

Issue date: Tuesday 26th November 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 2nd December 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

19/173 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.

19/174 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.

19/175 MINUTES

- i. To receive and resolve to approve as a correct record the minutes of the Full Council meeting on 7th October 2019

19/176 MEMBERS

No petition was received following the casual vacancy announced in September 2019; the Council should fill the vacancy by co-option.

Co-Option

To consider and resolve an application from Rebekah Harris and Mathieu Holladay for co-option as a Parish Councillor.

Standing Orders will be suspended:

19/177 PRESENTATION: Clyst Valley Regional Park Masterplan

Presentation from Simon Bates (East Devon's Green Infrastructure Manager) about the Masterplan: With a growing population, it's important that communities can connect with nature for their health and wellbeing. Equally, it's important that the things that make the valley special are protected and restored; tranquillity, wildlife, old trees and orchards to name but a few. We need your help to plan for the future, connecting a growing population with wildlife-rich countryside on our doorsteps.

19/178 COUNTY AND DISTRICT COUNCIL WARD MEMBERS

Broadclyst County Division Members

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

Broadclyst District Ward Members

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

19/179 NATIONAL TRUST REPORT

To receive a report from the National Trust

19/180 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

19/181 ACCEPTANCE OF REPORTS

To accept reports received from stakeholders and to resolve to action any matters arising from any of the public/stakeholder reports received this evening accordingly.

19/182 COUNCIL REPORTS

i. Clerks report

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

ii. Pavilions report

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

iii. Neighbourhood Plan report

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

19/183 FINANCE:

- i. To receive the bank reconciliations and balance sheets for the second quarter and to 31.10.2019
- ii. To receive the Income/Expenditure Financial Statement as at 30.09.2019 and 31.10.2019
- iii. Payment Schedule: To consider and resolve to approve the list of payments for November 2019

19/184 GOVERNANCE

i. Committee Chairman selection

For the Council to appoint the Chairman (in accordance with Standing Order 4.d.vi) for the following Standing Committees:

- a. Finance and Governance Committee;
- b. Planning and Environment Committee;
- c. Emergency Planning Committee.

ii. Comms Committee Notes

To receive and resolve the recommendations from the inquorate meeting notes from the Comm's committee meeting held Tuesday 19th November.

19/185 PLANNING

i. Recent decisions November 2019

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

Application ref:	Location:	Proposal:	Decision
19/2216/VAR	Land At Pinn Court Farm Pinn Court Lane Exeter	Section 73 application to vary condition 2 of 19/0523/MRES to substitute the approved plans in relation to phase 2A for amended plans to change the house types on plots 181 - 184, 211 - 214, 217 - 220 and remove the garages from plots 172, 173, 178, 185 - 191, 208, 222, 225 - 227, 232 - 235, 244, 247, 251, 254	Approval with conditions

ii. Appeal decisions November 2019:

To note there have been 1 appeal decisions announced in Nov 2019.

Application ref:	Location:	Proposal:	Decision
19/0723/ADV	Co-Operative Food, Pin Hill, Pinhoe Exeter EX1 3TG	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.	Dismissed

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
19/1590/MFUL	Land At Langaton Lane, Pinhoe. Amended plans relating to SUDS report	Erection of 12 no. dwellings (4 no. one bed flats, 5 no. two bed houses and 3 no. three bed houses), of which 8 affordable units, widening of access, sustainable urban drainage systems, amenity play park and associated landscaping.	Thu 05 Dec 2019

19/186 BUDGET PUBLICITY (motion requested by Cllr K Straw)

For the Council to consider the following motion:

“The council will

- a) actively promote the budgeting process including all meetings that discuss the budget on the front page of the website, social media and on the notice boards.
- b) publish the current budget and a simple factual explanation of each item on its website and on notice boards, with links posted from social media accounts.
- c) publish a list of the services the parish provides along with a cost for each service.
- d) offer the parish the opportunity to form a peoples panel on budgeting and services at the next annual meeting for the 2021/22 budget round”

19/187 CORRESPONDENCE

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

19/188 FUTURE AGENDA ITEMS

To receive requests for agenda items for consideration by the Council.

19/189 DATES OF FORTHCOMING MEETINGS

The Council will next meet on Monday 6th January 2020.

To confirm the date for the Finance and Governance Committee meetings

19/190 TO CLOSE THE MEETING

Dated this 26th November 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.

Attendance record: Chairman Cllr Massey

Members Present: Cllrs Baker, Chamberlain, Francis, Gent, Lewis, Pepper, Rhodes, Rylance, Staddon, K Straw, L Straw, Waldron

In attendance: Clerk, Deputy Clerk.

MOP: 10



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Broadclyst
Exeter
EX5 3EX
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Broadclyst Parish Council Ordinary meeting

Press and Public are welcome to attend.

There were no items for discussion under part B (exclusion of press and public) on this agenda. Members of public were reminded that their attendance at this meeting is a matter of public record.

There was an Ordinary Council meeting of Broadclyst Parish Council on **Monday 4th November 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)

19/155 MEMBERS APOLOGIES

Apologies: Council resolved to accept apologies from Cllr Jackson.

19/156 DISCLOSABLE PECUNIARY INTEREST

There were no new interests declared; Councillors were reminded to sign the Interests book.

19/157 MINUTES

The Council received the draft minutes of the Full Council meeting on 7th October 2019.

Cllr K. Straw (19/143) wanted to highlight he did not think it was an accurate reflection on all the things that was said by the public on the budget. Cllr Straw also pointed out that the Chairman introduced two emails, and these have not been recorded in the 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 Chamberlain. 1 abstention: 2 against: the Members who were present on 7th October voted in favour).

RESOLVED: That the Council approves the draft Minutes for Full Council meeting on 7th October 2019.

19/158 MEMBERS

Co-Option

Co - Option was deferred to next month due to a late application received after the agenda was published. Both applications will be considered next month.

Standing Orders were suspended:

19/159 DEVELOPER PRESENTATION PUBLIC CONSULTATION

The Council welcomed McMurdo Land Planning and Development Ltd who presented an outline planning application, explaining the principle of development, for up to 200 dwellings for Phase 3 at Old Park Farm, Westclyst.

Members of public and Councillors raised questions/points including the following: the demand/need for more housing; the impact of additional housing on the B3181 (towards the City) and Station Road (as the only north-south link to employment sites at Hayes Farm / SkyPark); the loss of agricultural land; the impact on existing local infrastructure including healthcare provision; the site is not included in the EDDC Local Plan or Broadclyst Neighbourhood Plan land allocations; the percentage of affordable housing (in line with EDDC Local Plan) and how many are accessible houses (5%); lack of community infrastructure in the west end strategic sites.

The landowner confirmed that this phase is confined by historic parkland boundaries and that it offered opportunities to increase community infrastructure provision in Westclyst, including footpaths, cycle paths and bridleways.

19/160 COUNTY AND DISTRICT COUNCIL WARD MEMBERS

i. Broadclyst County Division Members

No report was received from County Division Members Cllrs Bloxham and Randall-Johnson. The Chairman reiterated the invitation to both County Division Members to attend a Broadclyst Parish Council meeting.

ii. Broadclyst District Ward Members

District Ward Member Cllr Rylance reported that the car park task and finish forum would be starting this week in order to reach a revised process to carry out consultation. The decision to send out to consultation straight away had been recalled.

The GESP Members forum was politically balanced across all 4 councils; the 3 Council leaders pledged to work together. Cllr Chamberlain reported that EDDC recognises that it is facing a destitution emergency, with a recent motion to poverty-proof their policies.

19/161 NATIONAL TRUST REPORT

Apologies from the National Trust. No report this month.

19/162 PUBLIC QUESTIONS

Two questions were raised in relation to the Comms committee;

- Why fix a thing when it's not broke?
- If I'm asked and should I agree to be on Comms committee, will I get to vote on all proposals at those meetings as I'm not a parish councillor?

A further point was raised:

"I've been involved with the Broadsheet for 10 years. I love doing it and I want to carry on doing it and I hope we can. Angie and Henry and I work so well together. We just click, its brilliant and we have no problems, everything goes so smoothly. I would be very pleased if it continues like that."

There were no more public questions.

The meeting reconvened under Standing Orders

19/163 ACCEPTANCE OF REPORTS

The Council resolved to accept the reports received from stakeholders (proposed Cllr Pepper, seconded Cllr Waldron, 2 abstentions).

19/164 COUNCIL REPORTS

i. Clerks report

The Council received the Clerks Report for October 2019 and considered the following recommendations contained within:

- a. Christmas Light Event: That the Council supports VIP's with the event;
- b. That the Council undertakes insurance of the event;
- c. That the Council supports the event to the maximum sum of £500 from its arts and culture budget

11 Councilors in favor. 1 Councilor against. The council resolved to support the VIP's up to the maximum amount of £500 for Christmas lights.

ii. **Pavilions report**

The Council received the report from the Pavilions Administrator for October 2019.

iii. **Neighbourhood Plan report**

To receive a report/update for October 2019 from the Neighbourhood Plan Lead Officer and to resolve any recommendations contained within. Results will be available on November 23rd. They will go to Overview then published to the public. Funding will be pulled down. A draft plan could be made within 16 months.

iv. **RESOLUTION:** It was proposed by Cllr Chamberlain to accept all reports and approve the Clerks recommendations, seconded by Cllr Francis; 2 against; 10 members in favour.

v. **RESOLVED:** That Officers report be accepted, and recommendations approved

19/165 FINANCE

i. **Accounts:**

To note that accounts up to 30.09.2019 have not been completed so will be presented at a later date.

ii. **Payment Schedule**

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

Proposal: Cllr Gent proposed the Council accepts and agrees the payment schedule for October 2019 for £21,866.43

Seconded: This proposal was seconded by Cllr Rylance with all but two in favour. Approved.

iii. **Small Claims Court Proceedings**

To consider and resolve delegation to the Clerk to initiate legal proceedings to recover the cost of the football pitch (as per resolution F19/21; ratified by Council 19/114 3rd proposal). It was noted that the claim had to be submitted by the Clerk; Cllr K Straw kindly offered to prepare paperwork.

Proposal: Cllr Rylance proposed the Council authorise the Clerk to initiate legal proceedings to recover the cost of the football pitch.

Seconded: This proposal was seconded by Cllr Chamberlain with all in favour.

RESOLVED: Motion carried.

19/166 PLANNING

i. **Recent decisions October 2019**

The following recent decisions were noted.

Application ref:	Location:	Proposal:	Decision
19/1842/FUL	9 Barnade View Titheburn Exeter EX1 3ZB	Construction of single storey extension.	Approved

ii. **Appeal decisions October 2019:**

It was noted there have been no appeal decisions announced in Oct 2019.

iii. Validated applications for consideration:

The following validated planning applications were considered:

Application	Location:	Proposal:	Comment:
19/01679/MFUL	Land at NGR 303437 103555 East of Langford Mill & Tye Farm Langford Devon	Construction of ground-mounted solar PV panels to generate up to 49.9MW (Site Area 60.78ha) and battery storage facility together with all associated works, equipment and necessary infrastructure	Supported
19/2223/VAR	St Peters Evangelical Church Station Road Broadclyst	Variation of condition 2 of planning permission 18/1147/FUL (extensions and conversion of church to a dwelling) to vary the approved plans to amend design of extension and materials	Council did not wish to comment
19/2039/MRES	Oib Building Ada Lovelace Building Upper Richardson Science Park Clyst Honiton Devon	Approval of Reserved Matters for the siting, design and external appearance of a new 3 storey research and development office building (Class B1b) within the Ridge Cluster at Upper Richardson on Exeter Science Park - (Area Code 03) to include associated external works and landscaping together with additional details to satisfy Conditions of outline planning permission 09/1107/MOUT - 1, 2, 5, 12, 16, 23, 27, 29, 30, 31, 32, 33, 35, 37, 39.	Council supported; High value jobs needed in the area. Carparking with solar charging points.
19/1590/MFUL	Land At Langaton Lane (Opposite Gospel Hall) Langaton Lane Exeter	Erection of 12 no. dwellings (4 no. one bed flats, 5 no. two bed houses and 3 no. three bed houses), of which 8 affordable units, widening of access, sustainable urban drainage systems, amenity play park and associated landscaping.	Not supported; Delegation to Cllr Gent and the Clerk to respond 1 in support; 12 against.
19/2356/VAR	Solar Farm West Of Burrowton Cottage Broadclyst EX5 3DA	Proposed solar farm comprising the erection of solar arrays, equipment housing, fencing and ancillary equipment. Continued use of land for grazing (without complying with condition 3 of planning permission 14/1452/VAR to extend operational lifespan of solar farm to 40 years from date of first electricity generation)	Supported with 1 abstention
19/2357/VAR	Solar Farm West Of Burrowton Cottage Broadclyst EX5	Installation of secure storage container (without complying with condition 4 of 19/1410/FUL) to extend operational lifespan of secure storage container to	Supported with 1 abstention

	3DA	40 years from the date of first electricity generation	
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19/167 COMMITTEE STRUCTURE AND MEMBERSHIP (motion proposed by Cllr Henry Gent)

The following motion is moved in accordance with Standing Order 4.

i. Communications Committee

- a. To note that the Communications Committee is a ‘Standing Committee’ as it has ongoing responsibilities concerning a function of the Council and its related work;

Amendment proposed by Cllr Rylance to Propose that the Communications Committee become a Standing committee.

Proposal: Cllr Gent proposed the Council accepts the Communications Committee as a Standing Committee. Seconded by Cllr Staddon

Vote: 1 against; 12 in favour; no abstentions.

RESOLVED: motion carried.

- b. That in accordance with its adopted Terms of Reference (8), the Council reviews and amends its Terms of References for Committees in relation to:

- i. structure (2.1 – to add Comms);
- ii. membership (4.1 – to note that the Council appoints Chairs of Standing Committees whereas subcommittees appoint their own Chair);
- iii. and delegation (6 – to review and move delegation from subcommittee ToR);

Proposal: Cllr Pepper proposed the Council accepts the adopted Terms of Reference as worded above. Seconded by Cllr Staddon. **Vote:** 2 against; 11 in favour; no abstentions. **RESOLVED:** motion carried.

- c. The Council may appoint non-councillors to its committees (other than one that regulates and controls the finances of the council). To confirm the appointment of Judith Ferrier and Clare Ratcliffe to the Communications Committee¹;

Proposal: Cllr Rylance proposed the Council appoint Judith Ferrier and Clare Ratcliffe to the Communications Committee. Seconded by Cllr Staddon. All in favour.

RESOLVED: motion carried.

- d. To appoint a Chair (Standing Order 4.d.vi);

Proposal: To appoint a chair of the Communications Committee:

Cllr Henry Gent; 10 votes

Cllr Liz Straw; 2 votes

RESOLVED: Cllr Gent to be appointed as chairman of Communication Committee.

- e. To appoint the Broadsheet editor.

Since taking further legal advice, the editor defaults to the Clerk.

RESOLVED: For council to note the Clerk as the editor of the Broadsheet.

¹ As neither attended the Annual meeting on the Council when committee membership was resolved, and their names were put forward in their absence.

ii. **Traffic Committee**

In accordance with Terms of Reference for subcommittees (4.3), that Stephen Schlich be appointed to the Traffic Committee.

Proposal: Cllr Pepper proposed the Council to accept Stephen Schlich be appointed to the Traffic Committee. Seconded by Cllr Rylance. 1 abstention. 12 in favour. **RESOLVED:** motion carried.

19/168 PARTICIPATORY BUDGET (motion proposed by Cllr Karl Straw)

To receive and consider a motion to adopt a participatory budgeting approach to the budget for the period of 2020/21 and schedule a period of public engagement on the budget and precept.

The public engagement should be run using a Participatory Budgeting model where the councillors (not officers) are empanelled to sit and accept oral or written submissions from the public and officers about the budget and precept.

The Council considered the motion.

Initial Proposal: Cllr Gent proposed that the motion be deferred so that more detail can be prepared and brought back to Council, with the normal budget-setting process being followed in the meantime (agreed by Proposer);

Counter Proposal: Cllr Francis proposed that the motion be voted on at this meeting as it stands.

Vote: to defer: 5 votes to consider now: 4 votes abstention: 3 votes

RESOLVED: motion not carried. Deferred to next meeting.

19/169 CORRESPONDENCE

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

19/170 FUTURE AGENDA ITEMS

- Traffic committee traffic plan
- Utilisation of usage for Pavilions.

19/171 DATES OF FORTHCOMING MEETINGS

Finance Committee meeting: 27th/28th November @ 7.30pm at the Pavilions.

Communications Committee meeting: 12th November @ 2pm at the Pavilions.

19/172 TO CLOSE THE MEETING

The meeting closed at 21.10hrs

Signed:.....

Print:.....

Date:.....

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

19/176 Co-OPTION TO FILL VACANT SEAT

The Council has received two applications for its current vacancy, resolving at its November 2019 meeting to hold an open vote at its meeting on 2nd December to fill the vacant seat.

The following applications have been received:

BATY, REBEKAH

I am interested in becoming a Councillor at the Broadclyst Parish Council. I can confirm I am over 18 years old, on the electoral role and reside in the Parish.

I work in the legal sector, in litigation, and feel that I could bring useful skills and knowledge to the Council. Having previously sat on Poltimore Parish Council, I also have some insight in to how a Parish Council runs.

I feel passionately about the village and would like the chance to help with all the good work you do.

I respectfully ask that the Council kindly considers me for its vacant seat.

HOLLADAY, MATHIEU

I wish to put myself forward to become a Parish Councillor. I would like this put to a vote at the earliest opportunity.

I confirm that:

1. I have been a British citizen since birth.
2. I am 34 years of age, and:
3. I am in the list of electors for Broadclyst Parish and during the whole of the preceding twelve months:
 - (i) I have occupied land as a tenant
 - (iii) I have resided within Broadclyst Parish

I feel that I have a lot of experience that will really help me to serve parishioners well.

My experience includes:

I have a keen interest in the environment and wildlife. I have a BSc in Geography.

3 Years - Children's Social Services at Devon County Council

2 years - The Environment Agency - Devon, Cornwall & Isles of Scilly

I currently work for Devon Partnership NHS Trust having joined the trust in November 2018. I am part of a project team procuring & deploying electronic prescribing across the entire trust; at all its sites in Devon, including 22 inpatient wards and a wide range of community teams.

I want to become a Councillor to listen to parishioners concerns, to work on matters that are important to them and to improve well-being within the community.

I hope Councillors welcome my application to join the Parish Council.



Devon & Cornwall Police

Building safer communities together

Crimes Recorded - 01/11/2018 to 31/10/2019 - KO2L

Offence	Recorded Crime 01/11/2018 to 31/10/2019	Recorded Crime 01/11/2017 to 31/10/2018	Recorded Crime % Difference
Violence with Injury	15	19	-21.1%
Violence without Injury	31	55	-43.6%
Rape	1	4	-75.0%
Other Sexual Offences	4	10	-60.0%
Burglary Dwelling	5	9	-44.4%
Burglary Non-Dwelling	10	5	100.0%
Vehicle Offences	9	22	-59.1%
Other Theft	11	32	-65.6%
Criminal Damage	22	22	0.0%
Public Order Offences	12	10	20.0%
Possession of Weapons	1	0	-
Trafficking of Drugs	3	2	50.0%
Possession of Drugs	1	3	-66.7%
Other Offences	1	2	-50.0%
Total	126	195	-35.4%

Non Notifiable Offences	8	16	-50.0%
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Devon & Cornwall Police

Building safer communities together

Incidents Recorded - 01/11/2018 to 31/10/2019 - KO2L

Incident Closing Category	Incidents - 01/11/2018 to 31/10/2019	Incidents - 01/11/2017 to 31/10/2018	Incidents % Difference
Anti Social Behaviour	30	45	-33.3%
Crime Not Recorded	5	9	-44.4%
Crime Recorded	55	65	-15.4%
Public Safety	214	217	-1.4%
Transport	77	96	-19.8%
Total	381	432	-11.8%

Clerks Report

NOVEMBER 2019

1. GROUNDSMAN REPORT

04.11.2019 We called at the Bowling Green today to carry out inspection, the Green is waterlogged disease is still in the sward, we noted delivery of fungicide and Turf marker, and will apply when conditions allow. Westclyst Football Pitch is looking good and draining well. The steep banking is waterlogged, we will cut when conditions allow.

05.11.2019 We called today at the Bowling Green and cut the sward, we noted Fusarium disease and red thread disease which will be treated as soon as environmental conditions allow.

15.11.2019 We called today at the Westclyst Football Pitch and carried out aeration and cut the sward. We are still waiting for a weather window to treat the Bowling Green.

The Bowls Green sprinkler system has been shut down for the Winter season with padlocks attached to the isolators for the sprinkler pump and control unit, so it doesn't get accidentally switched on.

2. LAG MEETING (LOCAL ACTION GROUP)

The last LAG meeting for this year was held on the 20th November at the Younghayes Centre, Cranbrook with the Deputy Clerk in attendance.

The new Community Development Worker for Cranbrook Town Council, Aynsley Jones was introduced to everyone alongside Cranbrook's new Country Park Ranger Alice Lloyd.

Discussions took place about the following topics:

1. Foodbanks – Food Action and FareShare were two other Food suppliers that might be of interest to the group as well as the Food Bank.
2. Exeter Food Action rescues excess food from shops and suppliers and redistributes it to charity organisations that feed people in Exeter, sharing food, stopping waste. Based in Marsh Barton this charity is a free service and are financed entirely by grants and donations. For any more info please see link; <http://exeterfoodaction.org.uk/>
3. FareShare South West supplies over 150 charities across the South West with fresh, tasty, in date food from the food industry. For any more info please see <http://faresharesouthwest.org.uk/>

- Tour of District Heating Energy Centre. Cllr Bloxham confirmed a date will be made shortly and will inform everyone nearer the time.
- The Cranbrook Education Campus explained workshops delivered to the children about parking were well received. Also, the children issued fake parking tickets to badly parked car with the support of teachers from the school.
- Cllr Bloxham explained about the Cranbrook Town Council's project to purchase CCTV cameras with the help from the OPCC Office (Office of the Police and Crime Commissioner) which could be linked in to the main Exeter CCTV hub.
- Christmas Tree chipping – The same arrangement as last year with a chipping point at Victory Hall carpark. Dates for this service to follow. A new chipping point will happen at Cranbrook. Final details to follow.
- David Whelan explained about the opportunity for Cranbrook and Axminster to become part of the new Devon Safer Town collaboration with the Office of the Police and Crime Commissioner (OPCC). This is a community safety partnership which has been successful in Cornwall and rolled out in 9 towns. Safer Towns aim to improve community safety and reduce crime and anti-social behavior. The partnership is made up of statutory organisations and a wide group of public sectors, voluntary, community and private organisations. More details to come at the next meeting.
- Cranbrook Town Council are proposing to invoice residents who damage grass verges with inconsiderate parking. The Town council has until now absorbed the cost of repairs to grass verges.
- Discussed Cranbrook's and Broadclyst crime figures for the past year. Cranbrook's have increased by 14.5% from 01/11/2018 – 31/10/2019 and Broadclyst for the same time period has come down by - 35.4%

3. CHRISTMAS LIGHTS

Broadclyst VIP's put on a fantastic community event on Friday 22nd November with their first Christmas tree light on ceremony. Carol singers entertained the public in the rain, whilst inside the Victory Hall had free mulled wine and squash for the little people. A craft area for Christmas decoration making was available, with the man in red making a timed appearance after the light switch on. A well turned out event with lots of local families coming together to enjoy the Christmas festivities. Well done to the VIP's.

4. PLAY PARK EQUIPMENT

The new piece of play equipment; the Choo Choo train picked out by the public/children at Funday 2019 has been installed. The eagerly awaited new addition has passed its post-installation inspection. The insurers have been notified of the new equipment; the annual additional premium due is £42.76 including Insurance Premium Tax (IPT) which has increased the future annual premium payable to £1,937.20 including IPT (NB: no pro rata additional premium due until the next renewal date on 8th June 2020).

5. CLIMATE EMERGENCY / CARBON PLAN

Broadclyst and Cranbrook have both set up working groups to look at this at a local level; it has been mooted that these groups join to share resources and expertise.

RECOMMENDATION: To consider if to merge the Broadclyst and Cranbrook groups.

6. HIGHWAYS

Station Road: Ref. recent complaints regarding commercial traffic on Station Road: DCC recognise the Cranbrook DPD will be the vehicle of change to re-route Station Road as part of the Cranbrook western expansion zone. Commercial transport businesses are operating lawfully with consent in terms of Planning and in Operators Licensing; while there is sympathy for the residents, the consents are not likely to be reversed.

Amazon: Issues are ongoing with litter in bus stops near Amazon, and casual van owner/drivers parking in Clyst Honiton and driving through Blackhorse rather than using the bypass. There is no operational travel plan, so Amazon will be invited to attend the SkyPark Liaison Group and to introduce a voluntary travel plan.

Fords footway: noted that new wooden sleepers are very slippery when wet. The Parish has some footpath funding that could be used to apply non-slip surfacing; Division Members have some locality money left.

Fords fencing: damage to western side fencing from RTA. The reclaim of repair costs through insurance has been raised with the County Division Member, as has the issue of plastic barriers becoming dislodged when Fords are in flood.

RECOMMENDATION: To consider allocation of P3 monies to improve the surface of the Fords raised walkway.

7. P3 FOOTPATHS

It's that time of year again for the annual footpath survey; submission of surveys to be completed by 17th February 2020. Please could all Members volunteer to walk paths and note defaults for reporting.

8. NOVEMBER 2019 FLOODING

A burst of wet weather caused localised flooding over the weekend 22-24th November, with the Parish flood / road warden team managing closures from Friday night to midnight Sunday.



9. COUNTRYSIDE ACCESS FORUM

The Devon Countryside Access Forum is seeking new members.

The Forum is a statutory local access forum under the Countryside and Rights of Way Act 2000. It has seventeen members who advise on the "improvement of public access to land for the purposes of open-air recreation and the enjoyment of the area.." The Forum gives independent advice to a number of Government bodies in addition to Devon County Council, district and borough councils and parish and town councils.

Appointments are made by Devon County Council and applications from anyone with an interest in recreational access are warmly invited. No formal qualifications are required. All applications will be considered and we would love to hear from landowners and managers, access users and people with other relevant professional interests such as planning, education, sport, sustainable transport and business. Although membership is voluntary, a generous mileage rate is paid. Formal meetings are held three times a year. There are occasional small working groups and a yearly training day.

In this round of appointments applications from walkers, women and those with a knowledge of the Definitive Map review process would be particularly welcome.

During 2019 the Forum responded to a number of local and national consultations including proposals for management of Fire Beacon Hill, and visitor access and management on the Pebblebed Heaths. It will be looking at the Natural England coastal access reports (the England Coast Path) on stretches between Kingswear and Cremyll and Combe Martin and Marsland Mouth early in 2020.

At one of its meetings in 2019, Forum members had a presentation from a Public Rights of Way warden and discussed how the network is managed and maintained. This theme was part of its Training Day when members visited the Granite Way and Pegasus Trail to talk about development of recreational trails, different use patterns, surfacing and maintenance.

Forum members participate in Parish Paths Partnership (P3) events and are always keen to learn about improvements that P3 groups have made locally.

Why don't you consider applying to join the Forum? It's an interesting opportunity and you can:-

- contribute to the debate- share your experience and expertise from your specific area of interest;
- meet and work with others- listen to and share ideas on solving access problems;
- help make a difference- influence local and UK policies which impact on access;
- be informed- receive regular local and national access information updates.

For details and an application form please see www.devon.gov.uk/dcaf The closing date is Friday, 21st February 2020.

This concludes my report to Council.

Angie Hurren,
Principal, SLCC.
Broadclyst Parish Clerk

26.11.2019

ADMINISTRATORS REPORT – PAVILIONS

Report to: Broadclyst Parish Council

Date of Meeting: Monday 2nd December 2019

Agenda item: 19/182ii

Subject: Monthly update

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

Recommendation:

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

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

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

November historically is a quite month at the Pavilions and this year was no different apart from our usual groups; the pantomime rehearsals are in full swing and the Bowls club held their AGM.

No cheque or cash payments have been made into the PC account this month however a cheque from the Mixed Crafters has been received and will be paid in shortly.

This concludes my report to Council.

Helen Cutting
Broadclyst Parish Council Administrator
26 November 2019



NEIGHBOURHOOD PLAN OFFICER'S REPORT

Report to: Broadclyst Parish Council

Date of Meeting: 2nd 2019

Agenda item: 19/ 182iii

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. Second NP Sites Public Consultation.

Thank you for all those in the community that have taken an active role in the Second NP Public Consultation. The 6-week website consultations closed on Nov 22nd. A last-minute rush of responses required a similar analysis response.

The results are likely to be released in two sections. The Overview NP Steering Group will receive and discuss the results. After which the landowners will receive the data summary for their sites. It is hoped that the Spring Broadsheet will contain a full set of results of the NP Sites Public Consultations. It is important to note that the sites selected by the Community still have to go through further technical assessments and there are lots of stages before the Sites are truly in the Neighbourhood Plan, this stage is usually Reg 16 although sites have been withdrawn at Examination.

Recommendation 1: For Council to note progress of Sites.

2. Draft NP:

Janvrin has started to write the draft Neighbourhood Plan. Chapters that are in first draft form are: Introduction, Vision aims and Objectives. The Natural Environment and History and Heritage Chapter are in progress. It is envisaged that the Natural Environment Chapter will be the last policy chapter to be completed so that we can include as much as possible on supporting Emergency Climate Change.

This concludes my report.

Janvrin Edbrooke NP Officer

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	480
105	VAT Control A/c	3,836
200	Lloyds Bank BPC	6,096
205	Lloyds Bank BPC Reserves	390,398
Total Current Assets		400,810
<u>Represented by :-</u>		
300	Current Year Fund	239,827
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		400,810

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	480	
105	VAT Control A/c	4,956	
200	Lloyds Bank BPC	7,852	
205	Lloyds Bank BPC Reserves	359,537	
	Total Current Assets		372,826
	<u>Represented by :-</u>		
300	Current Year Fund	211,842	
310	General Reserves	65,919	
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	7,987	
355	EMR P3 Footpaths	1,000	
360	EMR Youth Worker	3,525	
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	70	
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		372,826

Bank Reconciliation Statement as at 30/09/2019
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	30/09/2019	54	6,095.84
			<u>6,095.84</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			6,095.84
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			6,095.84
		Balance per Cash Book is :-	6,095.84
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/10/2019
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	31/10/2019	64	7,851.97
			<u>7,851.97</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,851.97
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,851.97
		Balance per Cash Book is :-	7,851.97
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/09/2019
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	30/09/2019	43	390,398.26
			<u>390,398.26</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			390,398.26
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			390,398.26
		Balance per Cash Book is :-	390,398.26
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/10/2019
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	31/10/2019	44	359,537.29
			<u>359,537.29</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			359,537.29
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			359,537.29
		Balance per Cash Book is :-	359,537.29
		Difference is :-	0.00

Summary Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income	204,294	408,775	407,557	(1,218)			100.3%
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>204,294</u>	<u>408,775</u>					
110	Administration	6	66	50	(16)			132.7%
	Expenditure	16,499	86,806	170,850	84,044	65,000	19,044	88.9%
	Net Income over Expenditure	<u>(16,493)</u>	<u>(86,739)</u>	<u>(170,800)</u>	<u>(84,061)</u>			
	plus Transfer from EMR	0	5,000					
	Movement to/(from) Gen Reserve	<u>(16,493)</u>	<u>(81,739)</u>					
120	Grants/projects	570	2,200	18,000	15,800		15,800	12.2%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(570)</u>	<u>(2,200)</u>					
130	Accommodation	2,117	11,331	15,550	4,219		4,219	72.9%
150	Public Relations	0	420	2,200	1,780			19.1%
	Expenditure	104	5,976	12,500	6,524		6,524	47.8%
	Net Income over Expenditure	<u>(104)</u>	<u>(5,557)</u>	<u>(10,300)</u>	<u>(4,743)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(104)</u>	<u>(5,557)</u>					
160	Maintenance	0	0	2,963	2,963			0.0%
	Expenditure	3,401	18,852	53,800	34,948		34,948	35.0%
	Net Income over Expenditure	<u>(3,401)</u>	<u>(18,852)</u>	<u>(50,837)</u>	<u>(31,985)</u>			
	plus Transfer from EMR	0	1,376					
	Movement to/(from) Gen Reserve	<u>(3,401)</u>	<u>(17,476)</u>					
170	Public Toilets	0	0	1,400	1,400			0.0%
	Expenditure	540	6,299	12,850	6,551		6,551	49.0%
	Net Income over Expenditure	<u>(540)</u>	<u>(6,299)</u>	<u>(11,450)</u>	<u>(5,151)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(540)</u>	<u>(6,299)</u>					
180	Clyst Room	0	197	1,200	1,003		1,003	16.4%
	plus Transfer from EMR	0	3,846					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>3,649</u>					
190	Sports Pavilion	1,975	3,568	6,200	2,633			57.5%
	Expenditure	5,602	14,337	28,000	13,663		13,663	51.2%
	Net Income over Expenditure	<u>(3,627)</u>	<u>(10,769)</u>	<u>(21,800)</u>	<u>(11,031)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(3,627)</u>	<u>(10,769)</u>					
200	Play Area	186	800	4,250	3,450		3,450	18.8%
	plus Transfer from EMR	0	0					

Continued over page

Summary Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
	Movement to/(from) Gen Reserve	<u>(186)</u>	<u>(800)</u>					
210	Bowls Green							
	Income	0	1,800	1,800	0			100.0%
	Expenditure	297	3,317	12,850	9,533		9,533	25.8%
	Net Income over Expenditure	<u>(297)</u>	<u>(1,517)</u>	<u>(11,050)</u>	<u>(9,533)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(297)</u>	<u>(1,517)</u>					
230	Neighbourhood Planning							
	Expenditure	1,975	17,087	34,320	17,233		17,233	49.8%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(1,975)</u>	<u>(17,087)</u>					
240	Parish Together projects							
	Income	0	2,169	0	(2,169)			0.0%
	Expenditure	0	3,210	0	(3,210)		(3,210)	0.0%
	Net Income over Expenditure	<u>0</u>	<u>(1,041)</u>	<u>0</u>	<u>1,041</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(1,041)</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
250	Westclyst Sports Pitch							
	Expenditure	1,167	5,833	14,000	8,167		8,167	41.7%
260	Contingency							
	Expenditure	181	727	24,000	23,273		23,273	3.0%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(181)</u>	<u>(727)</u>					
	Grand Totals:- Income	206,275	416,798	422,170	5,372			98.7%
	Expenditure	32,637	176,971	402,170	225,199	65,000	160,199	60.2%
	Net Income over Expenditure	<u>173,638</u>	<u>239,827</u>	<u>20,000</u>	<u>(219,827)</u>			
	plus Transfer from EMR	0	10,223					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>173,638</u>	<u>250,049</u>					

Summary Income & Expenditure by Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income	280	409,055	407,557	(1,498)			100.4%
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>280</u>	<u>409,055</u>					
110	Administration	6	72	50	(22)			144.7%
	Expenditure	12,888	99,694	170,850	71,156	65,000	6,156	96.4%
	Net Income over Expenditure	<u>(12,882)</u>	<u>(99,621)</u>	<u>(170,800)</u>	<u>(71,179)</u>			
	plus Transfer from EMR	2,500	7,500					
	Movement to/(from) Gen Reserve	<u>(10,382)</u>	<u>(92,121)</u>					
120	Grants/projects	214	2,414	18,000	15,586		15,586	13.4%
	plus Transfer from EMR	74	74					
	Movement to/(from) Gen Reserve	<u>(140)</u>	<u>(2,340)</u>					
130	Accommodation	(50)	11,281	15,550	4,269		4,269	72.5%
150	Public Relations	0	420	2,200	1,780			19.1%
	Expenditure	1,324	7,300	12,500	5,200		5,200	58.4%
	Net Income over Expenditure	<u>(1,324)</u>	<u>(6,880)</u>	<u>(10,300)</u>	<u>(3,420)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(1,324)</u>	<u>(6,880)</u>					
160	Maintenance	0	0	2,963	2,963			0.0%
	Expenditure	5,464	24,316	53,800	29,484		29,484	45.2%
	Net Income over Expenditure	<u>(5,464)</u>	<u>(24,316)</u>	<u>(50,837)</u>	<u>(26,521)</u>			
	plus Transfer from EMR	0	1,376					
	Movement to/(from) Gen Reserve	<u>(5,464)</u>	<u>(22,939)</u>					
170	Public Toilets	0	0	1,400	1,400			0.0%
	Expenditure	664	6,963	12,850	5,887		5,887	54.2%
	Net Income over Expenditure	<u>(664)</u>	<u>(6,963)</u>	<u>(11,450)</u>	<u>(4,487)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(664)</u>	<u>(6,963)</u>					
180	Clyst Room	0	197	1,200	1,003		1,003	16.4%
	plus Transfer from EMR	0	3,846					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>3,649</u>					
190	Sports Pavilion	228	3,796	6,200	2,405			61.2%
	Expenditure	1,176	15,512	28,000	12,488		12,488	55.4%
	Net Income over Expenditure	<u>(948)</u>	<u>(11,717)</u>	<u>(21,800)</u>	<u>(10,083)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(948)</u>	<u>(11,717)</u>					
200	Play Area	1	801	4,250	3,449		3,449	18.9%
	plus Transfer from EMR	0	0					

Summary Income & Expenditure by Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
	Movement to/(from) Gen Reserve	(1)	(801)					
210	Bowls Green							
	Income	0	1,800	1,800	0			100.0%
	Expenditure	2,951	6,268	12,850	6,582		6,582	48.8%
	Net Income over Expenditure	(2,951)	(4,468)	(11,050)	(6,582)			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	(2,951)	(4,468)					
230	Neighbourhood Planning							
	Expenditure	2,700	19,787	34,320	14,533		14,533	57.7%
	plus Transfer from EMR	752	752					
	Movement to/(from) Gen Reserve	(1,948)	(19,035)					
240	Parish Together projects							
	Income	0	2,169	0	(2,169)			0.0%
	Expenditure	0	3,210	0	(3,210)		(3,210)	0.0%
	Net Income over Expenditure	0	(1,041)	0	1,041			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	0	(1,041)					
	Movement to/(from) Gen Reserve	0	0					
250	Westclyst Sports Pitch							
	Expenditure	1,167	7,000	14,000	7,000		7,000	50.0%
260	Contingency							
	Expenditure	0	727	24,000	23,273		23,273	3.0%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	0	(727)					
	Grand Totals:- Income	514	417,312	422,170	4,858			98.8%
	Expenditure	28,499	205,470	402,170	196,700	65,000	131,700	67.3%
	Net Income over Expenditure	(27,985)	211,842	20,000	(191,842)			
	plus Transfer from EMR	3,326	13,549					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	(24,659)	225,391					

PAYMENTS SCHEDULE - November 2019
Parish Council Current Account

BACS	Payee	Service/Goods Provided	Total
251	Plandscape	Maintenance of October 2019	£465.90
"	Thirsty Work	October rental	£22.00
"	Broadclyst Victory Hall	Hire of meeting rooms October 2019	£12.00
"	Ricketts	Rent for garage (for Nov 2019 - due 01.11.2019)	£75.00
"	SLCC	Regional Training Seminar for Clerk & Deputy Clerk	£180.00
"	Apollo Finance	Tor Water Bill for 26th Sept - 23rd Oct	£252.43
252	Staffing	Staff Salaries, HMRC and Pensions November 2019	£14,290.55
253	A Hurren	Expenses	£54.00
"	N.Curwood	Expenses	£57.30
"	H. Cutting	Expenses	£0.00
"	J. Edbrooke	Expenses	£0.00
"	R.Beer	Expenses	£15.56
254	Guardian Security	Door lock and Door viewer	£289.20
"	Stratton Creber	Electricity for Office (06.08.2019 - 01.11.2019)	£54.97
"	Trade Uk	PPE, Maintance products for Pavilions.	£91.84
"	Sutcliffe Paly	Toddlerzone Installation at Broadclyst Park	£12,000.00
"	SLCC Enterprises Ltd	The Clerk's Manual 2019	£47.50
"	Guardian Security	Supply and fit a new CCTV harddrive	£222.00
"	DALC	DALC AGM and Conference.	£75.00
"	Pattersons	Public toilets cleaning supplies	£15.68
"	Exe Turf Care	Maintenance for Westclyst/Broadclyst pitches	£1,291.67
"	Rachel Elliott	Little Library products	£92.56
"	Pitchcare	Grassline Line Marker	£33.54
"	Greenham	Flood PPE & maintenance	£171.24
"	Steve Taylor	Photography Services	£30.00
"	Rospa Play Safety	Post-Installation Inspection for Play Train	£474.00
BACS TOTAL FOR MONTH			£30,313.94

£1,007.33

DEBIT CARD

05.11.2019	Sainsbury's	Card/flowers	£7.00
05.11.2019	Argos	Gift card for Pavilions	£20.00
09.11.2019	Shell	Diesel	£72.85
12.11.2019	Festive-Lights	Festive lights for VIP's christmas event (to be reimbursed)	£1,047.53
17.11.2019	Amazon	Hoover	£92.59
17.11.2019	Amazon	Magnetic Whiteboard Kit	£5.32
17.11.2019	Amazon	Year Wall planners 2020	£20.94
18.11.2019	Amazon	Whiteboard	£25.50
18.11.2019	Amazon	Eye Care Anti Glare Monitor	£134.99
20.11.2019	Shell	Diesel	£64.14
22.11.2019	Sainsbury's	Batteries	£13.50
26.11.2019	Broadclyst Stores	Refreshments	£5.27
26.11.2019	Co-op	Refreshments	£13.84
26.11.2019	Amazon	Samsung Galaxy Charger	£8.20
CARD TOTAL FOR MONTH			£1,531.67

DIRECT DEBITS

Monthly/Bi-monthly

DD	O2	Telephone (NP Officer)	£20.40
DD	BT Business	Office Phone and Broadband	£115.19
DD	Lloyds bank	Bank Charges 10 Sept - 9th Oct	£7.15
DD	O2	Telephone (Officers)	£43.81
DD	Ford Lease Hire	Ford Lease	£450.42
DD	British Gas	Electricity at Public Toilets (10 Oct - 9 Nov)	£25.21

Quarterly/Bi-annual

DD	British Gas	Gas at Pavilions (1 Oct - 31 Oct 2019)	£69.79
DD	British Gas	Electricity at Sports Pavilions (9th Aug - 8th Nov 2019)	£261.15
DD	National Trust	Allotment Rent (bi-annually April + November)	£0.00
Annually			
DD	EMAP Publishing	LGC subscription (auto-renews in March)	£0.00
DD	ICO	Data Protection Registration (Annual - November)	£35.00
DD	TV Licence	Broadclyst Sports Pavilions Licence (annual January)	£0.00
DIRECT DEBITS TOTAL FOR MONTH			£1,028.12

TOTAL EXPENDITURE in November 2019 £32,873.73



Broadclyst Parish Council
GROWING OUR COMMUNITY

19 New Buildings
Broadclyst
Exeter

Tel: 07532 286713

www.broadclyst.org

Present: Chairman Cllr Gent
Members: Cllr L Straw, J Ferrier, C Ratcliffe
In attendance: Clerk
MOP: 0

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)

There was a meeting of Broadclyst Parish Council's Comms Committee on Tuesday 19th November 2019 at 14:00hrs at Sports Pavilions, Holly Close, Broadclyst, to which Comms Councillors are hereby summonsed and Comms non-councillor committee members are respectfully invited, for the purpose of transacting the following business:

Comms Committee

Notes from inquorate meeting (draft)

C19/01 APOLOGIES

No apologies were received; it was noted that the meeting was inquorate for voting with only 2 Members present. Increasing future membership was discussed and it was felt that the meeting could be held in the evening to enable working Members to attend.

C19/02 DISCLOSABLE PECUNIARY INTEREST

There were no Interests declared.

C19/03 PUBLIC QUESTIONS

There were no public questions.

C19/04 BROADSHEET

- i. General Broadsheet update including feedback from parishioners. Committee members reported good feedback from residents; topics have been well received especially the recent climate change coverage. The demand for and inclusivity of A3 copies was discussed, as was colour-blindness. Liz and Clare offered to do some research into this.
- ii. **Suggested articles for future editions:**
March edition: community club programmes for 2020; carbon impact of farming / climate change part of Martinsfield article; Fun Day hold the date;
Action: Clare WI, gardening tips; Liz youth club; Henry Clyst Vale.
June edition: end of season football roundup; Social Club revamp publicity; Fun Day promo;

- iii. **Deadlines for 2020 editions** were noted as being around 26th of Jan, April, July, and October 2020. Late submission of articles causes unnecessary stress and last-minute changes; the question of enforcement was raised, with the following recommendations being agreed:
 - a. Direct email to regular submission sources;
 - b. Use of social media and website to remind of deadlines and to invite new articles;
 - c. Direct approach to community groups and clubs for an annual article / photos / promotion of their club.
- iv. Size of print run for next 2 editions and budget check. The last 2 print runs have been 2,500 A4 and 10 A3 copies; the spend against the budget currently stands at 26% spend (June 19 edition only). The quality and finish of the paper was discussed, compared with early copies which had been produced using a cheaper paper.
Action: Clerk to obtain paper samples and options to circulate amongst committee members prior to the next meeting.
- v. **Sponsorship/Advertising:** sponsorship continues with 3 sponsors regularly buying space for their organisations. Advertising: the income generated by selling advertising space covers the cost of approximately 1.5 issues.
Action: Clare to approach local nursery.
- vi. **Distribution:** the committee recorded its thanks for all the volunteers across the parish who support the delivery of the Broadsheet. In the 'west end' new estates distribution is carried out by young people who are fundraising for their scout jamboree.

C19/05 WEBSITE

- i. **Accessibility:** it was noted that the office is checking the Council's website for compliance with the public sector website accessibility legislation, compliance with which will become a legal requirement next year.
- ii. **Content:** it was noted that the office is looking at widgets that will automatically link website content with social media outlets. This will help publicise meetings, events, road closures, and other news articles.

C19/06 OPERATION LONDON BRIDGE

The committee considered options in a template which sets out protocol for marking the death of a Senior national figure (Operation London Bridge) and selected the following appropriate actions for Broadclyst Parish (recommendations submitted to Council for adoption):

- i. Protocol in Broadclyst Parish to apply to the Reigning Monarch and their Consort only;
- ii. Proclamation Day Schedule to be announced by the Council Chairman after 16:00hrs on D +1 in Broadclyst on village green and in Westclyst at the Primary school;
- iii. Books of Condolence: to be placed in the Victory Hall, Westclyst, Blackhorse, with enquiries made into the possibility of having additional books locally at Hele (Village Antiques), Killerton, and any show homes still operating in new strategic developments;
- iv. Website: to cover the home page with image of the Reigning Monarch or their Consort with dates of birth/death;
- v. Floral tributes: as the Monarch is head of the Church of England it is felt likely that people will want to lay tributes at the Church; the village green can also be used for those not wishing to go to the Church, not to be laid whilst wrapped in cellophane.

RECOMMENDATION:

- i. That the Council resolves to accept the above actions for Operation London Bridge;
- ii. That the Council agrees delegation to Officers to make necessary preparations, spend within Clerks delegation.

C19/07 EMERGING COMMUNITIES

The committee considered ways to increase community engagement with residents in new developments in the south of the parish as they come forward.

It was agreed to run 250 A5 leaflets containing community information and to distribute them with the Christmas Broadsheet.

C19/08 CLOSE OF MEETING

The Chairman thanked everybody for their attendance and input; the meeting closed at 16:00hrs.

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST



Broadclyst Parish Council

GROWING OUR COMMUNITY

PROTOCOL FOR MARKING THE DEATH OF A
SENIOR NATIONAL FIGURE
OPERATION LONDON BRIDGE

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1. INTRODUCTION

These guidance notes have been produced from those issued by the National Association of Civic Officers (NACO). They set out the protocols to which local Councils should follow and observe on marking the death of a senior national figure and to be observed on the death of the Sovereign, which involves the greatest number of ceremonial elements.

From this template, it is possible to select elements that are appropriate when marking the death of, for instance, another member of the Royal Family, a Prime Minister or former Prime Minister, a serving Member of Parliament.

All parts of this protocol apply on the death of the Sovereign (and, of course, those sections around the Accession Proclamation arise only on the Monarch's death). Beyond that, implementation of the Protocol is a matter to be decided locally.

This protocol offers guidance on how to mark a death. It is down to the Town Mayor and Town Clerk or Parish Chairman and Parish Clerk to decide for whom the protocol is implemented and to what extent.

Flying of flag at half-mast will always be appropriate. Other decisions, may be appropriate as well, such as whether:

- to fly other union flags with mourning cravat
- to read the Proclamation
- to insert mourning front page to website
- to cancel or reschedule meetings or events
- to have designated flower laying area
- to consider dress code
- to open a Book of Condolence, or whether
- to mark a silence (and how and where)

High Sheriffs have responsibility for reading the Proclamation within their counties and so questions about that aspect of the arrangements can be directed to your local High Sheriff or Under Sheriff. In many areas High Sheriffs are working closely with their Lord-Lieutenants and so your Lord-Lieutenant's office is another source of information.

It might also be appropriate to use elements from this guidance when responding to an incident which has led to a large number of deaths, for example: a train crash or terrorist attack.

It is important that plans include out-of-hours contact details for all those who will be called on to act. This plan will be reviewed quarterly to ensure that all the information remains relevant.

2. PROTOCOL

This protocol document had been drawn up to prepare Broadclyst Parish Council (BPC) for the death of a senior national figure.

2.1 IMPLEMENTATION OF THE PROTOCOL

See Action Grid 2.1

Plans to mark a death should be implemented only when a formal announcement has been made. So, for instance, if news agencies are saying that “*reports are coming in of the death of ...*” it must be treated with caution. If possible, wait for a more definite announcement (perhaps along the lines that “*it has been announced by Buckingham Palace / Downing Street that...*”

This protocol for BPC identifies those who are authorised to implement the plans. For the Sovereign or another senior member of the Royal Family the decision will be delegated to the Parish Clerk or duly authorised Deputy, with consultation with the Chairman. For other figures, there may need to be consultation at the time on the appropriate ways in which the death should be marked.

The day of the death of the Sovereigns will be known as D-Day, then D+1, D+2 etc. through the ten days of national Mourning. The state funeral will be held on D+10, except if this date falls on a Sunday, when the funeral will be on D+11.

3. FLAG FLYING

See Action Grid 3.

On the formal announcement of death, the union flag near the War Memorial will be lowered to half-mast until 0800hrs on the morning following the funeral.

4. PROCLAMATION DAY SCHEDULE

In the case of the death of the Sovereign, the day following the death D+1 will be Proclamation Day, which is the day the new Sovereign is proclaimed.

D+1 - The Proclamation will be made at St James's Palace at 1100hrs (or 1400hrs if it is a Sunday). The Proclamation will then be 'cascaded'. At noon on Proclamation Day it will be read at the Royal Exchange in the City of London.

D+2 – At noon on D+2, it will be read: in Edinburgh by Lord Lyon King of Arms at Mercat Cross and at the drawbridge to Edinburgh Castle; in Cardiff by Wales Herald Extraordinary at Cardiff Castle and in Belfast by Norroy and Ulster King of Arms.

Once these Proclamations have been made it is appropriate for the Proclamation to be read at County, City, Borough and then at Parish level. High Sheriffs will read the Proclamation at County level along with Lord-Lieutenants. Most High Sheriffs are expected to make their readings at 1400hrs on D+2. It is suggested that local civic leaders should therefore make their readings at or after 1600hrs.

In all cases, following the county level Proclamation, where a local authority wishes to make the Proclamation, it is important that thought is given to following issues:

- Who will read the Proclamation?
- Where is the location that the Proclamation will be read?
- What are the arrangements that will be made to tell the public in advance of the reading of the Proclamation?
- Who will be invited to be present?
- Who will be in the platform party?

4.1 PROCLAMATION DAY

See Action Grid 4.2

On Proclamation Day flags will, at the start of the day, be flying at half-mast. All flags will then be flown from the mast-head from 1100hrs on Proclamation Day (D+1) to coincide with the reading of the Principal Proclamation, until 1630hrs the following day, (D+2). This is due to the official schedule of the Proclamation (see below for more details), it will be read in London on Proclamation Day (D+1), then read at noon in Belfast, Edinburgh and Cardiff on the day following Proclamation Day (D+2). Once those Proclamations have been made at 1400 hrs on D+2, High Sheriffs will then read the Proclamation at County level and Lord-Lieutenants will be alongside them.

4.2 PROCLAMATION DAY PROTOCOL

The NACO guidance has now been reviewed and the latest version of the protocol is attached. The key points arising from the review are:

Flag Timings:

having flown at half-mast since the announcement of the death of the Sovereign, all flags will be raised to full-mast at 1100hrs on D+1 (the day after death), when the Proclamation is read at St James's Palace in London. They will continue to fly at half-mast until 1300hrs on D+2 to allow for the Accession Proclamation to be read out in Belfast, Cardiff and Edinburgh. These times are fixed as part of the National plan for mourning and should not be interpreted locally. It is important that all flags are raised to full-mast at 1100hrs on D+1 and are returned to half-mast following the Broadclyst Proclamation reading on D+2.

Reading of the Proclamation:

There is benefit in coordinating the reading of the Proclamation on D+2 after it has been read in Belfast, Cardiff and Edinburgh. The High Sheriff's Association is encouraging its members to agree that High Sheriffs will read the Proclamation at 1400hrs on D+2. In some areas Mayors are being invited to be present at that reading so that they can then return to their areas and read the Proclamation within their own communities. It is strongly recommended that Mayors, Chairs and Chairmen of Councils should therefore aim to read the Proclamation from 1600hrs onwards. It is recognised that in some large rural areas, it will not be possible for a

civic leader present at the County reading by the High Sheriff to return that swiftly and that is why that degree of flexibility has been included in the timings.

Form of Words:

The wording of the Accession Proclamation will be on the Buckingham Palace website and the Privy Council website soon after it has been read at St James's Palace on D+1, and that is probably the easiest way to get a copy for reading on D+2.

Suggested Words for the Ceremony:

For the Chairman:

"We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth the Second. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest service Monarch. But the basis on which our Monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today's ceremony marks the formal Proclamation to the people of Broadclyst and the beginning of our new King's reign.

Yesterday, the Accession Council met at St James's Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The Queen's death are raised briefly to their full height to mark the start of His Majesty's reign.

The Accession Council also made an order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. It was that task which the High Sheriff of the County of Cambridgeshire discharged earlier this afternoon and with my humble duty I now call on [Name] to read the Proclamation to the people of Broadclyst. Ladies and Gentlemen, the Proclamation of the Accession."

READS THE PROCLAMATION

At the end of the Proclamation, the Chairman will say "God Save the King."

Official guests will repeat "God Save the King."

All present join in saying "God Save the King."

The band (if there is one present) will play one verse of the National Anthem. Finally, the Chairman will call for three cheers for His Majesty the King. Dispersal.

5. BOOKS OF CONDOLENCE

See Action Grid 5.

Books of Condolence will be opened on the first working day after the day of death D +1. BPC Council Offices will be used to house the condolence books. A table with suitable cloth will be set up, along with a portrait of the deceased and a small arrangement of flowers

All books will be placed in an easily accessible location, though it is important the place is quiet enough to enable those signing the books a moment of privacy and quiet reflection.

Books will be placed on a good-sized table, covered with a suitable cloth, a chair, a supply of pens along with a suitable framed photograph on the table.

A good supply of paper with a black border and wide left-hand margin, hole-punched to fit in a loose-leaf binder will be provided and kept well stocked. A loose-leaf folder offers an opportunity to act if the book is defaced or offensive comments included. Pages including any questionable comments should be quietly removed until such time as a decision can be taken by the Chairman, Parish Clerk and/or Duly authorised Deputy Clerk on whether they should be permanently excluded.

The Chairman may wish to agree a form of words for a message, expressing sorrow at the news of the death. This may be the form of words included in a press release, Twitter or Facebook message or on the home page of the website.

Dependant on local circumstances it is suggested that Books of Condolence should be closed at the end of the day following the day of the funeral (i.e. if the funeral falls on a Thursday, Books should close at 1700hrs on the Friday). Books of Condolence are essentially a local record of the sentiments expressed by local people on the death of a national figure. As such, they should form part of the FPC's archive, so that future generations are able easily to gain access to them and find out the way in which national events were marked in the area.

It is simply not feasible for every book from all sad occasions to form part of the Royal Archives. However, in a letter of condolence from the Chairman reference should be made to the Book of Condolence and its existence in the local archives. The letter will then be stored in the Royal Archives and act as an effective cross reference.

5.1 ONLINE BOOK OF CONDOLENCE

See Action Grid 5

BPC will be accepting online submissions for the Book of Condolence through a contact form on our website: www.broadclyst.org The submissions will then be collated and included in the Book of Condolence. Alternatively, a link to the Buckingham Palace e-Book of Condolence will be included on the website: www.royal.gov.uk

6. EVENTS DURING THE PERIOD OF MOURNING

See Action Grid 6.

From the day of the death until the day after the funeral, careful thought will be given to the types of events and activities which the Chairman should host or attend. Scheduled Parish Council meetings will be reviewed for postponement or rescheduling. Also, any Civic Lunches, dinners, receptions and so forth, may not fit with the mood of the nation and as a mark of respect may need to be cancelled or postponed. This is a local decision and one which need to be reached with great sensitivity.

Visits to local schools and care homes will be scheduled, for the Chairman to spend time with the community, talking about the events that are unfolding. This again will need to be done with great sensitivity and should not be pressed upon a Chairman who does not feel comfortable taking on such a role.

7. CHURCH SERVICES

See Action Grid 7.

Broadclyst Parish Councillors will be sent details of all Church services being held in the Parish.

8. FLOWERS

See Action Grid 8.

A designated area will be allocated as a place for residents and visitors to lay flowers during the period of mourning. Should residents wish to lay flowers during this time, they may do so on the Village Green. It is important to note that all of the plastic wrap should be removed before laying them. At the end of the mourning period, at 9am the day following the funeral, there will be a ceremonial removal of the flowers. All flowers will then be taken away to be composted, with the compost a tree will be planted at a location in the community, agreed by the Council, in memory of the Sovereign.

9. DRESS CODE

See Action Grid 9.

A view will be taken locally on what is the correct dress in the event of the death of a senior national figure. Whilst flags are at half-mast, it will be appropriate for black ties, ribbons and arms bands to be worn by Council members and senior officers. Please note; the black arm bands are for Members of Council and staff. An adequate supply of these items will be available from the Parish Council Offices.

During the public mourning period when the Chain of Office is worn. A small black bag or purse will fit over the jewel, so that only the chain is seen.

10. MARKING A SILENCE

See Action Grid 10.

On the death of the Sovereign there will be a two-minute silence at 1100hrs on the day of the funeral (D+10). Which will be a public holiday (unless D+10 is a Saturday).

It may be that silence will be kept for other member of the Royal Family, perhaps on the day of the funeral as part of the funeral service. However, action on a silence for members of the Royal Family other than the Sovereign should await an announcement from Buckingham Palace.

The Chairman may wish to lead the silence in an appropriate public place and thought needs to be given as to where that might be, who will be present and how the beginning and end of the silence will be marked (perhaps the firing of a maroon,

a drum roll, bugle call or similar). It should also be established in the protocol how this information will be made public. The list of suggested guests is detailed in appendix 4 and the information will be made public through our website, social media pages and through the local radio stations.

11. WEBSITE

See Action Grid 11.

After the official announcement from Buckingham Palace BPC will activate a website holding page with a black background featuring: a photograph of the deceased, the year of birth to the year of death, and links to the following information: Council Services, Condolence Books, Church Services, Flowers and Flying of Flags. The holding page can be closed, for visitors to then access the main homepage. Each of the links will lead to a website page with the relevant information. The website mourning page has been drafted with all the correct information but remains unpublished. The page will be activated as soon as an official announcement is made.

12. LETTERS OF CONDOLENCE

See Action Grid 12.

It is usual, in the case of the death of a member of the Royal Family, for letters to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the Royal Family. Except in the case of the Sovereign's death, in which case they should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign. In each case, other than exceptional local circumstances, one letter of condolence only should be sent.

ACTION GRIDS

2.1 IMPLEMENTATION OF PROTOCOL

Action Required	Implemented By	Other Notes
FPC's mourning protocol will be implemented on the formal announcement of the death of any one of those persons named in appendix 1.	Implementation will be authorised by Parish Clerk or duly authorised Deputy.	

3. FLAG FLYING

Action Required	Implemented By	Other Notes
Immediately at the request of the Parish Clerk or duly authorised Deputy, flags will be lowered to half-mast.	At the War Memorial by the Handyperson.	An appendix to this protocol sets out the correct procedure for flying a flag at half-mast. Note: If the death falls on St. George's Day or the period of mourning includes St. George's Day, the flag of the Patron Saint should be replaced by the Union Flag at half-mast.
Applicable only following the death of the Sovereign: On Proclamation Day (D+1) (the day following the death of the Sovereign, when the new Sovereign is proclaimed) flags will - at 11.00 - be raised to full mast and flown throughout the day at full mast. On the day following	At the War Memorial by the Handyperson.	

4. 1 PROCLAMATION DAY

Action Required	Implemented By	Other Notes
In Broadclyst the Proclamation will be read as follows:	By the Chairman at 1600hrs on the day following Proclamation Day from the Village Green.	
All those listed in appendix 4 to be invited to be present. Councillors will have black tie and arm bands available to them.	Notification of the reading of the Proclamation to be given by Parish Clerk or duly authorised Deputy to those identified in appendix 4.	
Reading of the Proclamation to be publicised.	Facebook, website and local press.	

5. BOOKS OF CONDOLENCE

Action Required	Implemented By	Other Notes
On the day following the announcement of the death of the Sovereign, The Duke of Edinburgh, The Prince of Wales or The Duchess of Cornwall, a Book of Condolence will be opened at the Parish Council Offices. Consideration will be given at the time of each death on whether Books of Condolence should be opened for other members of the Royal Family.	Parish Clerk or duly authorised Deputy.	Parish Clerk or duly authorised Deputy to ensure there is adequate paper available in the book. Pages that have been defaced or include offensive or other questionable comments should be quietly removed until such time as a decision can be taken at senior level on whether they should be permanently excluded.
On the death of the Sovereign or The Duke of Edinburgh a second Book of Condolence will be opened.	Parish Clerk or duly authorised Deputy.	
A contact form will be set up on the mourning pages of the website, for visitors to submit their condolences online.	Parish Clerk or duly authorised Deputy.	These condolences will then be collated and added to the book of condolence.

6. EVENTS DURING THE PERIOD OF MOURNING

Action Required	Implemented By	Other Notes
To review the programme of engagements undertaken by the Chairman to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.	Chairman and Parish Clerk of duly authorised Deputy.	

7. CHURCH SERVICES

Action Required	Implemented By	Other Notes
Council Members will be sent the details of any services in Broadclyst	Parish Clerk or duly authorised Deputy.	

8. FLOWERS

Action Required	Implemented By	Other Notes
Allocate a designated area for residents to lay flowers during the period of mourning. BPC have allocated the Village Green.	Parish Clerk or Duly authorised Deputy.	Ensure there is enough space for the flowers, without impeding any access routes.

9. DRESS CODE

Action Required	Implemented By	Other Notes
A stock of black ties, ribbons and black arm bands will be held in and available from the Office	The stock to be issued and maintained in good order by the Parish Clerk or duly authorised Deputy.	At the time of the annual review of this protocol consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement.
On the death of the Sovereign, the Town Council Chains of office will be worn with a black purse covering the jewel.	Parish Clerk or duly authorised Deputy.	The black ribbon for the mace and the black neck ribbons to be held with the black ties, ribbons and arm bands in the Council Offices

10. MARKING A SILENCE

Action Required	Implemented By	Other Notes
Where the death of a senior member of the Royal Family is to be marked by a silence, an announcement will be made by Buckingham Palace.	Parish Clerk or duly authorised Deputy.	Consideration will be given at the time of each death on whether a Silence will be kept for other members of the Royal Family.

11. WEBSITE

Action Required	Implemented By	Other Notes
Contact the website provider to design an appropriate hold page.	Parish Clerk or duly authorised Deputy.	The hold page will have a black background featuring: a photograph of the deceased, the year of birth to the year of death, and links to the following information: Council Services, Condolence Books, Church Services, Flowers and Flying of Flags.
The information for the Condolence Books, Church Services and Flying of the Flags to be drafted for the content of the website.	Parish Clerk or duly authorised Deputy.	

12. LETTERS OF CONDOLENCE

Action Required	Implemented By	Other Notes
As soon as is practical, a letter of condolence will be drafted and circulated to the Chairman and Parish Clerk or duly authorised Deputy.	Parish Clerk or duly authorised Deputy.	

APPENDIX 1

PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE

This protocol sets out the action to be taken in the event of the death of:

- The Queen
- The Duke of Edinburgh
- The Prince of Wales
- The Duchess of Cornwall
- The Duke of Cambridge
- The Duchess of Cambridge
- Prince George
- Princess Charlotte
- Prince Louis
- The Duke of Sussex
- The Duchess of Sussex
- Archie Harrison Mountbatten-Windsor
- The Duke of York
- The Earl of Wessex
- The Princess Royal
- The Countess of Wessex
- The Duke of Gloucester
- The Duchess of Gloucester
- The Duke of Kent
- Prince Michael of Kent
- Princess Michael of Kent
- Princess Alexandra
- The Prime Minister
- Any former Prime Minister, such as Sir John Major
- The Members of Parliament for the constituencies

APPENDIX 2

FLYING FLAGS AT HALF-MAST

Authoritative information on flag flying can be found on the website of the Department for Culture, Media and Sport.

Information is also carried on the website of the Flag Institute (www.flaginstitute.org). but bear in mind that the Institute is not an official body and whilst its guidance can assist it does not carry the same weight as information from the Government.

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

APPENDIX 3

CHAIRMAN'S STATEMENT

A statement will be issued by the Chairman on the announcement of the death of a senior national figure or other prominent figure.

The statement should begin with a suitable expression of the sadness of Broadclyst Parish Council on hearing the announcement.

It might go on to state that flags will be flown at half-mast. If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the Chairman's programme of events and engagements it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Authority to action before that action has been discussed and has the necessary agreement from political leadership.

APPENDIX 4

Those who might be invited to be present: at the Reading of the Proclamation on the accession of a new Sovereign and at the Public Observance of a two-minute silence.

- The Chairman and all Members of the Council
- North Devon District Council Chairman & Executive Leader
- Senior Council Officers
- Deputy Lieutenants
- Former Chairmen
- Schools
- Church Leaders
- Care Homes
- Other Community Groups

Adopted by BPC		Kate Graddock

Broadclyst Parish Council

Communications Summary October 2019

County Council

1. Connect me –
2. Devon County Council Devon Funding News – Environment Updates
3. Devon County Council Devon Funding News - European Updates
4. Devon County Council Devon Funding News – All news updates
5. Devon County Council Connect Me – Care and Wellbeing – Flu Jab & Norovirus. How to protect yourself this Winter.

District Council

6. East Devon – MASH Seminars – November dates Thursday 21st November 2019
Monday 20th January 2020.
7. David Whelan Anti – Social Behaviour and Community Safety Coordinator – Support Through Court Leaflet. (If you require a copy, please ask the office)
8. David Whelan – Fully Funded Outward-Bound courses for young people aged 16 to 19 yrs.
VOYC Devon
9. David Whelan – Devon United Women – Women's Relationships and Wellbeing Day 7th
December
10. East Devon Residents Magazine – Have you registered to vote on the General Election?
11. David Whelan – Reducing Parental Conflict Roadshow Tiverton Monday 9th March & Newton
Abbot Race Course Tue 10th March 2020

Other Agencies

12. SLCC – News Bulletin – General Election Special
13. DALC – Newsletter – Defining Bullying and Harassment: Nolan Principles reminder and a quiz
on what is bullying and harassment.
14. Devon Communities Together – Resilience Forum event November 27th at Rattery Village Hall
15. Devon Communities Together; Free energy advice to tackle Fuel Poverty.
16. Local Government Association (LGA) Improvement and innovation bulletin November 2019
17. SLCC – Membership News November 2019

Public

18. Phone call from MOP regarding the noise coming from the Pavilions carpark at night. MOP
was advised to ring and report any anti-social behaviour to 101.
19. MOP has phoned to express concern regarding the visibility of turning into Town Hill with the
trees behind the Victory Hall.
20. MOP emailed in highlighting the issue of litter along Tithebarn and requested litter bins near
the bus stops/benches.
21. MOP emailed in regarding Fly tipping near Poltimore. Advised and sign posted to the report it
on line tool at East Devon District Council.
22. MOP came in to the office asking about the date/venue/time of the next Finance Committee
meeting. MOP was advised the date will be soon and publicised on the website along with the
Agenda.

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.