt the first draft policy for Environmental and Biodiversity Policy.

RESOLVED: the proposal was unanimously agreed.

19/03 ITEMS REQUESTED AT PREVIOUS MEETING

iii. Climate Emergency: as requested by Cllr Henry Gent

"To agree the following:

- a. To put a statement on the parish council website: *"Broadclyst Parish Council resolved on 1st July 2019 to acknowledge that we must play our part in reducing greenhouse gas (GHG) emissions. We intend to publicise measures to reduce GHG emissions; to use the Neighbourhood Plan to encourage new developments to include GHG emissions reductions measures; to reduce GHG emissions from our own activities, and to support initiatives within the parish to reduce GHG emissions and to sequester carbon."*
- b. To support low and net zero carbon emissions as a condition of planning consent within the Broadclyst Neighbourhood Plan.
- c. To appoint a "task and finish" group with two aims: firstly, to identify how the parish council can reduce GHG emissions from its own activities; secondly, to identify ways in which the parish council can support initiatives by residents and businesses in the parish to reduce GHG emissions. This support could be through publicity, through sourcing of grants, or even through direct funding. However, it may be that the parish will be unable to allocate any officer time to assisting with these measures until after the NP has been adopted, and the NP must take priority."

RESOLUTION: It was proposed by Cllr Jackson that the Council declares a Climate Emergency and ensures that policies in its Neighbourhood Plan reflect its commitment to becoming zero carbon by 2050. The National Trust would welcome working on the "task and Finish" group. This was seconded by Cllr Staddon.

RESOLVED: the proposal to declare a Climate Emergency for Broadclyst Parish Council. was unanimously agreed.

iv. Parish Precept: as requested by Cllr Karl Straw

“That the Parish council, in line with its open government policy and providing information to its electorate, publish its comparative position in England, in Devon County and in East Devon showing the level of precept against all and compatible authorities based on the ONS statistical analysis published 15th May 2019. The analysis should show the overall position in the table for all parishes, for parishes classified as Precepting Parishes in none Unitary Authorities and then for parishes who are of size between 1000 and 2000 households as defined by the band D averages.

“The purpose of publishing the data is to start a debate on the comparatively high level of expenditure per household in the Parish in comparison with other Precepting Parishes and consult with the electorate on whether they wish for the current year to continue to fund all the service provided by the Parish Council. Then to gather views on the level of the Parish precept to inform the budgeting round in 2019/20.”

This item was discussed with the following points being made/considered:

- All predicted expenditure has a budget allocation. The Finance Chairman explained about the long and detailed process leading up to production of the draft budget, which is presented to the Finance Committee in November. The draft budget is then presented to Council at its December meeting;
- The Parish Council is committed to openness and transparency: all meetings are open to the public, the agendas make provision for public speaking, is done transparent and published for the public. The debate is in Sep/Oct time for budget setting;
- Last year, the Council received one complaint about the budget;
- Cllr Straw stated he felt that information about the Council’s statutory and non-statutory responsibilities is not particularly well published; electors should be informed of what additional services the Council provides;
- The Council’s work is detailed in the Broadsheet and through its social media pages and website;
- Staffing levels are higher on average compared to other parishes;
- Staff wages are half the precept, the same as it was 20 years ago;
- Best use of officer time was discussed;
- The matter of comparability to other parishes was discussed at length. The exceptional growth of the parish and associated work that this generates, as well as the provision of additional services not undertaken by other parishes, makes it virtually impossible to compare on a like-for-like basis;
- There are considerable challenges when undertaking effective and representative community engagement;
- The parish council is responsible for public amenities and parish assets, e.g. public toilets, sports pavilions;
- Council’s accounts are published online and are available to inspect during the period of electors’ rights;
- Council is primarily about service provision for its community, not a profit-making business;

- In a time of prosperity, £250 is a lot of money to some people. Other people are looking at what needs to be cut and what is essential;
- The village and parish stand out from many others with regard upkeep, the information that is put forward, the quality of representations to East Devon Planning, and what the Clerks do in their roles, leading us as a parish Council to make sensible decisions. This is something to be proud of;
- The increase in precept is exponential to the increase in workload and service provision.

Proposal

The Chairman invited proposals. It was proposed by Cllr Straw to accept the agenda item 19/103ii as it is written. The proposal was seconded by Cllr Liz Straw.

RESOLUTION: Vote: in favour 2; against 10, abstentions 0. Motion not carried.

There were no other proposals.

19/104 PLANNING

v. Recent decisions June 2019

The following recent decisions were noted.

Application ref:	Location:	Proposal:	Decision
19/0363/FUL & 19/0364/LBC	Great Barton Farm Whimble Exeter EX5 2NY	Replacement side windows to Great Barton Farm and construction of single storey extension, porch canopy and replacement windows to Jasmine Cottage	Approval with conditions
19/1019/ADV	Co-Op, Pinn Court, Westclyst.	1no. non-illuminated freestanding sign - Pinn Court Farm Pinncourt Lane Exeter EX1 3TG	Approval with conditions

vi. Appeal decisions JUNE 2019:

To note there have not been any appeal decisions announced in June 2019; Council has been notified of the following appeal:

Appeal Application ref:	Location:	Proposal:	Outcome
APP/U1105/D/19/32269	6 Endsleigh Crescent Blackhorse EX5 2AW	Construction of two storey side extension	Awaiting decision

vii. Validated applications for consideration:

The following validated planning applications were considered
(NB: Planning applications received after publication of this agenda may also be considered)

Application	Location:	Proposal:	Expiry Date	Councils Comment
19/1245/FUL	Goosens Workshop Broadclyst EX5 3JQ	Erection of an extension to a workshop building.	Wed 10 Jul 2019	Voted (10 in support, 2 abstentions)
19/1263/FUL	Fagins Antiques Hele EX5 4PW	Change of use to Class A3 of one area of the building for the sale of teas, coffees and pre-prepared food	Wed 10 Jul 2019	All in support
19/0914/LBC	2 Station Road Broadclyst EX5 3AH	Retention of loft hatch. Proposed works: structural works to roof to include internal strengthening and repairs; install partition wall in roof space above party wall; make good ceiling and create temporary opening for access to roof space for materials	Fri 19 Jul 2019	No comment to make: defer to LBC

19/104 CORRESPONDENCE

- i. The Council received the correspondence list for the month.
- ii. There were no actions to resolve from any matters arising from the correspondence list. It was noted that BT Open Reach work issue is still on going. BT has permitted development and the residents are still not happy. They have been informed to go back to BT.

It was noted that a statement responding to recent surge in highway issues has been posted on the Council's website.

19/105 AGENDA ITEMS FOR NEXT MEETING

There were no requests for agenda items for when Council next meets.

19/106 TO CLOSE THE MEETING

The meeting closed at 20.20

Signed:.....

Print:.....

Date:.....

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



Broadclyst Parish Council
GROWING OUR COMMUNITY

REPORTS

Clerks Report

JUNE 2019

1. GROUNDMAN REPORT

1.07.2019 - We called today at the Bowling Green and cut the sward, the wind speed was high so was unable to apply fertiliser to the sward.

04.07.2019 - We called at the Bowling Green today and applied fertiliser onto the sward, noting loss of sward where sprinkler is U/S also sprinkler No 4 is losing water" bleeding", please see images. We have raised the height of cut to protect the sward from burning.



Figure 1: Bowls Green



Figure 1: Sprinkler 4

08.07.2019 - We called at the Bowling Green today and cut the sward also carried out inspection of pavilion Football Pitch.

09.07.2019 - We called at the Westclyst Football pitch today and cut the steep banks pitch and strimmed the boundary, collected litter. We note total weed killer overspray on the boundary fence line from landscapers spraying school field prior to rotovation of ground.

11.07.2019 - We called today at the Bowling Green and cut the sward also met with the electrician regarding irrigation system. Parts for irrigation system have been ordered. 12.07.2019

16.07.2019 - Start of issues with stone on the football pitch. Still on-going with communication between Edenvale and Broadclyst Parish Council.

17.07.2019 - We called at the Bowling Green this evening 18:30 and cut the sward.

22.07.2019 - We called at the Bowling Green today and cut the sward.

Worked on the irrigation system for three hours to fit 2 new solenoids and one new sprinkler head, the system is now up and running, also the quick fit hose is working this can be used now to water the Football Pitch.

The key to any repairs or ongoing maintenance is water, without regular watering you are going to lose the sward.

The stone left on the Football Pitch will probably have to be brushed up with yard brushes collected then tipped, I cannot find a power brush with collector for hire! They are about but not for hire, will contact DGM see if they have one.

23.07.2019 - We called at Westclyst Football Pitch today and cut the pitch, steep banking and boundary fence line. Noticed rabbit digging in one of the banks, blighter has come under the newly erected fence where they failed to put back the rabbit wire.

25.07.2019 - We called today and cut the sward. Adjusted sprinklers and checked sward coverage and happy to report system is working however I'm watching pod 8 and if it needs replacing I have one to hand.

29.07.2019 - We called at the Bowling Green today and cut the sward.

2. SKYPARK / HAYES FARM LIAISON GROUP

The meeting was kindly hosted by Lidl. Points raised from the meeting attended by the Deputy Clerk:

- Lidl's are putting in place measures for a no right turn for lorries coming out of their depot. Cars will still be able to turn right. Lidl asked if there was any chance of a weight restriction for Blackhorse, they would be happy to support this. Cllr Bloxham suggested DCC are reluctant to make changes to any weight restriction and speed limits but has agreed to carry out a start and finish survey to identify the sources of vehicles. Lidl commissioned a Traffic survey. Results of which 98% of lorries did not drive through Blackhorse but came in through the A30. 2% did come through Blackhorse. This has been addressed by Lidl's and the movements through Blackhorse have been reduced. Cllr Bloxham thanked Marc Henry and Lidl's for their continued good working relationship. Lidl updated the group regarding travellers coming on to the site, they came on a Friday evening and left after 3 days, leaving a considerably mess behind. Lidl are putting measures in place to stop it from happening again. Lidl wanted to make the local area aware the Fire Arms unit from Middlemoor have permission to conduct training exercises at the depot.
- Cllr Bloxham noted that EDDC had been involved in monitoring of planning conditions relating to construction vehicles passing through Blackhorse. It was noted that Heaver Brothers have agreed to a voluntary code for its drivers and looking towards TNT to do the same.
- Jamie Hulland (Transportation Strategy Manager at DCC) updated the group regarding the A30 Daisymount signage. An email has been drafted to convey the deep disappointment of the Skypark/Hayes Farm Liaison group at Highways England lack of engagement regarding new signage on the A30. DCC will send the draft letter to the organisations with a request to confirm if they are happy for the letter to be sent on their behalf and to endorse with logo of organisation to support.
- Jamie Hulland (Transportation Strategy Manager at DCC) also reported on the following:
 - i. DCC working with Deletti (Devon Exeter Low-Carbon Energy & Transport Technology Innovator) have been awarded funding from ERDF (European Regional Development Fund) for Solar carports over 25 sites across the county. There are 3 local sites coming forward: County Hall; Cranbrook; Sowton Park and Ride.
 - ii. South Western Railway's Customer and Community Improvement Fund Committee, a bid has been placed for the provision of an interchange at Pinhoe station. There is a proposal of a shuttle bus working out of a new carpark at Pinhoe Station (old coal yard) The proposed carpark will have disabled bays, secure cycle lockers and a shuttle bus to take train passengers from Pinhoe through the Science Park, Lidl / Hayes Farm, Skypark and to Exeter Airport. The submission deadline for this bid is 6 September 2019

- iii. Update on the Park and Change at the Science Park; It will go to Cabinet for approval in October 2019 with access to the site to start Nov/Dec and the project to be delivered by April 2020. There will be 303 carpark spaces, electric points for 6 cars with the scope to increase. Park and Change will be locked over night and being serviced by the “K” route bus service.
 - iv. Network Rail is working on a strategy outline business case for a passing loop at Whimple. This would mean ½ hour trains to Cranbrook. Updates will be given as and when received.
 - v. Jamie Hulland reported on the DfT 2019 Cycle Rail programme, a £40m fund to help deliver 2,300 more cycle spaces at 48 stations across the country to encourage rail commuters to travel by bike. South Western Railway has been awarded £98,000 (plus £22k match from DCC / Enterprise Zone) towards the provision of E – bike docks; 20 at Cranbrook and 10 at Honiton stations.
- Cllr Bloxham updated the group regarding Highway Scrutiny committee which is taking a report to cabinet regarding a review of the criteria for speeding policies. This would also be a review of the SCRAF process as well as developing a different view for setting criteria for speed limits on rural roads within the community areas i.e. Langaton Lane.

3. STREET NAMING

The Council has received a request from EDDC Street Naming Department to provide 3 names for the Cavanna Homes (parcel 17) in Tithebarn Green development. There is a theme for roads in this development linked to the tithe maps and archaeological finds in the area

Recommendation: to delegate to the Clerk and Cllr Gent.

4. WORKS AROUND THE VILLAGE

Our handymen have been hard at work this month with improving disabled access after issues were raised by residents. The white bars at the bottom of the playing field have been taken out and replaced with highway-approved bollards. This makes the disability access much easier for wheelchair users. The same for the alleyway through to Hellings Gardens. The shorter white barrier has been taken out completely.

Next in the plan of works is for the Handymen to take out one of the concrete bollards at the end of the alleyway from Hellings Garden, providing wider access not only for our disabled residents but also the double buggy's in the village.



5. PLAY AREA SERVICE

The play area is being serviced, with some replacement parts fitted including a new cable, traveller housing, seat, and fixings on the cableway; a new access to the zip wire platform; new basketball hoop; hammock repaired with new load-bearing ends and replaced.

Maintenance works: The universal joints on which the totem poles sit have been inspected and show no signs of wear or rust; the bolts that pin through from the back of the totem pole have been removed and after ten years are showing no signs of thinning through wear or corrosion at point of contact with metal plate that slots up inside the posts.

The UJ on the basket swing has been dismantled, checked for wear, greased and reassembled.

All enclosed/hidden joint assemblies need to be uncovered and inspected annually.

Minor defects recorded in the operational inspections are being rectified, with modification to the tower slide unit being carried out to remove a newly-identified head-entrapment risk.

A new dual-purpose piece of equipment has been installed, a 30-year old piece of sweet chestnut has been sectioned and joined using 5ft metal pins to make a new toddler 'run' and/or a second access to the zip wire platform. The far end of the run is affixed to and supported by a piece of 200yr oak from Cothele.



6. STREET NAMING

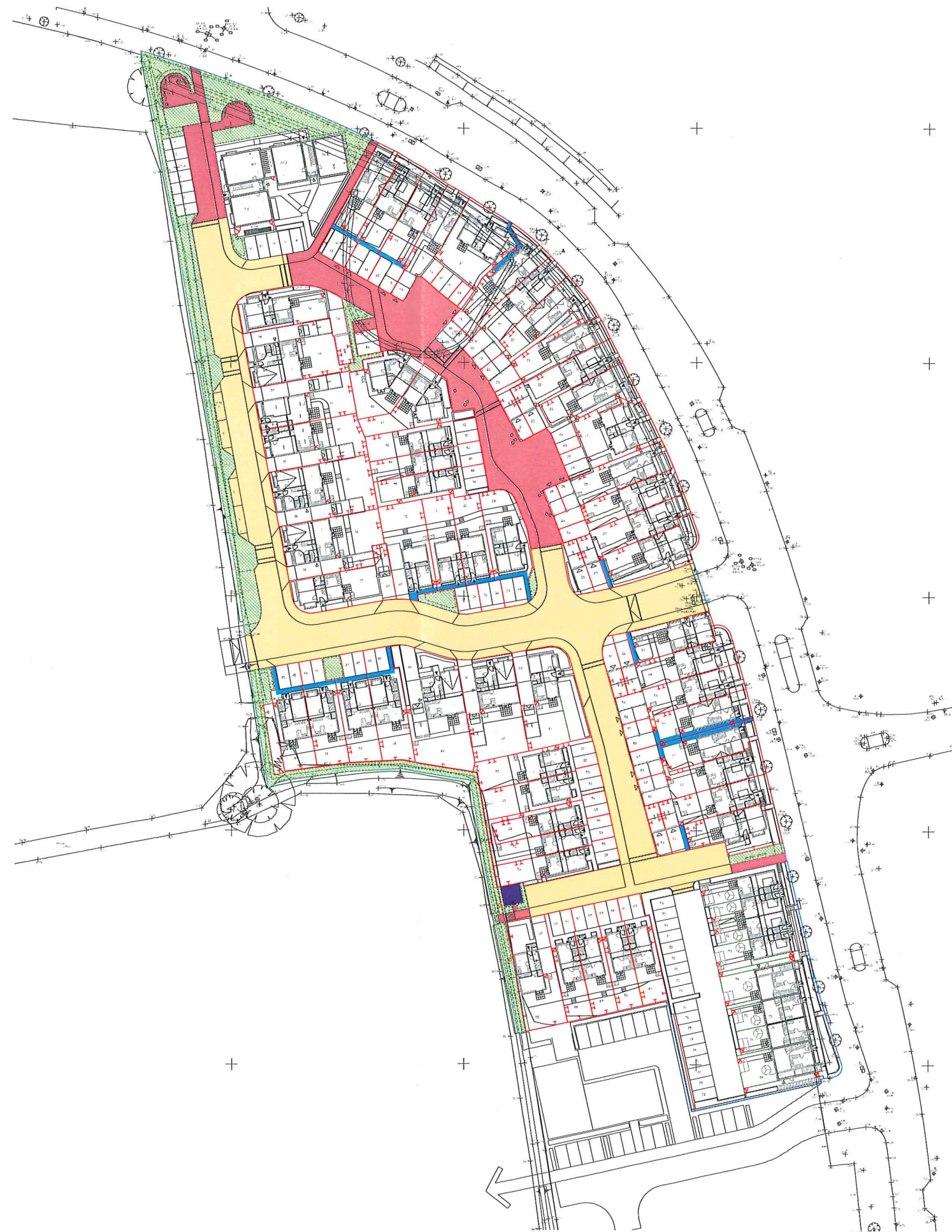
The Council has received a request from EDDC Street Naming Department to provide 3 names for the Cavanna Homes (parcel 17) in Tithebarn Green development. There is a theme for roads in this development linked to the tithe maps and archaeological finds in the area

Recommendation: to delegate to the Clerk and Cllr Gent.

This concludes my report to Council.

Angie Hurren,
Principal, SLCC.
Broadclyst Parish Clerk

29.07.2019



NOTES:
No dimensions to be scaled off this drawing.
All sizes to be verified on site.
All dimensions on this drawing in millimetres unless otherwise stated
All information on this drawing is copyright ©.

KEY

- OVERALL ESTATE BOUNDARY
- PLOT BOUNDARY
- AFORDABLE HOUSING BOUNDARY
- OWNERSHIP 'T' DELINEATION
- PROPOSED ADOPTABLE HIGHWAY, FOOTPATHS AND STEPS
- LAND MANAGEMENT COMPANY MAINTAINED ACCESS / DRIVEWAYS / ROADS
- LAND MANAGEMENT COMPANY - NON-EXCLUSIVE SOFT LANDSCAPE AMENITY AREA / ECOLOGICAL AREA
- ACCESS RIGHTS BY FOOT TO RELEVANT PLOTS
- UTILITY SERVICES OWNERSHIP

0m 10m 20m
SCALE 1:500

NOTE:-
ALSO REFER TO DRAINAGE MANAGEMENT
PLAN NO. D0189/DMP1



x	xx.xx.xx	Insert Text	xxx
REV	DATE	DESCRIPTION	BY



Cavanna House, Riviera Park,
Nicholson Rd, Torquay, Devon. TQ2 7TD
Telephone: (01803) 618588 FAX: (01803) 618691
www.cavannahomes.co.uk

Project Title:
Equinox 1
Tithebarn Green Link Road
Exeter

Drawing Title:
Conveyance Plan

Drawing No: D0189.CAV.100

Drawing Status: Preliminary

Scale: 1:500@A1	Revision: -
Date: Nov. 2018	Drawn by: JFR

ADMINISTRATORS REPORT – PAVILIONS

Report to: Broadclyst Parish Council

Date of Meeting: Monday 5th August 2019

Agenda item: 19/114ii

Subject: Monthly update

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

Recommendation:

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

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

Legal implications: a Local Council may execute any works including works of maintenance or improvement in relation to any parish property (Clayden, 2013). The Council has a duty to take such care as in all the circumstances of the case is reasonable, to "see that the visitor will be reasonably safe in using the premises for the purposes for which he is invited or permitted by the occupier to be there¹". 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

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

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

Report detail:

Payments made into the Parish account in June 2019:

30/07/19 – Cash £120.00 Toddlers summer invoice payment

Cheque - £10.00 Little Angels 12/07/19

£20.00 Broadclyst Allotment room rental 21/07/2019

£1800.00 Broadclyst Bowls Club 2019 season.

Total: £1,950

July saw the end of term for a lot of our regular groups. Sadly our Friday group Broadclyst Rainbows will not be returning in September as they have moved onto a larger venue; youth club will run through most of the summer along with the crafters and bowls.

July also saw our facilities used for Broadclyst Primary School sports day; provided the base for this year's Classic Bike Rally; Broadclyst Football Club Tournament and hosted the Broadclyst Allotments meeting, as well as helping out Little Angels when they couldn't use their usual rooms.

This concludes my report to Council.

Helen Cutting

Broadclyst Parish Council Administrator

30 July 2019



NEIGHBOURHOOD PLAN OFFICER'S REPORT

Report to: Broadclyst Parish Council

Date of Meeting: Aug 5th 2019

Agenda item: 19/114iii

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.

Link to Council Action Plan:

The preparation of Broadclyst Neighbourhood Plan supports the Council’s commitment to enabling local

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).

housing delivery; supporting business growth and increased productivity; and community capacity building and engagement.

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

PROGRESS REPORT

1. NP First Sites Consultation, May/June 2019

The first 6-week Neighbourhood Plan consultation, which comprised roadshows and online consultation, produced quantitative (numerical) results and useful qualitative (non-numerical) responses. Data analysis is underway, with responses from the second consultation being added in October.

Recommendation 1: For Council to note completion of the First Site Consultation on July 9th, 2019.

It is noted that the online consultation only yielded 18% of the results. It was apparent from some of these online responses that consultees had not grasped the complex concept of Neighbourhood Planning, i.e. that it is not aggressive commercial or profit-driven development; it must deliver community benefit; and – crucially – that if a site is not allocated in the NP it is still likely to come forward through the ‘normal’ planning system, without having to provide any benefit for the community or meet Broadclyst Parish’s identified local housing need. Consultees seized the opportunity to make rude, ‘NIMBY’ and anti-strategic development comments, rather than responding to questions in the survey. This is not data we can use and has effectively wasted respondents’ efforts.

In contrast, although it was officer-time heavy, the face-to-face roadshows, with benefit of verbal introduction to and explanation of the Neighbourhood Plan process, yielded useful qualitative data which will be used to inform draft policies. There is an argument to be made for not offering an online consultation for the second tranche, however this must be balanced with the need to be consistent.

Recommendation 2: For Council to discuss the merits/demerits of online consultation and to resolve if to include an online consultation in the autumn as well as the roadshows.

2. NP Second Site Consultation, September/October 2019.

For a variety of reasons, not all sites put forward through the Call for Land were ready in time for the first consultation, so there will be a second tranche of land-use site consultation in the autumn (NB: these are not ‘second best’ or late entries.) Subject to venue availability, the second public consultation will take place during the week of September 30th – October 6th, 2019. Sites will be presented using the same templates, with minor ‘tweaks’ to improve the consultation experience.

Recommendation 3: For Council to note and support the second site consultation.

3. Community Sport Hub:

An aspiration of the Broadclyst Neighbourhood Plan is land for a Community Sports Hub to be allocated. Potential sites will be presented in the autumn tranche of site consultations, with the community and local sports clubs encouraged to attend the consultation events, consider the

merits/demerits of the sites put forward, and to rank the sites in order of preference. The all-weather facility could provide a playing surface for Hockey, Netball, and Tennis.

Recommendation 4: For Council to note the second consultation will offer options for land use for a sports hub.

This concludes my report to Council

Janvrin Edbrooke

Neighbourhood Plan Officer



Broadclyst Parish Council
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FINANCE



Broadclyst Parish Council
GROWING OUR COMMUNITY

19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

Attendance record:

Chairman: Cllr Jackson

Members Present: Cllrs Jackson, Pepper, Rhodes,
K. Straw, Staddon, and Waldron.

In attendance: Clerk, Deputy Clerk.

M.O.P.:0

BROADCLYST PARISH COUNCIL

FINANCE COMMITTEE MEETING

Members of the Press and Public were welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2)

NB: There were 2 matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month: F19/23 (bus shelters) and F19/24 (telemetry gauge).

There was a Finance Committee Meeting which will be held on **Thursday 25th July 2019** at **19:30hrs** in the **Broadclyst Sports Pavilions, Holly Close, Broadclyst, EX5 3JB** for the purpose of transacting the following business:

MINUTES CONTENTS

F19/15 Apologies	2
F19/16 Disclosable Pecuniary Interest	2
F19/17 Public Questions	2
F19/18 The Little Free Library	2
F19/19 Budget Monitoring and Internal Control.....	3
F19/20 Bank Signatories	3
F19/21 Broadclyst Football Pitch.....	3
F19/22 Confidential Items	3
F19/23 Bus Shelters.....	4
F19/24 Telemetry Gauge (Flood Warning).....	4
F19/25 To Close The Meeting	4

Minutes (Draft)

F19/15 APOLOGIES

The Committee resolved to accept apologies from Cllr Massey (work).

F19/16 DISCLOSABLE PECUNIARY INTEREST

Committee Members were reminded to record any Interests in the ROI book.

Standing Orders were suspended:

F19/17 PUBLIC QUESTIONS

- i. There were no public questions on items on this Agenda.
- ii. The Committee welcomed a member of the community of Hillside Gardens who presented her proposal for a Little Free Library in the Swale. This community project will be open to all and is part of a global project. It was noted the project has received local support via the Hillside Gardens Facebook page; build and installation costs have been covered by Barratts David Wilson; construction will be carried out by the Men in Shed scheme. Consent has been given by the landowner and management company; final site to be determined. The parish council's role is to insure this community asset and to undertake the ongoing responsibility for maintenance.

The meeting reconvened under Standing Orders

F19/18 THE LITTLE FREE LIBRARY

The Committee received a report detailing the request from the community of Hillside Gardens for a Little Free Library in the Swale which contained the following recommendations:

- i. That the Committee supports the request to have a Little Free Library in the Swale at Hillside Gardens;
- ii. That the Committee approves the registration fee and cost of the plaque (approx. £40);
- iii. That any unforeseen expenditure in 2019/20 be paid from the emerging communities budget allocation, to a maximum of £250 in the year;
- iv. That the proposer be recognised for her initiative and thanked for the preparatory work she has done to bring the project to this stage;
- v. Delegation to Cllr Waldron and the Clerk to oversee delivery of the project.

Reason:

- i. To support the emerging community, helping draw people with shared interests together;
- ii. To facilitate the delivery of a community project;
- iii. To encourage community ownership of its assets.

PROPOSAL: It was proposed by Cllr Waldron that the recommendations be resolved.

RESOLUTION: The proposal was seconded by Cllr Staddon and unanimously agreed.

RESOLVED: It was resolved that the Parish Council supports and facilitates a Little Free Library at Hillside Gardens, Westclyst.

F19/19 BUDGET MONITORING AND INTERNAL CONTROL

End of First Quarter Accounts

- i. The Committee received the bank reconciliations and balance sheet for the first quarter (01.04.2019-30.06.2019)
Balance sheet:
 Current assets: Debtors £720; VAT Control A/C £4,708; Bank balances £269,377.
 Represented by: Current year fund £113,821; General Reserves £62,593; EMR £98,391
 Bank rec: Cashbook 1 £4,836.29; Cashbook 2 £264,540.52
- ii. The Committee received the Income/Expenditure Financial Statement as at 30.06.2019
 Income £207,317 (49.1%); Expenditure £93,496 (23.2%).
- iii. The Committee received and noted the Council's Budget Monitoring report to 30.06.2019. (Appendix A)
- iv. It was noted that there were not any virements to approve.
- v. It was noted that the Council's VAT reclaim to 30.06.2019 has been submitted to HMRC

PROPOSAL: It was proposed by Cllr Staddon that the reports be accepted and resolved, with recommendation to accept all being made to full Council.

RESOLUTION: The proposal was seconded by Cllr Pepper and unanimously agreed.

RESOLVED: It was resolved that the Committee agrees the balance sheet, bank reconciliations, IE, and budget monitoring report, recommending approval to Council when it meets on 5th August 2019.

F19/20 BANK SIGNATORIES

It was noted that bank signatories have been updated as per Council's resolution at the Annual meeting (Minute ref: 19/73iii)

F19/21 BROADCLYST FOOTBALL PITCH

The Committee received a report that outlined issues with stone contamination of the Broadclyst pitch. It was noted that the supplier has accepted responsibility and is working with the Council to rectify the error and return the pitch to playable condition.

It was noted that the contamination has 'put the pitch back' by several weeks, with the possibility that it will now not be ready for the start of the season. The Committee instructed officers to speak with the Council's insurers and to obtain quote for putting it right (seed/turf, water, fertiliser, labour).

PROPOSAL: It was proposed by Cllr K Straw that the report be accepted, with quotes for a re-seed/turf and rectification sought through contractor/supplier insurance as both parties are jointly and severally liable.

RESOLUTION: The proposal was seconded by Cllr Staddon and unanimously agreed.

RESOLVED: It was resolved

F19/22 CONFIDENTIAL ITEMS

The Chairman proposed that the public (including the press) be excluded from the meeting for the next 2 agenda item as sensitive employment and contractual information is likely to be disclosed (Part B)

RESOLUTION: The Committee resolved that the meeting move into Part B (closed session).

F19/23 BUS SHELTERS

To receive quotes for bus shelters in the Parish and to select a supplier. This item was deferred as the quotes have not been finalised.

F19/24 TELEMETRY GAUGE (FLOOD WARNING)

The Committee received a quote for the telemetry, maintenance and reporting of the Hydro-Logic river gauge on the Cranny at Broadclyst Station. The initial funding was for a 3-year period, extended by a further year by Devon County Council, however the Council has been notified that DCC will not continue funding after the current contract expires (31st July 2019).

An informal poll on the Broadclyst Ford and Broadclyst Parish Council Facebook pages asked followers if the gauge should be kept or not at the approximate cost of £1,000/yr. (60p/yr. Council Tax), receiving 95% yes, 5% no (362 votes) and 90% yes 10% no (116 votes) respectively.

The report contained the following recommendations:

Recommendation:

- vi. That the Committee accepts the quote at its 'worst case' i.e. no other Devon Pathfinder communities renew;
- vii. That the money for 2019 contract be taken from the Lengthsman budget;
- viii. That in future years, the Council budgets for one call out per year, holding that money in EMR if it is not spent;
- ix. That it be noted that the Clerk is the Proper Officer of the Council and, as the official signatory of the Council, will sign the legal agreement on behalf of the Council.

Reason:

- iv. To continue the community resilience work;
- v. To reduce the risk of harm to public from driving into flood water;
- vi. To assist in budget-setting an allocation for this contract in following years;
- vii. To ensure the contract is legally signed by the Clerk in her capacity as the Council's Proper Officer.

FIRST PROPOSAL: It was proposed by Cllr Staddon that the report be accepted, and that Broadclyst Parish Council takes on the cost of the telemetry, maintenance and reporting of the Hydro-Logic river gauge on the Cranny at Broadclyst Station.

SECOND PROPOSAL: It was further proposed by Cllr K Straw that local businesses be approached for sponsorship.

RESOLUTION: Both proposals were seconded by Cllr Waldron and unanimously agreed.

RESOLVED: It was resolved that the Committee, in line with its delegation, recommends to the Council that Broadclyst Parish Council enters the contract, budgeting for one year's service plus one call-out per year, budgeted monies to be held in earmarked reserves if not spent.

It is noted that due to the specialist nature of this service this contract is exempt from the requirement for three quotes (Broadclyst Parish Council adopted Financial Regulations 11.1.a)

F19/25 TO CLOSE THE MEETING

The meeting closed at 20:12hrs.

Signed (Chairman):

Print:

Date:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT BY REQUEST.

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	720
105	VAT Control A/c	4,708
200	Lloyds Bank BPC	4,836
205	Lloyds Bank BPC Reserves	264,541
Total Current Assets		274,805
<u>Represented by :-</u>		
300	Current Year Fund	113,821
310	General Reserves	62,593
320	EMR Buildings	5,810
325	EMR Car Park	6,000
331	EMR Rates	8,651
332	EMR I.T.	151
335	EMR Grounds Maintenance	3,280
340	EMR Election Costs	4,000
350	EMR Neighbourhood Plan	8,739
355	EMR P3 Footpaths	1,000
360	EMR Youth Worker	6,025
361	EMR Staffing Contingency	24,026
365	EMR Allotment	6,250
375	EMR Helipad/Defib	1,522
380	EMR Play Eqpm Maint/New/Repl	7,605
381	EMR Legal	2,855
382	EMR Youth Football	144
383	EMR Highways	1,677
384	EMR Crime/Traffic	1,000
385	EMR Service costs	1,000
386	EMR Twinning	154
387	EMR Vehicle operation/lease	1,312
388	EMR Compound	41
389	EMR Parish Clock	250
390	EMR Andrews Boiler	4,247
391	EMR Bowls maint/repairs	1,700
392	EMR Bowls seeds/fertilizers	954
Total Equity		274,805

Bank Reconciliation Statement as at 30/06/2019
for Cashbook 1 - Lloyds Bank BPC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank BPC	30/06/2019	20	4,836.29
			<u>4,836.29</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,836.29
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			4,836.29
		Balance per Cash Book is :-	4,836.29
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2019
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	30/06/2019	40	264,540.52
			<u>264,540.52</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			264,540.52
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			264,540.52
		Balance per Cash Book is :-	264,540.52
		Difference is :-	0.00

Broadclyst Parish Council
Income Expenditure First Quarter 2019/20 (to 30.06.2019)
Budget Monitoring and Reporting of variances and virements

Reported for Monitoring

I/E Code	Cost Centre	Description	1st quarter exp.	19/20 budget	Variance (£)	%	Note(s)
4570	200	Play area maintenance	993	750	-243	132%	Refund of £378 due. Review 30.09.2019
4090	110	Payroll	175	500	325	35%	Additional work for year end complete. Review 30.09.2019
4260	150	Fun Day	2,538	2,000	-538	127%	Income of £80 received; Sponsorship of £250 plus £105 owed; further invoice of £175 in month 4. Event overspend of £278
4750	230	Neighbourhood Planning	4,248	5,000	752	85%	May 2019 consultation paid from current year fund. Balance of £752 going forward plus £8,738.59 in EMR.
4440/4510	190	Pavilions maint/running costs	1,502	5,000	3,498	30%	Monitor and review at 30.09.2019

Virements

I/E Code	Cost Centre	Description	1st quarter exp.	19/20 budget	Variance (£)	%	Reason(s)
		None recommended					

Spend from EM Reserves in first quarter

4150	110	Youth Worker	5,000				Spent from EMR as relates to last invoice for 18/19. No invoices for 19/20 received as at 30.06.2019
4310	160	Visibility Splay cutting	1,076				Spent from EMR as relates to last invoice for 18/19. No invoices for 19/20 received as at 30.06.2019
4350	160	Allotments lease	300				Spent from EMR as relates to last invoice for 18/19. No invoices for 19/20 received as at 30.06.2020
4440	180	Compound	3,846				Spent from EMR as invoice relates to 18/19. Authorised on 31.03.2019 but after close of business so did not leave account until 03.04.2019. Remaining 1819 budget allocation automatically transferred into general reserves at close of day on 31.03.2019; further spend in 19/20 would need to be drawn from current year fund (general reserves)

Recommendation:

That the report be noted.

Proposed: Cllr Seconded Cllr

Minute ref F19/19iv; 25.07.2019

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Buildings	5,809.67		5,809.67
325 EMR Car Park	6,000.00		6,000.00
331 EMR Rates	8,650.57		8,650.57
332 EMR I.T.	151.00		151.00
335 EMR Grounds Maintenance	3,280.00		3,280.00
340 EMR Election Costs	4,000.00		4,000.00
345 EMR Pavilions Maintenance	0.00		0.00
350 EMR Neighbourhood Plan	8,738.59		8,738.59
355 EMR P3 Footpaths	1,000.00		1,000.00
360 EMR Youth Worker	11,024.50	-5,000.00	6,024.50
361 EMR Staffing Contingency	24,026.00		24,026.00
365 EMR Allotment	6,550.00	-300.00	6,250.00
370 EMR Parish Together	0.00		0.00
375 EMR Helipad/Defib	1,522.43		1,522.43
380 EMR Play Eqpm Maint/New/Repl	7,605.00		7,605.00
381 EMR Legal	2,855.00		2,855.00
382 EMR Youth Football	144.00		144.00
383 EMR Highways	2,753.00	-1,076.32	1,676.68
384 EMR Crime/Traffic	1,000.00		1,000.00
385 EMR Service costs	1,000.00		1,000.00
386 EMR Twinning	154.00		154.00
387 EMR Vehicle operation/lease	1,312.00		1,312.00
388 EMR Compound	3,886.80	-3,846.20	40.60
389 EMR Parish Clock	250.00		250.00
390 EMR Andrews Boiler	4,247.00		4,247.00
391 EMR Bowls maint/repairs	1,700.00		1,700.00
392 EMR Bowls seeds/fertilizers	954.00		954.00
	<u>108,613.56</u>	<u>-10,222.52</u>	<u>98,391.04</u>

Detailed Income & Expenditure by Budget Heading 30/06/2019

Month No: 3

IE to 30.06.2019 (end of first quarter)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>								
1076 Precept	0	203,679	407,357	203,679			50.0%	
1080 Bank Interest Received	13	36	100	64			36.3%	
1085 Investment Interest received	0	254	0	(254)			0.0%	
1140 Sale of Council Assets	0	250	0	(250)			0.0%	
1300 Miscellaneous Income	0	0	100	100			0.0%	
Income :- Income	<u>13</u>	<u>204,218</u>	<u>407,557</u>	<u>203,339</u>			<u>50.1%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>13</u>	<u>204,218</u>						
<u>110 Administration</u>								
1320 Telephone rebate	3	15	50	35			30.0%	
Administration :- Income	<u>3</u>	<u>15</u>	<u>50</u>	<u>35</u>			<u>30.0%</u>	<u>0</u>
4020 HMRC/Pension	5,188	16,524	55,000	38,476		38,476	30.0%	
Administration :- Direct Expenditure	<u>5,188</u>	<u>16,524</u>	<u>55,000</u>	<u>38,476</u>	<u>0</u>	<u>38,476</u>	<u>30.0%</u>	<u>0</u>
4000 Staffing	4,340	13,538	72,000	58,462		58,462	18.8%	
4050 Officer's Expenses	144	291	2,500	2,209		2,209	11.6%	
4070 Telephone - mobile	58	162	750	588		588	21.6%	
4080 Banking	7	23	150	127		127	15.4%	
4090 Payroll	0	175	500	326		326	34.9%	
4100 Stationery	0	310	2,000	1,690		1,690	15.5%	
4110 I.T.	229	2,221	2,500	279		279	88.9%	
4115 Finance RBS	621	621	1,200	579		579	51.7%	
4120 Hall Hire	62	117	500	383		383	23.5%	
4130 Subscriptions	0	1,056	3,000	1,944		1,944	35.2%	
4135 Legal Costs	0	0	4,250	4,250		4,250	0.0%	
4140 Audit Costs	500	500	2,000	1,500		1,500	25.0%	
4150 Youth Worker	5,000	5,000	10,000	5,000		5,000	50.0%	5,000
4160 Youth Club	0	0	2,500	2,500		2,500	0.0%	
4170 Office Rent	0	0	8,500	8,500		8,500	0.0%	
4171 Office moving costs	0	0	500	500		500	0.0%	
4175 Office running costs	0	0	1,000	1,000		1,000	0.0%	
4180 Training - statutory	0	0	1,000	1,000		1,000	0.0%	
4185 Training - CPD	0	1,394	6,000	4,606		4,606	23.2%	
4190 Insurance	1,944	3,080	4,000	920		920	77.0%	
4420 Utilities	0	0	1,000	1,000		1,000	0.0%	
Administration :- Indirect Expenditure	<u>12,907</u>	<u>28,488</u>	<u>125,850</u>	<u>97,362</u>	<u>0</u>	<u>97,362</u>	<u>22.6%</u>	<u>5,000</u>
Net Income over Expenditure	<u>(18,092)</u>	<u>(44,997)</u>	<u>(180,800)</u>	<u>(135,803)</u>				
6000 plus Transfer from EMR	5,000	5,000						
Movement to/(from) Gen Reserve	<u>(13,092)</u>	<u>(39,997)</u>						

Detailed Income & Expenditure by Budget Heading 30/06/2019

Month No: 3

IE to 30.06.2019 (end of first quarter)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Grants/projects								
4280 Youth footie	0	500	1,000	500		500	50.0%	
4290 Helipad/defib costs	0	0	500	500		500	0.0%	
4295 VIP support	0	93	500	407		407	18.6%	
4470 Community Grants	0	400	3,000	2,600		2,600	13.3%	
4480 Emerging Communities	37	37	3,000	2,963		2,963	1.2%	
4490 Bus Shelters	0	0	10,000	10,000		10,000	0.0%	
Grants/projects :- Indirect Expenditure	37	1,030	18,000	16,970	0	16,970	5.7%	0
Movement to/(from) Gen Reserve	(37)	(1,030)						
130 Accommodation								
4075 Telephone - landlines	102	1,087	2,050	963		963	53.0%	
4170 Office Rent	1,995	3,989	0	(3,989)		(3,989)	0.0%	
4175 Office running costs	18	273	0	(273)		(273)	0.0%	
4460 Rates	0	2,651	3,500	849		849	75.8%	
Accommodation :- Indirect Expenditure	2,115	8,001	5,550	(2,451)	0	(2,451)	144.2%	0
Movement to/(from) Gen Reserve	(2,115)	(8,001)						
150 Public Relations								
1500 Advertising Income	0	0	2,000	2,000			0.0%	
1510 Fun Day Income	0	80	200	120			39.9%	
Public Relations :- Income	0	80	2,200	2,120			3.6%	0
4220 Broadsheet	1,144	1,144	5,000	3,856		3,856	22.9%	
4230 Public Consultation	763	763	2,000	1,237		1,237	38.2%	
4240 Crime/Traffic	0	0	1,500	1,500		1,500	0.0%	
4250 Twinning	0	0	1,500	1,500		1,500	0.0%	
4260 Fun Day	991	2,538	2,000	(538)		(538)	126.9%	
4270 Art, Culture and Entertainment	0	0	500	500		500	0.0%	
Public Relations :- Indirect Expenditure	2,898	4,445	12,500	8,055	0	8,055	35.6%	0
Movement to/(from) Gen Reserve	(2,898)	(4,365)						
160 Maintenance								
1600 P3 Grant	0	0	1,000	1,000			0.0%	
1610 Grass Cutting Safety Grant	0	0	1,413	1,413			0.0%	
1620 Allotments Income	0	0	550	550			0.0%	
Maintenance :- Income	0	0	2,963	2,963			0.0%	0
4000 Staffing	1,349	4,046	18,000	13,954		13,954	22.5%	

23:14

Detailed Income & Expenditure by Budget Heading 30/06/2019

Month No: 3

IE to 30.06.2019 (end of first quarter)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4310 Highways Grass Cut DCC	0	1,076	7,000	5,924		5,924	15.4%	1,076
4320 Handyman budget	0	0	2,000	2,000		2,000	0.0%	
4321 Equipment service/repair	0	0	1,000	1,000		1,000	0.0%	
4325 Parish Vehicle lease	375	1,126	4,500	3,374		3,374	25.0%	
4326 Parish vehicle op budget	154	405	3,000	2,595		2,595	13.5%	
4330 Lengthman (contracted)	260	260	6,000	5,740		5,740	4.3%	
4340 Parish Clock: Service	0	0	250	250		250	0.0%	
4350 Allotments Expenditure	0	300	950	650		650	31.6%	300
4360 P3 Footpaths	106	106	1,000	894		894	10.6%	
4370 Dog Bins	0	0	5,000	5,000		5,000	0.0%	
4380 Refuse Disposal	0	508	600	92		92	84.7%	
4440 Maintenance/Repairs	0	28	0	(28)		(28)	0.0%	
4540 POS. grass cutting	388	1,219	4,500	3,281		3,281	27.1%	
Maintenance :- Indirect Expenditure	2,632	9,074	53,800	44,726	0	44,726	16.9%	1,376
Net Income over Expenditure	(2,632)	(9,074)	(50,837)	(41,763)				
6000 plus Transfer from EMR	0	1,376						
Movement to/(from) Gen Reserve	(2,632)	(7,698)						
<u>170 Public Toilets</u>								
1700 Toilet Rates Grant	0	0	1,400	1,400			0.0%	
Public Toilets :- Income	0	0	1,400	1,400			0.0%	0
4000 Staffing	295	1,119	5,000	3,881		3,881	22.4%	
4420 Utilities	102	318	1,500	1,182		1,182	21.2%	
4440 Maintenance/Repairs	405	405	3,000	2,595		2,595	13.5%	
4450 Products	0	0	500	500		500	0.0%	
4460 Rates	0	2,381	2,500	119		119	95.3%	
4520 Service Costs	0	0	350	350		350	0.0%	
Public Toilets :- Indirect Expenditure	802	4,223	12,850	8,627	0	8,627	32.9%	0
Movement to/(from) Gen Reserve	(802)	(4,223)						
<u>180 Clyst Room</u>								
4440 Maintenance/Repairs	0	0	1,000	1,000		1,000	0.0%	3,846
4460 Rates	0	197	200	3		3	98.5%	
Clyst Room :- Indirect Expenditure	0	197	1,200	1,003	0	1,003	16.4%	3,846
6000 plus Transfer from EMR	0	3,846						
Movement to/(from) Gen Reserve	0	3,649						

Detailed Income & Expenditure by Budget Heading 30/06/2019

Month No: 3

IE to 30.06.2019 (end of first quarter)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
190 Sports Pavilion								
1900 Sports Pavilion Bookings	280	835	6,200	5,366			13.5%	
Sports Pavilion :- Income	280	835	6,200	5,366			13.5%	0
4000 Staffing	632	1,700	9,000	7,300		7,300	18.9%	
4420 Utilities	257	787	4,000	3,213		3,213	19.7%	
4440 Maintenance/Repairs	390	1,074	4,000	2,926		2,926	26.9%	
4450 Products	0	56	500	444		444	11.3%	
4510 Pavilions (running maint)	428	428	1,000	572		572	42.8%	
4515 Andrews boiler	0	0	5,000	5,000		5,000	0.0%	
4520 Service Costs	221	221	2,000	1,779		1,779	11.1%	
4530 Football Pitch	355	725	2,000	1,275		1,275	36.3%	
4550 Tennis Courts maint	0	0	500	500		500	0.0%	
Sports Pavilion :- Indirect Expenditure	2,283	4,993	28,000	23,007	0	23,007	17.8%	0
Movement to/(from) Gen Reserve	(2,003)	(4,158)						
200 Play Area								
4440 Maintenance/Repairs	0	0	2,000	2,000		2,000	0.0%	
4560 Play Inspection	0	0	1,000	1,000		1,000	0.0%	
4570 Play Service	378	993	750	(243)		(243)	132.4%	
4680 BMX	0	0	500	500		500	0.0%	
Play Area :- Indirect Expenditure	378	993	4,250	3,257	0	3,257	23.4%	0
Movement to/(from) Gen Reserve	(378)	(993)						
210 Bowls Green								
1910 Bowls Club Income	0	0	1,800	1,800			0.0%	
Bowls Green :- Income	0	0	1,800	1,800			0.0%	0
4440 Maintenance/Repairs	0	0	500	500		500	0.0%	
4610 Bowls Water Meter	51	56	1,000	944		944	5.6%	
4620 Seeds/Fertilizers	0	0	2,500	2,500		2,500	0.0%	
4630 Bowls Green Contractor	0	0	8,350	8,350		8,350	0.0%	
4640 Sprinkler Service	0	0	500	500		500	0.0%	
Bowls Green :- Indirect Expenditure	51	56	12,850	12,794	0	12,794	0.4%	0
Movement to/(from) Gen Reserve	(51)	(56)						
230 Neighbourhood Planning								
4000 Staffing	2,046	6,306	29,320	23,014		23,014	21.5%	
4750 Neighbourhood Planning	3,925	4,248	5,000	752		752	85.0%	
Neighbourhood Planning :- Indirect Expenditure	5,970	10,554	34,320	23,766	0	23,766	30.8%	0
Movement to/(from) Gen Reserve	(5,970)	(10,554)						

Detailed Income & Expenditure by Budget Heading 30/06/2019

Month No: 3

IE to 30.06.2019 (end of first quarter)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240 Parish Together projects</u>								
1240 Parish Together Income	0	2,169	0	(2,169)			0.0%	
Parish Together projects :- Income	0	2,169	0	(2,169)				0
4900 Parish Together expenditure	2,584	2,584	0	(2,584)		(2,584)	0.0%	
Parish Together projects :- Indirect Expenditure	2,584	2,584	0	(2,584)	0	(2,584)		0
Movement to/(from) Gen Reserve	(2,584)	(415)						
<u>250 Westclyst Sports Pitch</u>								
4535 Westclyst Sports Pitch	1,167	2,333	14,000	11,667		11,667	16.7%	
Westclyst Sports Pitch :- Indirect Expenditure	1,167	2,333	14,000	11,667	0	11,667	16.7%	0
Movement to/(from) Gen Reserve	(1,167)	(2,333)						
<u>260 Contingency</u>								
4010 Staffing (contingency)	0	0	8,000	8,000		8,000	0.0%	
4105 IT (Contingency)	0	0	1,000	1,000		1,000	0.0%	
4355 Allotments (contingency)	0	0	2,000	2,000		2,000	0.0%	
4390 Car Park (contingency)	0	0	2,000	2,000		2,000	0.0%	
4410 Buildings Maint (contingency)	0	0	5,000	5,000		5,000	0.0%	
4460 Rates	0	0	4,000	4,000		4,000	0.0%	
4575 Play equipment (contingency)	0	0	2,000	2,000		2,000	0.0%	
Contingency :- Indirect Expenditure	0	0	24,000	24,000	0	24,000	0.0%	0
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	296	207,317	422,170	214,853			49.1%	
Expenditure	39,012	93,496	402,170	308,674	0	308,674	23.2%	
Net Income over Expenditure	(38,716)	113,821	20,000	(93,821)				
plus Transfer from EMR	5,000	10,223						
Movement to/(from) Gen Reserve	(33,716)	124,044						

PAYMENTS SCHEDULE - July 2019
Parish Council Current Account

BACS	Payee	Service/Goods Provided	Total
233	Plandscape	Maintenance for June 2019	£465.90
"	Ricketts	Rent for garage (for July 2019 - due 01.07.2019)	£75.00
"	Idverde	Grounds maintenance services	£2,100.00
"	Tor Water (Apollo Finance)	Water Bill for June	£347.10
"	Roger Beer	June 2019 Expenses	£36.81
"	Thirsty Work	Office water	£40.60
"	Victory Hall	Hire of Room June 2019	£9.00
234	Wildwood Escot	Fun Day - use of educational resources	£548.40
"	Pear Technology	Council Mapping system y3 of 5y term & Tech support	£696.00
"	SLCC	Subscription	£450.00
"	Microsoft	Office 365 E1	£70.80
"	Stratton Creber Commercial	Car park rates, 3 spaces, April 19-20	£640.61
"	Nikki Cassap	Broadclyst Public toilet cleaning and management	£59.00
"	The Payroll Bureau	Payroll Services	£130.32
234A	Man of Magic	Fun Day Face Painting	£175.00
235	Staffing	Staff Salaries, HMRC and Pensions July 2019	£14,616.60
236	Tor Water (Apollo Finance)	Water Bill for July 24th June - 24th July 2019	£497.01
237	A Hurren	Expenses	£207.84
"	N.Curwood	Expenses	£44.99
"	H. Cutting	Expenses	£10.74
"	J. Edbrooke	Expenses	£35.12
"	R.Beer	Expenses	£0.00
"	SLCC	Second Installment Community Governance 2019	£1,470.00
"	Printerland	Ink cartridges for office	£312.00
"	Exe Turf Care	Westclyst & Broadclyst Pitch maintenance	£1,291.67
"	Brightsea	Scarecrow Trail sheets/ route maps	£50.00
		BACS TOTAL FOR MONTH	£24,380.51

DEBIT CARD

29.06.2019	Amazon	HDMI Adapter cable	£15.99
01.07.2019	Amazon	Football x 52 (prattice & match balls) For Broadclyst F/C	£554.65
08.07.2019	Shell Countess Wear	Fuel for Council Van	£59.15
09.07.2019	Guardian Security	Sets of keys for Pavilions x 3	£75.55
09.07.2019	The Chartridge Regency	Study day accommadation	£76.00
11.07.2019	Wybone	Bio-degradeable dog waste bags	£55.50
12.07.2019	MJ Abbott	Electrical parts for Bowling Green sprinkler system (2 invoices)	£143.58
13.07.2019	Shell Countess Wear	Fuel for Council Van	£93.15
15.07.2019	Tesco Extra	Stationery	£6.00
15.07.2019	Dropbox Business	Team online storage	£1,296.00
17.07.2019	Aerial Direct	Mobile phone	£654.79
23.07.2019	NP	Consultation refreshments (lost receipt)	£20.28
26.07.2019	Brewers Fayre	Community Engagement	£19.00
29.07.2019	Shell Countess Wear	Fuel for Council Van	£74.65
		CARD TOTAL FOR MONTH	£3,144.29

DIRECT DEBITS

Monthly/Bi-monthly

DD	O2	Telephone (NP Officer)	£18.20
DD	BT Business	Office Phone and Broadband	£124.68
DD	Lloyds bank	Bank Charges 10 April - 9 May 19	£7.15
DD	O2	Telephone (Officers)	£43.81
DD	Ford Lease Hire	Ford Lease	£450.42
DD	British Gas	Electricity at Public Toilets (10th May 2019 - 10th June 2019)	£27.23

Quarterly/Bi-annual

DD	British Gas	Gas at Pavilions	£0.00
DD	British Gas	Electricity at Sports Pavilions	£0.00
DD	National Trust	Allotment Rent (bi-annually April + October)	£0.00
Annually			
DD	EMAP Publishing	LGC subscription (auto-renews in March)	£0.00
DD	Information Commissioner's Office	Data Protection Registration (Annual - October)	£0.00
DD	TV Licence	Broadclyst Sports Pavilions Licence (annual January)	£0.00
		DIRECT DEBITS TOTAL FOR MONTH	£671.49

TOTAL EXPENDITURE in July 2019 £28,196.29



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GOVERNANCE

Toddler Play - Option 4

Broadclyst Parish Council



Toddlerzone
'The Train'





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PLANNING

Being a resident of Shercroft close, the nearest neighbours (within 300m) to the development I must strongly object to the proposal to erect the 2no. proposed canopies as detailed in Planning Application 19/1519/FUL on the following basis:

Impact on my property and Noise

- Developers Application refers to “This Application is to make minor amendments to the existing layout” – with reference to the location plan the canopies are larger in plan area than the building therefore doubling the plan area size of the above ground structure to approx. 50% of the total site area. This is not a minor amendment!
- Developers Application refers to “purpose of the canopies is to provide shelter from adverse weather conditions for staff handling deliveries.” This is not in accordance with the original planning approval for the distribution building.
 - At the Planning Meeting and Local Parish Council Meeting the Developers confirmed deliveries would only be made to the LIDL side of the building, ie away from Broadclyst Station Residents. Presumably the erection of the canopies will result in a change to the original proposal with deliveries being made to all sides of the building.
 - Planning Approval was given on the basis that all unloading and loading of vehicles would be made through the access doors of the building with noise resulting from this being contained at the sealed doorways as is the case with the LIDL loading and unloading of vehicles.

Construction of the canopies appear to be for vehicles to be loaded and unloaded beneath the canopies outside the building envelope rather than within the building which is what was approved as part of the original building approval. This will significantly increase the noise from the site and disturbance to neighbours.

- EDDC Environmental Health Officer (EHO) confirmed that the “open” recycling area at the LIDL building would never been allowed if they had been aware that it was not enclosed due to the noise issue. The proposed below canopy loading and unloading for the distribution building will create noise which is unacceptable and as such I assume will be rejected by the EDDC Environmental Health Officer.
- It is ludicrous for the Developer to claim the requirement for the canopy was not apparent when the original Planning Application was made and that this is only a minor amendment. The exclusion of the canopies in the original application and subsequent amendment to include the canopies appears to be a tactical decision to circumvent the planning requirements and an attempt to significantly change the original planning approval through a late amendment badged as “minor”. Having attended the original building EDDC planning meeting, approval was only given on the basis that neighbours would not be affected by the noise of loading and unloading and this would be achieved by all unloading and loading of vehicles would be made through the access doors of the building with noise resulting from this being contained at the sealed doorways as is the case with the LIDL loading of vehicles. Given the noise concerns of the attending Councillors and their approval on the basis of guarantees regarding the noise from the Developer and EDDC EHO, I assume the Councillors would no longer approve the application given this significant change.
- Despite the “so called Experts” and the proposing Councillors opinions that the Development is far enough away from the local residents that they will not hear any noise, it has been proven that we do hear noise and LIDL (who are further away than the proposed development) have voluntarily agreed with the EDDC EHO to have a night time curfew on use of the recycling area due to the sleep disturbance it was causing neighbours. Furthermore even when we are indoors with doors and windows closed, we clearly hear the LIDL recycling area being used during the day and are being subjected to continuous construction noise 8am to 6pm 5 days a week from the construction of the original distribution building. Also, despite assurances from EDDC EHO that vehicle reversing beepers will not be used (including during the construction stage), these are clearly audible throughout the day. Loading and unloading of vehicles outside the building 24/7 will create unacceptable noise disturbance to residents and disturb their sleep. Should the Planning Officers or Councillors still doubt that local

residents hear the above detailed noises, I would welcome them to my home to gain 1st hand experience of them.

- East Devon Local Plan 2016 Policy D1 states proposals will only be submitted where they do not adversely affect the Local Community. Approval of this proposal and resultant amendments to the original planning approval will significantly affect the local community in the form of additional noise which will disturb the local residents and their enjoyment of their homes.

Flooding.

As has been pointed out on many occasions, the areas surrounding the Development are flood plains and the replacement of natural draining fields with an impermeable structure such as this massive canopy will significantly increase the risk of flooding to the surrounding areas. Given the flooding issues on numerous newly developed sites despite the “so called experts” views that flooding will not be an issue, the drainage plans should be re-visited to take this amendment in to account.

Conclusion.

Whilst EDDC will once again have failed to carry out their duties and failed to listen to and take in to account the concerns of local residents if they approve this proposal. Given the historical performance of EDDC to approve proposals where they should have clearly been rejected or significant Conditions attached (Approval of Heaver Brothers to use old CO-OP site as a haulage yard - see local press etc!), If construction of the canopies is approved then as a minimum the following Conditions should be attached:

- Original Building logic and Conditions should be enforced including:
 - Deliveries should only be made to the LIDL side of the building
 - unloading and loading of vehicles should be made through the access doors of the building with noise resulting from this being contained at the sealed doorways as is the case with the LIDL loading of vehicles.
 - No vehicles should be loaded or unloaded beneath the canopy.
 - If any noise is generated by the operation of the Distribution Centre, measures should be put in place to stop the noise adversely affecting neighbours such as night time curfews, noise attenuation at source and noise barriers and bunds.
 - No noise should be generated outside the building envelope – If canopied area is to be used for loading and loading this should be a proper fully enclosed and sound attenuated structure.
 - Insurances/warranties should be put in place by the Developer and EDDC to compensate local residents if flooding occurs to their properties as a result of the development.

Whilst writing I would also bring to the Councils attention that the Developers continue to ignore requests to replace the dead trees and shrubs in the landscape/planting area on the Shercroft Close boundary of the development site and despite instruction from Councillors at the Council Planning Meeting to liaise and consult with neighbours regarding any future development, as neighbours we have had no contact from the Developers to date.



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CORRESPONDENCE

Broadclyst Parish Council

Communications Summary JULY 2019

County Council

1. Trading Standards – Beware of “Free trial offers” being promoted on social media and online
2. Trading standards – Friends against Scams e-learning course – To promote scams awareness action by delivering key messages to prevent people from being scammed.
3. Devon County Council – Economy, enterprise and skills Service Funding News.
4. Devon County Council – Connect Me – Business and Economy - 16 Devon companies receive Business Promotion Grants through the Devon’s Delivers programme which highlights Devon as a great place to live and work.

District Council

5. EDDC – Upcoming dates for meetings

Meeting	DSO	Date	Time	Location
Development Management Committee	WH	Tuesday 6 August 2019	10am	Council Chamber Blackdown House
Licensing & Enforcement Sub Committee	CL	Wednesday 7 August 2019	10.30am	Council Chamber Exmouth Town Hall
Standards Committee	AC	Tuesday 13 August 2019	10am	Council Chamber Blackdown House

6. David Whelan - Anti - Social Behaviour and Community Safety Coordinator – Princes Trust, 2 day workshop provided by Future steps for 16-30 year olds looking for direction. 29th & 30th Aug 2019

Other Agencies

7. Voluntary Organisations for Young People & Children (VOYC) AGM business. Election of President/vice President.
8. NALC Annual Conference – Early bird offer for conference.
9. Devonshire News – Digital Magazine - Proud to be Green
10. LGA (Local Government Association) Events bulletin July 2019
11. Voluntary Organisations for Young People & Children (VOYC) Autumn training dates
12. SLCC (Society Local Council Clerks) News Bulletin

Public

13. Emailed letter of thanks ref relocation of City of Exeter signage at Westclyst.
14. Phone Call regarding advert for a vacancy at Almshouse. Advert put on the notice board.

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.

A summary of the AGM of Broadclyst Twinning Association in June, and a summary of the contribution of the parish council towards the work of the Association

AGM

15 members were present and 6 had sent their apologies. The chair's report focussed on a range of formal and informal exchanges and visits: the main twinning visit from Plobannalec-Lesconil (P.-L.) in May 2018 had been a success and the return trip to P.-L. at Easter 2019 had been described as the best ever. Besides these larger group visits, various young people had gone over separately: 5 Clyst Vale Community college (CVCC) pupils/alumni had travelled independently to P.-L. to camp at the home of a French friend who had previously come across to stay and study at Clyst Vale; and 2 young people had come over from P.-L. to stay in a family and attend CVCC, making friends and improving their English. We will look at the feasibility of taking a group of people across Brittany to P.-L. by bicycle from Roscoff. This could potentially include subsidised travel and accommodation aimed at younger people. We continue to attend the Christmas market at P.-L. and a small delegation from P.-L. continues to attend our Fun Day to make crepes (pancakes).

In addition the Association continues to organise social events which also raise funds. We hold monthly film nights in the Victory Hall, which tend to be "feelgood" films which are quite popular with members of the public of a certain age and are thought to provide quite a good opportunity for people to go out and enjoy themselves in company. We are planning to hold two ceilidhs in the Victory Hall in 2019-20.

Parish council expenditure on Twinning

The parish council's money is mainly used to pay for the costs of the hosting the visit which occurs every other year. The members of the association take on all the private costs of hosting the families and individuals who stay in their houses, but the parish council pay some of the other costs. The last visit was in 2018 and the parish council paid for the coach transport to get the French to and from Plymouth, and also paid for some of the costs of a ceilidh which was held during the visit; we cannot expect our visitors to buy tickets. On the alternate year Broadclyst visits P.-L., and this does not normally incur any expenditure. For this reason, the annual budget for twinning gets drawn down on alternate years. In 2019-20 we will be hosting again. In 2020-2021, we will be visiting P.-L.. If the parish council does continue to support the association, we are looking at the possibility of using parish council funding to subsidise ferry transport, and hostel accommodation, for young Broadclyst people to come over and then cycle across Brittany, stay at P.-L., and then cycle back, perhaps at Easter 2020.

This support from the parish council takes the pressure off the committee to spend a lot of time on fund-raising. We continue to hold the film nights and the autumn ceilidh because we think they are good social events, as well as fund raisers, but we don't need to do any other fund raising. All the members of the committee are busy people, with key people in full time jobs as well as other voluntary activities, and the viability of the twinning without some support would be threatened.