

Issue date: Tuesday 30th August 2022

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Parish Clerk



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To: Broadclyst Parish Council Members.

For Information: District and County Ward Members,
Press and Public.

Broadclyst Parish Council Ordinary Meeting of the Council

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 meeting of the Broadclyst Parish Council on **Monday 5th September 2022 at 19:00hrs** at The New Inn Function Room, Broadclyst, EX5 3BX for the purpose of transacting the following business:

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AGENDA

22/048 OPEN MEETING; ATTENDANCE RECORD

- i. The Chair to open the meeting. Where the Chair is not present, the Vice Chair will act.
- ii. **Present:** to record Members present and the method / platform by which they are attending
- iii. **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.

22/049 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.

22/050 MINUTES

To receive, and resolve to approve as a correct record, the draft minutes of the Full Council meeting on 9th May 2022, Monday 20th June, and Monday 4th July 2022.

Standing Orders will be suspended:

22/051 COMMUNITY YOUTH DRAMA PROJECT

The summer Community youth group will perform a short piece to showcase their summer project.

22/052 WARD MEMBERS

i. Broadclyst County Division Members

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

ii. Broadclyst District Ward Members

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

22/053 PUBLIC QUESTIONS

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders. (The Chair reserves the right to restrict this item to no longer than 15 minutes, with a maximum of 3 minutes per item). Please see notes on public speaking during virtual meetings on the last page of this agenda.

The meeting will reconvene under Standing Orders

22/054 ACCEPTANCE OF REPORTS

To accept reports received from stakeholders and to consider any actions arising from any of the public/stakeholder reports received this evening accordingly.

22/055 COUNCIL REPORTS

i. Clerks report

To receive the Clerks Report, incorporating a brief report from the youth Club with a recommendation for further funding to the end of the spring term (to coincide with Council's year-end), and to resolve any recommendations contained within.

ii. Neighbourhood Plan Officer report

To receive a report from the Neighbourhood Plan Officer, and to resolve any recommendations contained within.

22/056 FINANCE

i. Finance Committee Minutes

To receive draft Minutes from the Finance and Governance Committee's meeting on 16th June 2022 as a report.

ii. Financial Reporting: Council accounts to 30.06.2022

To receive and resolve to approve the Council's Q1 accounts for 22/23, including the bank reconciliations, financial statement, and balance sheet to 30th June 2022.

iii. Payment Schedule

To retrospectively resolve to approve the list of payments for July and August 2022, noting any payments made under delegation.

22/057 PLANNING

i. Recent decisions

Recent decisions are listed in a report in the meeting documents file.

ii. Appeal decisions

To note there have been 0 appeal decisions announced since the last meeting.

iii. Planning applications for consultation

(Council may also consider any applications for which notification was received after publication of this agenda)

Application reference	Address	Proposal	Close date
21/2604/OUT	6 Railway Terrace Broadclyst Station Exeter EX5 3AX	Outline application, with all matters reserved, for the erection of seven dwellings.	Awaiting comment on additional information
22/1770/FUL	Site Of 39 Pinn Hill Exeter EX1 3TH	Construction of a detached garage and workshop.	7 th Sept 22
22/1359/FUL	Ballamount Broadclyst EX5 3BJ	Rebuild of destroyed double garage.	9 th Sept 22
22/1745/FUL	Land Off Poltimore Road Poltimore EX4 0BB	Retrospective consent for compound area and new access track.	7 th Sept 22
22/1550/FUL	Laurel Cottage Killerton EX5 3LE	A new substation within the car park area of Killerton House, Exeter.	11 th Sept 22
22/1823/FUL	1 Heath Cottages (rear Of 1 & 2) Broadclyst Exeter EX5 3GZ	Construction of a two storey 3-bed detached dwelling and erection of a detached double garage.	23rd Sep 2022

22/058 CORRESPONDENCE

- i. To receive the correspondence list
- ii. To resolve to action any matters arising from the correspondence list as appropriate.
- iii. To consider requests arising from the 4th July meeting:
 - For the parish council to write a letter to the Headquarters of the National Trust as it has ignored Net Zero in relation to its own properties
 - To write to Devon County Council (DCC) regarding the need for a Tithebarn primary school, including the following reasons:
 - Proximity (children need to be able to walk to school)
 - Sense of place
 - Sustainable travel
 - To invite Rev Marc Kerslake to give an update to the community on the future of St John the Baptist Church, Broadclyst.

22/059 FUTURE AGENDA ITEMS

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

22/060 TO CLOSE THE MEETING

Dated this 30th August 2022

Angie Hurren

Broadclyst Parish Council Clerk & RFO

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

Public speaking during council meetings

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.

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.

Inclusivity

We appreciate meetings are not easy for everybody to attend. Should you have any special needs or require any reasonable adjustments to help you to make individual contributions, please contact the office in advance on 01392 360269. You may submit questions in advance of the meeting by phone or by emailing clerk@broadclyst.org

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

- No prior notification is needed but it would be helpful if you could let Council's Officers know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings.
- This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.
- If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You must not make an oral commentary during the meeting.
- The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.
- Members of the public exercising their right to speak during Public Question Time, but do not wish to be recorded, need to inform the Chairman who will instruct those taking a recording to cease while they speak.

Broadclyst Parish Council
Annual Meeting of the Council

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.

The Annual meeting of the Broadclyst Parish Council was held on **Monday 9th May 2022** at **19:00hrs** at Broadclyst Sports Pavilions, Holly Close, Broadclyst, EX5 3JB for the purpose of transacting the following business:

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MINUTES (Draft)

22/031 ELECTION OF CHAIRMAN

RESOLUTION: Cllr Gent proposed Cllr Massey as Chairman, seconded Cllr Rylance. There were no further nominations. The vote for Cllr Massey was unanimous and therefore it was resolved that Cllr Massey is Chair for 2022/23.

The Chairman signed his Declaration of Acceptance of Office before continuing the meeting.

22/032 ELECTION OF VICE CHAIRMAN

RESOLUTION: Cllr Rylance proposed Cllr Get as Chairman, seconded Cllr Pepper. There were no further nominations. The vote for Cllr Gent was unanimous and therefore it was resolved that Cllr Gent is Vice Chair for 2022/23.

The Vice Chairman signed his Declaration of Acceptance of Office. (NB: There is no legislative requirement for the Vice Chairman to sign a Declaration of Acceptance of Office, however we have traditionally adopted this as good practice.)

22/033 MEMBERS

- i. **Present:** Members present were recorded as Cllrs Chamberlain, Gent, Lewis, Massey, Pepper, Rhodes, Rylance and K Straw
- ii. **Apologies:** The Council resolved to approve apologies for absence from Cllr Baker, Fernley, Jackson, and L Straw. RESOLVED
Cllr Staddon was not present (no apologies).
- iii. **Vacancies:** The Council was notified by the Returning Officer of East Devon District Council that there had been no response to the public notices following the resignation of Sofie Francis and Scott Waldron. It was noted that the Council can now fill the two Parish Councillor vacancies by co-option.
Council received a short address from 2 interested parties and a letter from a third was read out. Each vacancy to be co-opted required its own round of voting.
Following two rounds of voting, it was resolved that Steve Taylor and Paul Whitmarsh be co-opted as Councillors.
- iv. **Declaration of Office:** the co-opted Member(s) Cllr Steve Taylor and Cllr Paul Whitmarsh signed their Declaration of Acceptance of Office and took their seat(s) at the council table. The new Members were reminded that they must complete and submitted their Register of Interests to East Devon District Council within 28 days.

22/034 DISCLOSABLE PECUNIARY INTEREST

There were no DPI's or requests for dispensations.

22/035 MINUTES

The Council received the draft minutes of the Full Council meeting on 7th March 2022 and extraordinary meetings on 20th April 2022.

RESOLUTION: It was proposed by Cllr Gent that both sets of draft Minutes be approved as a correct record of the meetings. This was seconded by Cllr K Straw and unanimously agreed by Members present who had also been present at the meetings. RESOLVED.

Standing Orders were suspended:

22/036 WARD MEMBERS

i. Broadclyst County Division Members

County Division Member Cllrs Gent discussed a potential proposal for the PC to purchase a traffic VAS (vehicle activated sign – used to encourage drivers to slow down)

He gave a verbal update on the Monkerton Power Station at Tithebarn which generates electricity and heat for 2,400 homes in the parish. It is currently running on gas but will eventually be powered by EFW¹ from Greendale once the heat network is connected to the Hill Barton plant.

ii. Broadclyst District Ward Members

District Ward Members Cllr Pepper, Rylance and Chamberlain were present. Cllr Rylance spoke about the extent of the impact on EFW stations if/as/when the amount of packaging is reduced. Devon Authority Waste Convergence Strategy. EDDC has excellent recycling rates and decrease in landfill bins, more than 60%, in top 10 in the country.

Parking charges have been increased in some car parks; a permit is available at £120 a year for East Devon residents. The charge supports delivery of services which in turn support the economy by attracting visitors.

Cllr Chamberlain is looking for a EDDC housing tenant to join the EDDC Housing Review Board and report on services. Meetings are virtual and held quarterly. A diverse mix is welcome.

22/037 NATIONAL TRUST REPORT

There was no report from the National Trust. It was noted that the AGM of the Tenants Association had been held yesterday in Broadclyst. Matters arising included the challenges of energy efficiency in older/listed properties and concerns over future food supply.

22/038 PUBLIC QUESTIONS

There were no questions from members of public

The meeting reconvened under Standing Orders

22/039 ACCEPTANCE OF REPORTS

It was proposed by Cllr Pepper that the Council accept reports received from stakeholders this evening; seconded by Cllr Lewis and unanimously agreed.

22/040 COUNCIL REPORTS

i. Clerks report

The Council received the Clerks Report, incorporating the Food Bank report, which contained a recommendation to protect the roof at the Pavilions from trespass, unbudgeted expenditure, proposed Cllr K Straw to authorise the Clerk to do this work. Seconded Cllr Pepper as Chairman of the Pavilions, and unanimously agreed. RESOLVED.

The Clerk reported that reasonable adjustments could be needed to support the Deputy Clerk's return to work in the office. It was proposed by Cllr K Straw to delegate to the Clerk to spend up to £2,500; seconded Cllr Rylance and unanimously agreed. RESOLVED.

ii. Neighbourhood Plan Officer Report

The Neighbourhood Plan report was tabled.

¹ Energy From Waste

22/041 FINANCE

- i. **Finance Committee Minutes**
The Council received draft Minutes from the Finance and Governance Committee's meeting on 28th March 2022 and 20th April 2022 as a report. It was proposed by Cllr Massey to accept the Finance Committee Minutes as a report to Council; seconded by Cllr Pepper, and unanimously agreed. RESOLVED
- ii. **Financial Reporting: Council accounts to 31.03.2022**
The Council received the Council's year-end accounts, including the bank reconciliations, financial statement, and balance sheet to 31st March 2022.
It was noted that the Community Grants was underspent in 21-22, so applications are invited from community groups
It was proposed by Cllr Massey to accept the draft accounts to 31.03.2022; seconded Cllr Pepper and unanimously agreed. RESOLVED.
- iii. **Payment Schedule**
It was proposed by Cllr Pepper to resolve to approve the list of payments for April 2022; seconded Cllr Lewis and unanimously agreed. RESOLVED.
- iv. **Banking**
The Council reviewed its banking arrangements and bank signatories for 2022/23; these remain unchanged and were confirmed as Cllrs Chamberlain, Jackson, Massey, Pepper.

22/042 GOVERNANCE.**i. General Power of Competence**

Local Councils can only do what legislation requires or permits them to do. Introduced under the Localism Act 2011(ss1-8), the General Power of Competence permits Local Councils which meet the qualifying criteria to do anything that an individual may do (subject to statutory prohibitions, restrictions and limitations).

Criteria are defined in Article 2:2(1) of the Parish Councils (General Power of Competence) (Prescribed conditions) Order 2012; after the original resolution is passed, the Order requires the Council to resolve at each subsequent annual meeting that it continues to meet the criteria, namely:

- that at least two-thirds of Members were elected at the most recent ordinary elections (whether contested or not)
- that the Clerk to the Council holds a recognised sector-specific qualification. Broadclyst Parish Council continues to meet both criteria.

To confirm Broadclyst Parish Council is eligible to use the GPC in 2022/23, and payments will be made using the GPC as a Power of First Resort.

This was proposed by Cllr K Straw; seconded Cllr Rylance and unanimously agreed. RESOLVED.

ii. Standing Order #5

The Council received the Clerks report and accompanying documents in relation to business to be transacted at the Council's Annual meeting.

It was proposed by Cllr K Straw to accept the report and to agree any suggested amendments to documents/policies contained within (including Standing Orders and Financial Regulations); seconded Cllr Rylance and unanimously agreed. RESOLVED.

iii. Committee Membership

The Council reviewed Councillor membership of each of its committees, and representation on external bodies. The new committee membership and external representation structure for 22/23 can be found at Appendix A.

iv. Meeting Schedule

The Council agreed its schedule of meetings for 2022/23, which can be found at Appendix B.

22/043 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

i. Annual Internal Auditor Report

The Council received the Annual Internal Audit (IA) Report for 2021/22. It was proposed by Cllr K Straw to accept the IA report; seconded Cllr Pepper and unanimously agreed. RESOLVED.

ii. Annual Governance Statement

The Authority considered and to respond to the Annual Governance Statement assertions as set out in Section 1 of the AGAR for the year ended 31 March 2022, as informed by the IA report.

It was proposed by Cllr K Straw that the responses given were correct; seconded Cllr Pepper and unanimously agreed. RESOLVED.

iii. Council Accounting Statement for 2021/22

The Authority considered Section 2 of the AGAR, Accounting Statements for year-ending 31.03.2022.

It was proposed by Cllr K Straw to approve the Accounting Statements for year-ended 31.03.2022; seconded Cllr Pepper and unanimously agreed. RESOLVED.

iv. Exercise of Public Rights

It was noted that the period of elector's rights will commence on Monday 13th June 2022 and finish on Friday 22nd July 2022. Notification will be placed on the village noticeboard and website.

22/044 PLANNING

i. Recent decisions April 2022

Council received a report detailing decisions in April 2022. Decisions can be viewed on East Devon District Council's Planning Portal.

ii. Appeal decisions April 2022:

It was noted there have been 0 appeal decisions announced since the last meeting.

iii. Planning applications for consultation

The Council considered the following applications:

Application ref:	Location:	Proposal:	Comment
22/0856/MRES	Land Adjacent Babbage Way Exeter Science Park	<u>Reserved Matters application with details of access, layout, scale, appearance, and landscaping for the construction of a hotel (Class C1), with ancillary flexible workspace/café/ conference facilities on the ground floor and associated access, parking, landscaping, and infrastructure, including additional information and details to satisfy conditions 1, 2, 5, 6, 7, 8, 12, 14, 16, 17, 23, 25, 26, 27, 29, 30, 31, 32, 35, 36, 37, 38 and 39 on outline planning permission ref:</u>	Delegated comment to be submitted by end of the month.

		<u>09/1107/MOUT in so far as they relate to the proposed hotel</u>	
22/0831/TCA	Clyston Mill East Broadclyst EX5 3EW	<u>Cypess tree growing less than 1 metre from high wall (3m). The tree is causing heave/lean to the wall for approx 3.5m either side of the tree. With advise from our building surveyor we propose removing the tree to ground level to stop any further impact or collapse of the wall structure.</u>	Support if a replacement tree is planted as a replacement.

22/045 CORRESPONDENCE

- i. The Council received the correspondence list
- ii. There were no actions arising from the correspondence list.

22/046 FUTURE AGENDA ITEMS

The following requests were made for agenda items for consideration by the Council.

- NT energy efficiency report
- Dog off-lead exercise area
- VH rep.

22/047 TO CLOSE THE MEETING

The meeting closed at 20:45

Signed:

Print:

Date:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

BROADCLYST PARISH COUNCIL

EXTRA ORDINARY MEETING MINUTES (Draft)

Agenda issue date: Friday 10th June 2022

Meeting date: Monday 20th June 2022

Meeting time: commences 19:00hrs

Meeting venue: Broadclyst Primary School Hall, School Lane, Broadclyst. EX5 3JG.

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

NB: There was one matter of a confidential and contractual nature for discussion under Part B (exclusion of press and public) in this meeting.

There was an extra Ordinary Meeting of Broadclyst Parish Council the for the purpose of transacting the following business:

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MINUTES (Draft)

22/048 RECORD OF ATTENDANCE AND APOLOGIES

Broadclyst Parish Council Members present:

Cllrs Massey (Chairman), Fernley, Gent, Jackson, Lewis, Pepper, Rhodes, Rylance, K Straw, Taylor, Whitmarsh

Apologies: Cllrs Baker, Chamberlain, Pepper, L Straw

Absent: Cllr Staddon

In attendance: Neighbourhood Plan Officer

22/049 DISCLOSABLE PECUNIARY INTEREST

Cllrs Massey, Taylor, Whitmarsh reiterated their involvement with The Cornerstone Academy Trust as Members and Trustees, already declared in their Register of Interests.

Standing Orders were suspended:

22/050 PUBLIC QUESTIONS

There were no public questions

The meeting reconvened under Standing Orders

22/051 MINUTES

To receive for approval draft Minutes from the previous Council meeting on 9th May 2022.

Deferred until next meeting

22/052 BROADCLYST NEIGHBOURHOOD PLAN

- i. **Withdrawal of mixed development sites.** It was proposed by Cllr K Straw that the Council resolves to agree to accept the withdrawal of the mixed development sites: Silvertown Mill (EM1) and Elbury Farm (EM2) on recommendation from the NP Overview Steering Group. This was seconded by Cllr Whitmarsh and unanimously agreed. RESOLVED.
- ii. **Further work:** It was proposed by Cllr Rylance that the Council resolves to agree that the funded Locality work on EM1 and EM2 will continue, enabling these sites to be allocated in a future revised Broadclyst NP on recommendation from the NP Overview Steering Group. This was seconded by Cllr Gent and unanimously agreed. RESOLVED.
- iii. **Revised Draft Neighbourhood Plan.** It was proposed by Cllr K Straw that the Council resolves to accept the revised Reg 16 Broadclyst Neighbourhood Plan as unanimously agreed by the NP Overview Steering Group. This was seconded by Cllr Whitmarsh and unanimously agreed. RESOLVED.
- iv. **Submission of Draft Neighbourhood Plan.** It was proposed by Cllr Massey that the Council resolves to agree to the submission to EDDC the amended Reg 16 Broadclyst Neighbourhood Plan, and the other supporting NP documents (on recommendation from the NP Overview Steering Group). This was seconded by Cllr Fernley with a majority vote. RESOLVED.

22/053 PART B

The Chairman proposed that the meeting move into Part B (exclusion of press and public) as the next items for discussion contains matters of a sensitive, confidential, and/or contractual detail. This was unanimously agreed and resolved.

22/054 WESTCLYST STORAGE

Cllrs Massey, Taylor, and Whitmarsh declared personal interests (see Minute ref 22/049) and took no part in this item.

The Council received a quote for the supply and build of a storage facility at Westclyst, the cost and use of to be equally shared with Westclyst Primary school.

It was proposed by Cllr Jackson that the Council resolves to fund 50% of the cost (c.£6,000). This was seconded by Cllr Rylance and unanimously supported by those eligible to vote (7 voting Members). RESOLVED.

22/055 CLOSE OF MEETING

The meeting closed at 19:15hrs

Signed:

Print:

Date:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT

Agenda issue date: Friday 10th June 2022

Meeting date: Monday 7th July 2022

Meeting time: commences 19:00hrs

Meeting venue: Blackhorse Inn Function Room, Old Honiton Road, Blackhorse, EX5 2AN

Broadclyst Parish Council Ordinary Meeting of the Council

Press and Public were welcome to attend.

There was one item 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 meeting of the Broadclyst Parish Council on **Monday 4th July 2022** at **19:00hrs** at Blackhorse Inn Function Room, Old Honiton Road, Blackhorse, EX5 2AN for the purpose of transacting the following business:

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MINUTES (Draft)

22/056 MEMBERS**Broadclyst Parish Council Members present:**

Cllrs Massey (Chairman), Fernley, Gent, Jackson, Rhodes, Staddon, K Straw, L Straw, Taylor, Whitmarsh

Apologies: Cllrs Baker, Chamberlain, Pepper, Rylance

Absent: Cllr Lewis,

In attendance: Clerk

22/057 DISCLOSABLE PECUNIARY INTEREST

Members were reminded to update interests.

22/058 MINUTES - Deferred

To receive, and resolve to approve as a correct record, the draft minutes of the Full Council meeting on 9th May 2022 and the Full Council extraordinary meeting on 20th June 2022.

Item deferred.

Standing Orders were suspended:

22/059 WARD MEMBERS**i. Broadclyst County Division Members**

County Division Member Cllrs Gent reported on delivery of Infrastructure in the West End of East Devon, suggesting more input from DCC and EDDC to push for the delivery of commercial and community infrastructure, i.e., allotments, community space, sports fields, school, linear park, green spaces, etc.

Westclyst park and change facility: an officer at DCC is trying to push forward with the delivery of this infrastructure which is a legal obligation on the developer.

Question raised regarding progression from primary to secondary school for Westclyst and Monkerton Primary schools which are not feeders schools for any named secondary school.

Action: Cllr Gent to talk to Clyst Vale Trustees about its admissions criteria.

ii. Broadclyst District Ward Members

There were no additional matters for / from District Ward Members Cllr Pepper, Rylance and Chamberlain

22/060 PUBLIC QUESTIONS

The following public questions were raised:

- Increase in ASB / vandalism at Westclyst

The meeting reconvened under Standing Orders

22/061 ACCEPTANCE OF REPORTS

The Council resolved to accept reports received from stakeholders and to consider any actions arising from any of the public/stakeholder reports received this evening accordingly, namely, to write letters of concern to:

- The National Trust regarding the energy efficiency of their properties; in its' manifesto, it seems to have ignored Net Zero in relation to its own properties. Tenants are facing massive increases in fuel costs for energy inefficient properties. The improvements should apply to apply to leasehold as well as shorthold tenancies.
- DCC regarding progression from primary school to secondary school and the current provision in the West End.

- There are no dropped kerbs in Broadclyst village: Cllr Staddon to send plan to Cllr Gent.
- The lack of pavement on Bustard Hill and by the Baptist Chapel was also raised.

Proposed Cllr K Straw, seconded Cllr Staddon.

22/062 CLERK'S REPORT

The Council received a verbal update from the Clerk including:

- Allotment requests and lack of progression on the Westclyst allotments
- Fun Day
- RA and results of legionella and water sampling at the Pavilions and public toilets

22/063 FINANCE

i. Finance Committee Minutes - deferred

The Council will receive draft Minutes from the Finance and Governance Committee's meeting on 16th June 2022 at a future meeting.

ii. Payment Schedule - deferred

The Finance Chairman reported an increase to the amount of spend on the storage shed; it was noted that all expenditure in June 22 has been within budget allocations or pre-approved by Council. The final schedule will be presented to the Finance Committee for approval at its next meeting.

22/064 SUMMER YOUTH PROVISION

- The Council received a verbal update from Youth Committee Chair, Cllr Liz Straw, regarding youth provision through the summer holidays.
- The Council considered a request from the YMCA for funding the summer activities program:
 - 4th August Pizza Event and Wide Games
 - 25th August BBQ and Wide Games
 - 1st September Lazer Tag Afternoon.
 - Including all Staff Salaries and Activities Costs at a total of £1341.

It was proposed by Cllr K Straw to approve the summer activities grant of £1,341, seconded by Cllr Gent, and unanimously agreed. RESOLVED.

22/065 PLANNING

i. Recent decisions May/June 2022

The Chairman reported recent decisions in May/June 2022 were reported.

ii. Appeal decisions May/June 2022:

The Council noted there have been 0 appeal decisions announced since the last meeting.

iii. Planning applications for consultation

Applications for consideration will be tabled. Current consultations can be found online at <https://planning.eastdevon.gov.uk/online-applications/> and using the monthly list search tab.

Members of public are respectfully reminded that they can make individual representations via the planning portal at the above link.

22/0795/MFUL: No consultation with BPC – welcome to come in and present, but that hasn't taken place. We understood the original proposal was for commercial units on the ground floor with (affordable) housing above. Cannot support design due to the mixed access road / shared space to the rear of the commercial units and front of the residential units. Cannot support current layout for mixed use on this site. Majority vote: one abstention

22/066 CORRESPONDENCE – item deferred

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

22/067 FUTURE AGENDA ITEMS

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

- To follow up on the action above (Public Questions) for the parish council to write a letter to the Headquarters of the National Trust as it has ignored Net Zero in relation to its own properties
- To write to Devon County Council (DCC) regarding the need for a Tithebarn primary school for the following reasons:
 - Proximity (children need to be able to walk to school)
 - Sense of place
 - Sustainable travel
- To invite Rev Marc Kerslake to give an update to the community on the future of St John the Baptist Church, Broadclyst.

22/068 PART B

The Chairman proposed that the meeting moves into Part B (exclusion of press and public) as the next items for discussion contains matters of a sensitive, confidential, and/or contractual detail. This was unanimously agreed.

22/069 BUS SHELTERS, TITHEBARN WAY

- i. Following requests from the community, the Council received a quote for the provision, installation, and ongoing cleaning/maintenance of two 2 bay 3m bus shelters on Tithebarn Way.
- ii. It was proposed by Cllr Jackson that the Council resolves to place the order as per the quote, subject to all necessary permissions being obtained from Devon County Highways (Tithebarn Way is adopted). This was seconded by Cllr K Straw and unanimously agreed.
- iii. Support for encouraging sustainable transport and measure that help to reduce reliance on the private car has been demonstrated through quantitative data gathered through community consultation as part of the Neighbourhood Plan preparation and so is considered evidence of community support. Residents have relayed challenges of waiting for busses in the rain, and older/infirm people cannot stand for long periods of time waiting for the bus.

Community Infrastructure Levy (CIL) is a direct monetary contribution to the parish council by developers to offset the impact of development. It was proposed by Cllr K Straw resolve to use CIL to finance this community infrastructure provision. This was seconded by Cllr Jackson and unanimously agreed.

22/070 TO CLOSE THE MEETING

The meeting closed at 19:53hrs

Signed:

Print:

Date:

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

CLERKS REPORT: SPRING 2022

1. Pavilions

- a. Legionella testing has been carried out with no traces found in either the Pavilions or the public toilets. The survey did however identify some works to block off dead ends and to update processes in place to manage the risk.
- b. Bowls season is drawing to a close and we are preparing for the football season.

2. Broadclyst Allotments

There has been no progress on this since my last report, so the earlier report is repeated to refresh memories.

The lease between National Trust (superior landlord) and Broadclyst Parish Council (lease-holder) for the northern field is being prepared for renewal. An on-site meeting with the National Trust on 28.01.22 included an inspection of the northern field and a forward plan to bring vacant plots in the southern field forward for lease to the Parish Council. The Broadclyst Allotment Association has confirmed it does not wish to extend its lease to include any additional plots in the southern field. Completion of the Westclyst allotments is expected to be pursued this spring. The waiting list for Westclyst is over-subscribed; residents could be offered plots once the southern part of the National Trust allotments opposite Clyst Vale Community College are available. This is in line with the current waiting list policy where plots are offered to parish residents before those living outside the parish.

3. Westclyst

a. Allotments

There has been no progress on this since my last report, despite emails to Barratts, so the earlier report is repeated to refresh memories.

A site meeting took place (attended by Cllr Gent and me) to discuss the completion of the Phase 1 allotments. The landscaper will be finishing the fencing and trimming hedges around the area, finishing the paths and plots, and ensuring a soil depth on the growing beds of at least 300mm. This is to enable the allotments to be handed over to the Parish Council.

b. Alexandra House

The new Care Home, Alexandra House, is due to open shortly (indeed it may already be open by the time you read this). Cllr Whitmarsh has reached out to them with a welcome to the Parish and the aspiration to build a good relationship with the Home as a local employer; this has been well-received, and it is hoped that a viewing opportunity can be arranged.

4. Wishford raised walkway

Some of the uprights that hold the parapet cross-members on the eastern side of the walkway are rotten and need replacing urgently, as do a few of the boards in the walkway itself. Different options were presented, including the complete removal of the walkway, and these were discussed in a site meeting on 8th August.

At the time of writing this report, a way forward has not been determined, but it is likely that temporary repairs will be carried out, with a more sustainable solution (potentially using a surface made from recycled plastic) can be identified and put forward for future funding.

5. Footpaths

The Council has received sealed notice of making of the Modification Order relating to the Public Path Diversion and Definitive Map of footpath 22 (Great Barton Farm). The period for making representations expires on Friday 16th September 2022.

6. Food Bank.

- a.** Need continues, driven less now by immediate urgent response but by the cost-of-living increases, including the increased cost of utilities. The TAFF review group initially met in March and discussed need and considered options for the longer term. As a result of this review, we are trialing a tiered system: Tier 1 clients will receive produce and bakery items along with whatever food goods we have been donated; tier 2 clients in financial hardship, assessed on a case-by-case basis, will receive tier one goods plus additional items as well as being signposted to external agencies to see if there are any more ways of receiving help; and tier 3 emergency clients referred by partner agencies will receive a one-off Trussel Trust food bank parcel. We will regularly review our clients to make sure we are supporting households, but not creating a dependency.
- b.** The rise in energy prices is likely to have a delayed impact that will not be felt in full before the end of this calendar year, however initial fears are that this will see an unprecedented increase in need for the food bank, even surpassing that which we saw with Covid.
- c.** We are keeping in touch with the Trussel Trust and Cranbrook Town Council as to the best way to manage demand in this area to east of Exeter, should it increase.

7. Youth Provision

It had originally been envisaged that we would tender for youth provision during the summer, however we have not had time to do this yet. The YMCA report an increase in numbers, which is positive news, and has asked about planning resources and staff for future provision.

Recommendation: It is recommended that the council extends its existing contract with the YMCA until the end of council's financial year (31.03.2022), publishing a tender this autumn for youth work to run from 01.04.2022

Reasons: to retain provision; to secure future provision; to ensure best value for money.

This concludes my report to Council.

Angie Hurren BEM
Broadclyst Parish Clerk & RFO
30.08.2022



NEIGHBOURHOOD PLAN OFFICER'S REPORT

Report to: Broadclyst Parish Council

Date of Meeting: September 5th 2022

Agenda item: 22/055/ii

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 the 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
Covid 19	High	Moderate/ Major	Regular review of MHCLG Covid 19: planning update of changes to the neighbourhood planning process . Adjusting stages of the NP process to be in line with national guidance.

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

NP Update:

1. The EDDC Consultation of the Broadclyst Neighbourhood Plan closes on September 8th and after this date all responses to this consultation will be available on the EDDC website.
2. Andrew Ashcroft has been appointed as Examiner of the Broadclyst Neighbourhood Plan. This was the Overview Steering Groups preferred choice. Andrew has a very good national perspective having examined 217 neighbourhood plans (as of August 2022) covering an extensive range of urban and rural neighbourhood areas. This will be the first exam he has done in Devon. He has an extensive range of experience in neighbourhood planning beyond that of an examiner, including that of a former senior local government officer, that of a consultant assisting others to produce their own plans and that of a steering group member of a 'made' plan.

He wrote a synopsis of the Broadclyst NP and commented on the Plan and the supporting documents.

The Plan is a distinctive and very well-written document which provides a clear and compelling vision for the neighbourhood area. In particular, it balances opportunities for sensitive, well-designed development with strong environmental and community aspirations.

The Plan is impressively underpinned by a series of supporting documents. The work on the Character Assessment (2019), the Design Code (2021), the Site Options Assessment (2019) and the Local Green Spaces assessment (2021) in particular is very impressive.

The Plan also takes a very comprehensive approach towards building design technology and towards promoting sustainable forms of travel. This approach will ensure that it addresses the sustainability agenda in general, whilst taking account of local circumstances in particular.

He also provided specific feedback on the policies which specifically address the following issues:

- the promotion of a community sports hub CF1;
- securing distinctive local design D1;
- the allocation of housing sites H1-3; and
- the designation of local green spaces NE6 .

The examination will start on 15th September.

Recommendation: For Council to note the information provided above.
This concludes my report to Council.

Janvrin Edbrooke
Broadclyst Parish Council Neighbourhood Plan Officer
30 August 2022



NEIGHBOURHOOD PLAN OFFICER'S REPORT

Report to: Broadclyst Parish Council

Date of Meeting: September 5th 2022

Agenda item: 22/055/ii

Subject: Broadclyst Neighbourhood Plan

Purpose of report: to update Council

Recommendation:

- i. that that report be noted
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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 the grant fund

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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.

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He also provided specific feedback on the policies which specifically address the following issues:

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- securing distinctive local design D1;
- the allocation of housing sites H1-3; and
- the designation of local green spaces NE6 .

The examination will start on 15th September.

Recommendation: For Council to note the information provided above.
This concludes my report to Council.

Janvrin Edbrooke
Broadclyst Parish Council Neighbourhood Plan Officer
30 August 2022

BROADCLYST PARISH COUNCIL
FINANCE COMMITTEE MEETING MINUTES (Draft)

Meeting date: Thursday 16th June 2022

Meeting time: commenced 19:00hrs

Meeting venue: Black Horse function room, Blackhorse, Old Honiton Road, EX5 2AN

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

NB: There was one matter of a confidential and contractual nature for discussion under Part B (exclusion of press and public) in this meeting.

Committee Members were summonsed to a Broadclyst Parish Council Finance Committee meeting for the purpose of transacting the following business:

MINUTES INDEX

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F22/035 Minutes	59
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F22/043 Close Of Meeting	61

MINUTES (Draft)

F22/032 RECORD OF ATTENDANCE AND APOLOGIES

Broadclyst Parish Council Finance Committee Members:

Cllrs K Straw (Chairman), Massey, Pepper, Taylor, Whitmarsh were present; the committee resolved to accept apologies from Cllrs Jackson and Rhodes (work commitments)

F22/033 DISCLOSABLE PECUNIARY INTEREST

Interests already declared but re-stated for transparency:

Cllr K Straw in F22/039i due to his association with the Theatre Group; Cllrs Taylor and Whitmarsh in F22/039ii as Trustees of Cornerstone Academy Trust and Cllr Massey and the Clerk as Members of Cornerstone Academy Trust.

Standing Orders were suspended:

F22/034 PUBLIC QUESTIONS

There were no public questions raised or received in advance.

The meeting reconvened under Standing Orders

F22/035 MINUTES

The Committee receive for approval draft Minutes from the Finance and Governance Committee meeting on 20th April 2022.

It was Proposed by Cllr Massey and Seconded by Cllr K Straw that the draft Minutes be accepted as a true record of the meeting. This was agreed by Members present who had been at the meeting on 20th April 2022. (Cllrs Taylor and Whitmarsh were not Members at the time of the meeting) and so it was resolved.

F22/036 FINANCIAL REPORTING

- i. **Council accounts to 31.05.2022.** The Committee received the Council's current year accounts, including the bank reconciliations, financial statement, and balance sheet to 31st May 2022.

In considering the accounts, the committee raised these actions:

- a. To consider potentially increasing investment in the Property fund and/or adding a Public Sector Deposit Fund / additional bank / building society account, it was agreed to add this to the action tracker for future consideration. *Action: Clerk.*
- b. To request the staffing committee meets to agree allocations for roles in 22/23. *Action: Clerk*
- c. To promote the Neighbourhood Plan Referendum from the public consultation budget allocation.

It was proposed by Cllr Massey that the accounts to 31.05.2022 and the above actions be agreed; this was seconded by Cllr Pepper, unanimously agreed, and so it was resolved.

- ii. **Payment Schedule:** The Committee received the payment schedule for May 2022. It was proposed by Cllr Massey and seconded by Cllr Whitmarsh to resolve to

approve the payment schedule. This was unanimously agreed and so it was resolved.

- iii. **Community jubilee grant payments.** The Committee received a list of jubilee grants agreed by Finance Chairman and RFO under delegation, made between the Committee's last meeting and this meeting.

It was agreed that formal thanks from the Parish Council to all the organisers of the different community events be given; the weather had been kind for HRH Queen Elizabeth II's Platinum Jubilee celebrations and people across the parish had enjoyed various community activities.

As not all invoices for the events have been received, acceptance of the final spend was deferred to the next meeting.

F22/037 FINANCIAL REGULATIONS (FRs)

It was agreed to defer the review of Council's FRs with regard any limits and delegations for capital expenditure to the next meeting.

F22/038 YOUTH CLUB PROVISION

- i. The committee discussed and agreed the tender process for the provision of youth work in the parish. (NB: the tender itself was discussed in Part B).
- ii. It was proposed by Cllr Massey that the Finance Committee agrees a recommendation to council that it resolves delegation to the Clerk as set out in the Local Government Act 1972 (s.1(ss.1a)) in relation to this matter. Cllr K Straw as Finance Chairman will assist the Clerk in the tender evaluation process. This was seconded by Cllr Pepper and unanimously agreed, and so it was resolved.

F22/039 COMMUNITY GRANT APPLICATIONS

The Committee received the following community grant applications, noting that both applications helped to address known need (isolation of young people during school holidays, and child safety):

- i. **Broadclyst Traffic Committee: Junior Road Safety Officers**
It was proposed by Cllr Pepper to allocate £1,500 to the Junior Road Safety initiative at Broadclyst and Westclyst, working with Cornerstone Academy Trust. This would provide initial start-up funding for the project as well as funds to replace items through the project's lifespan. This was seconded by Cllr K Straw and unanimously agreed, so it was resolved.
- ii. **Broadclyst Theatre Group: summer youth project**
It was proposed by Cllr Massey to allocate £1,500 to the Broadclyst Theatre Group summer youth project, to be spent in accordance with the detail on the application form and to pay musicians' fees. This was seconded by Cllr Pepper and unanimously agreed, so it was resolved.

F22/040 ACTION TRACKER

The following actions arising from this Committee meeting and to whom they have been allocated are recorded:

Action	By whom	Status
Research additional banking options	Clerk	
Write to staffing committee to request meeting for staff salary allocations	Clerk	
Research best practice for processing and checking e-invoices	Clerk	
Review Financial Regulations and delegations for capital spend (not revenue spend)	Cllr K Straw	
Recommend to council that the youth provision tender be delegated to Clerk, with Cllr K Straw to assist with scoring and evaluating tenders	Cllr K Straw as Chair of the Council's Finance Committee (via draft Minutes)	

F22/041 PART B

The Chairman proposed that the meeting moves into Part B (exclusion of press and public) as the next items for discussion contains matters of a sensitive, confidential, and/or contractual detail. This was unanimously agreed.

F22/042 YOUTH PROVISION TENDER DOCUMENT

The Committee received a draft Invitation to Tender for a three-year SLA for Youth Provision in Broadclyst Parish.

It was proposed by Cllr Massey to accept the draft document, recommending its approval to Council on 4th July 2022. This was seconded by Cllr Pepper and unanimously agreed.

F22/043 CLOSE OF MEETING

The meeting closed at 19:50hrs

Signed:

Print:

Date:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT

19/08/2022

Broadclyst Parish Council

16:02

Balance Sheet as at 30.06.2022

31st March 2022

31st March 2023

31st March 2022		31st March 2023	
Current Assets			
300	Debtors	0	
4,868	VAT Control A/c	4,627	
2,215	Lloyds Bank BPC	2,897	
528,465	Lloyds Bank BPC Reserves	624,682	
535,848		632,206	
535,848	Total Assets	632,206	
Current Liabilities			
0		0	
535,848	Total Assets Less Current Liabilities	632,206	
Represented By			
175,777	General Reserves	275,629	
360,071	Earmarked Reserves	356,577	
535,848		632,206	

The above statement represents fairly the financial position of the authority as at 30.06.2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Bank Reconciliation Statement as at 30/06/2022
for Cashbook 1 - Lloyds Bank BPC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank BPC	30/06/2022	3	2,897.33
			<u>2,897.33</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,897.33
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,897.33
		Balance per Cash Book is :-	2,897.33
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2022
for Cashbook 2 - Lloyds Bank BPC Reserves

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank reserves	30/06/2022	1	624,682.14
			<u>624,682.14</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			624,682.14
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			624,682.14
		Balance per Cash Book is :-	624,682.14
		Difference is :-	0.00

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u>	<u>Income</u>								
1075	CIL	124,045	0	0	0			0.0%	
1076	Precept	387,240	180,270	360,540	180,270			50.0%	
1080	Bank Interest Received	49	16	100	84			16.3%	
1085	Investment Interest received	1,462	435	1,600	1,165			27.2%	
1100	Grants and Donations RCVD	85	0	0	0			0.0%	
1300	Miscellaneous Income	3,950	217	100	(117)			216.9%	
1310	Handyman income	0	0	500	500			0.0%	
1905	Westclyst Sports Pitch Inc	300	0	0	0			0.0%	
	Income :- Income	<u>517,131</u>	<u>180,938</u>	<u>362,840</u>	<u>181,902</u>			<u>49.9%</u>	<u>0</u>
	Net Income	<u>517,131</u>	<u>180,938</u>	<u>362,840</u>	<u>181,902</u>				
6001	less Transfer to EMR	124,045	0						
	Movement to/(from) Gen Reserve	<u>393,086</u>	<u>180,938</u>						
<u>110</u>	<u>Administration</u>								
1320	Telephone rebate	45	6	50	44			12.0%	
	Administration :- Income	<u>45</u>	<u>6</u>	<u>50</u>	<u>44</u>			<u>12.0%</u>	<u>0</u>
4000	Staffing & E/ee contrib	77,062	23,706	83,000	59,294	59,294		28.6%	
4005	E'er contributions 20-21	37,703	10,283	45,000	34,717	34,717		22.9%	
4050	Officer's Expenses	2,200	471	2,500	2,029	2,029		18.8%	
4070	Telephone - mobile	696	341	750	409	409		45.5%	
4080	Banking	81	23	150	127	127		15.1%	
4085	Investments	25,000	0	0	0	0		0.0%	
4090	Payroll	451	177	600	423	423		29.5%	
4100	Stationery	860	28	2,000	1,972	1,972		1.4%	
4110	I.T.	5,438	3,348	8,500	5,152	5,152		39.4%	
4111	IT replacement	89	0	2,000	2,000	2,000		0.0%	
4115	Finance RBS	1,254	558	1,500	942	942		37.2%	
4120	Hall Hire	435	69	1,200	1,131	1,131		5.8%	
4130	Subscriptions	1,410	1,384	2,500	1,116	1,116		55.4%	
4135	Legal Costs	2,000	0	5,000	5,000	5,000		0.0%	
4140	Audit Costs	2,050	550	2,000	1,450	1,450		27.5%	
4150	Youth Worker	10,000	0	10,500	10,500	10,500		0.0%	
4160	Youth Club	985	0	2,000	2,000	2,000		0.0%	
4180	Training - statutory	1,063	0	2,000	2,000	2,000		0.0%	
4185	Training - CPD	2,520	175	4,500	4,325	4,325		3.9%	
4190	Insurance	3,550	3,390	5,000	1,610	1,610		67.8%	
	Administration :- Indirect Expenditure	<u>174,846</u>	<u>44,502</u>	<u>180,700</u>	<u>136,198</u>	<u>0</u>	<u>136,198</u>	<u>24.6%</u>	<u>0</u>
	Net Income over Expenditure	<u>(174,801)</u>	<u>(44,496)</u>	<u>(180,650)</u>	<u>(136,154)</u>				
6000	plus Transfer from EMR	(4,411)	0						
	Movement to/(from) Gen Reserve	<u>(179,212)</u>	<u>(44,496)</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Grants/projects								
4275 Little Free Library	61	0	0	0		0	0.0%	
4470 Community Grants	5,482	1,759	15,000	13,241		13,241	11.7%	
Grants/projects :- Indirect Expenditure	5,543	1,759	15,000	13,241	0	13,241	11.7%	0
Net Expenditure	(5,543)	(1,759)	(15,000)	(13,241)				
130 Accomodation								
4075 Telephone - landlines	2,833	410	2,200	1,790		1,790	18.6%	
4170 Office Rent	8,185	2,046	10,000	7,954		7,954	20.5%	
4175 Office running costs	1,498	576	2,000	1,424		1,424	28.8%	
4420 Utilities	766	324	1,100	776		776	29.4%	
4460 Rates	2,695	2,695	3,000	305		305	89.8%	
Accomodation :- Indirect Expenditure	15,977	6,050	18,300	12,250	0	12,250	33.1%	0
Net Expenditure	(15,977)	(6,050)	(18,300)	(12,250)				
150 Public Relations								
1500 Advertising Income	0	150	1,500	1,350			10.0%	
1510 Fun Day Income	0	0	200	200			0.0%	
Public Relations :- Income	0	150	1,700	1,550			8.8%	0
4155 Community Connector	0	0	10,500	10,500		10,500	0.0%	
4220 Broadsheet	5,927	1,764	6,500	4,736		4,736	27.1%	
4230 Public Consultation	0	636	0	(636)		(636)	0.0%	
4240 Crime/Traffic	137	0	500	500		500	0.0%	
4260 Fun Day	0	2,839	3,000	161		161	94.6%	
4270 Art, Culture and Entertainment	0	0	500	500		500	0.0%	
Public Relations :- Indirect Expenditure	6,064	5,238	21,000	15,762	0	15,762	24.9%	0
Net Income over Expenditure	(6,064)	(5,088)	(19,300)	(14,212)				
6000 plus Transfer from EMR	(20,000)	0						
Movement to/(from) Gen Reserve	(26,064)	(5,088)						
160 Maintenance								
1370 Dog waste income	3,404	0	0	0			0.0%	
1600 P3 Grant	2,500	2,500	1,000	(1,500)			250.0%	
1610 Grass Cutting Safety Grant	1,499	0	1,500	1,500			0.0%	
1620 Allotments Income	0	0	600	600			0.0%	
1625 Westclyst Allotments	0	0	200	200			0.0%	
Maintenance :- Income	7,403	2,500	3,300	800			75.8%	0

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Staffing & E/ee contrib	25,065	6,394	23,000	16,606		16,606	27.8%	
4290 Helipad/defib costs	90	11	1,100	1,089		1,089	1.0%	
4310 Highways Grass Cut DCC	7,544	1,886	8,000	6,114		6,114	23.6%	
4320 Handyman budget	1,992	263	2,000	1,737		1,737	13.1%	
4321 Equipment service/repair	0	0	1,000	1,000		1,000	0.0%	
4325 Parish Vehicle lease	3,539	1,010	3,900	2,890		2,890	25.9%	
4326 Parish vehicle op budget	3,017	3,616	2,500	(1,116)		(1,116)	144.6%	1,712
4330 Lengthman (contracted)	1,609	0	5,000	5,000		5,000	0.0%	
4340 Parish Clock: Service	0	0	300	300		300	0.0%	
4345 Allotments Exp (Westclyst)	0	0	250	250		250	0.0%	
4350 Allotments Exp (Broadclyst)	0	0	2,700	2,700		2,700	0.0%	
4360 P3 Footpaths	1,478	258	1,000	742		742	25.8%	
4370 Dog Bins	7,073	0	6,670	6,670		6,670	0.0%	
4380 Refuse Disposal	1,469	324	1,300	976		976	24.9%	
4390 Car Park maintenance	0	0	10,000	10,000		10,000	0.0%	
4410 Buildings Maint (contingency)	0	0	5,000	5,000		5,000	0.0%	
4445 Capital Expenditure	1,189	0	8,000	8,000		8,000	0.0%	
4490 Bus Shelters	0	0	500	500		500	0.0%	
4535 Westclyst Sports Pitch	310	0	4,000	4,000		4,000	0.0%	
4540 POS. grass cutting	1,717	135	2,500	2,365		2,365	5.4%	
Maintenance :- Indirect Expenditure	56,093	13,897	88,720	74,823	0	74,823	15.7%	1,712
Net Income over Expenditure	(48,690)	(11,397)	(85,420)	(74,023)				
6000 plus Transfer from EMR	(22,698)	1,712						
Movement to/(from) Gen Reserve	(71,388)	(9,685)						
<u>170 Public Toilets</u>								
1490 Toilets rates rebate	4,840	0	0	0			0.0%	
1700 Toilet Rates Grant	0	0	700	700			0.0%	
Public Toilets :- Income	4,840	0	700	700			0.0%	0
4015 Toilets caretaker (self-emp)	4,215	780	6,000	5,220		5,220	13.0%	
4420 Utilities	1,364	327	1,800	1,473		1,473	18.2%	
4440 Maintenance/Repairs	741	513	1,500	987		987	34.2%	
4450 Products	496	206	700	494		494	29.5%	
4460 Rates	2,420	0	0	0		0	0.0%	
4520 Service Costs	437	0	1,000	1,000		1,000	0.0%	
Public Toilets :- Indirect Expenditure	9,673	1,826	11,000	9,174	0	9,174	16.6%	0
Net Income over Expenditure	(4,833)	(1,826)	(10,300)	(8,474)				
6000 plus Transfer from EMR	360	0						
Movement to/(from) Gen Reserve	(4,473)	(1,826)						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>180 Clyst Room</u>								
4440 Maintenance/Repairs	0	0	500	500		500	0.0%	
4460 Rates	202	202	220	18		18	91.9%	
Clyst Room :- Indirect Expenditure	202	202	720	518	0	518	28.1%	0
Net Expenditure	(202)	(202)	(720)	(518)				
<u>190 Sports Pavilion</u>								
1900 Sports Pavilion Bookings	4,203	285	3,000	2,715			9.5%	
Sports Pavilion :- Income	4,203	285	3,000	2,715			9.5%	0
4000 Staffing & E/ee contrib	9,094	2,389	9,500	7,111		7,111	25.1%	
4420 Utilities	2,013	708	5,000	4,292		4,292	14.2%	
4440 Maintenance/Repairs	4,427	1,657	5,000	3,343		3,343	33.1%	
4450 Products	407	110	500	390		390	22.1%	
4510 Pavilions (running maint)	880	118	1,500	1,382		1,382	7.8%	
4520 Service Costs	1,449	0	2,000	2,000		2,000	0.0%	
4530 Football Pitch	3,434	196	2,000	1,804		1,804	9.8%	
4550 Tennis Courts maint	176	0	500	500		500	0.0%	
Sports Pavilion :- Indirect Expenditure	21,881	5,178	26,000	20,822	0	20,822	19.9%	0
Net Income over Expenditure	(17,678)	(4,893)	(23,000)	(18,107)				
6000 plus Transfer from EMR	(7,000)	0						
Movement to/(from) Gen Reserve	(24,678)	(4,893)						
<u>200 Play Area</u>								
1570 Play Inspector course income	2,970	0	0	0			0.0%	
Play Area :- Income	2,970	0	0	0				0
4440 Maintenance/Repairs	0	0	2,000	2,000		2,000	0.0%	
4560 Play Inspection	562	0	1,000	1,000		1,000	0.0%	
4570 Play Service	4,163	269	750	481		481	35.9%	
4572 Play Inspector course exp	3,496	0	0	0		0	0.0%	
4575 Play equipment (contingency)	0	0	2,000	2,000		2,000	0.0%	
4680 BMX	0	0	500	500		500	0.0%	
Play Area :- Indirect Expenditure	8,220	269	6,250	5,981	0	5,981	4.3%	0
Net Income over Expenditure	(5,250)	(269)	(6,250)	(5,981)				
6000 plus Transfer from EMR	(4,500)	0						
Movement to/(from) Gen Reserve	(9,750)	(269)						

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210</u>	<u>Bowls Green</u>								
1910	Bowls Club Income	1,500	0	1,500	1,500			0.0%	
	Bowls Green :- Income	1,500	0	1,500	1,500			0.0%	0
4600	Bowls budget	1,759	1,338	4,000	2,662		2,662	33.4%	1,281
	Bowls Green :- Indirect Expenditure	1,759	1,338	4,000	2,662	0	2,662	33.4%	1,281
	Net Income over Expenditure	(259)	(1,338)	(2,500)	(1,162)				
6000	plus Transfer from EMR	(3,241)	1,281						
	Movement to/(from) Gen Reserve	(3,500)	(56)						
<u>230</u>	<u>Neighbourhood Planning</u>								
4000	Staffing & E/ee contrib	21,871	5,851	9,000	3,149		3,149	65.0%	
4750	Neighbourhood Planning	933	500	0	(500)		(500)	0.0%	500
4810	Climate emergency work	616	36	6,000	5,964		5,964	0.6%	
	Neighbourhood Planning :- Indirect Expenditure	23,420	6,386	15,000	8,614	0	8,614	42.6%	500
	Net Expenditure	(23,420)	(6,386)	(15,000)	(8,614)				
6000	plus Transfer from EMR	863	500						
	Movement to/(from) Gen Reserve	(22,557)	(5,886)						
<u>265</u>	<u>Covid-19</u>								
1145	Covi food bank donations	1,955	15	0	(15)			0.0%	
1150	Covid-19 reimb	32	0	0	0			0.0%	
1155	Covid-19 grants	2,342	0	0	0			0.0%	
	Covid-19 :- Income	4,329	15	0	(15)				0
4820	Covid-19 resident shopping	30	0	0	0		0	0.0%	
4821	Covid-19 food bank shopping	7,399	570	5,000	4,430		4,430	11.4%	
4822	Covid-19 Food bank rent and op	6,864	318	1,000	682		682	31.8%	
4825	Covid-19 PPE/general exp	859	3	1,000	997		997	0.3%	
	Covid-19 :- Indirect Expenditure	15,152	891	7,000	6,109	0	6,109	12.7%	0
	Net Income over Expenditure	(10,824)	(876)	(7,000)	(6,124)				
	Grand Totals:- Income	542,421	183,894	373,090	189,196			49.3%	
	Expenditure	338,831	87,536	393,690	306,154	0	306,154	22.2%	
	Net Income over Expenditure	203,590	96,358	(20,600)	(116,958)				
	plus Transfer from EMR	(60,626)	3,493						
	less Transfer to EMR	124,045	0						
	Movement to/(from) Gen Reserve	18,919	99,851						

PAYMENTS SCHEDULE - July 2022
Parish Council Current Account

BACS	Payee	Service/Goods Provided	Total
BACS 385	Caretaker	Toilets caretaking June 22	£390.00
"	Thirsty Work	Office water	£23.94
"	Volunteers	Mileage (MP)	£78.82
"	Exe Estuary Pest Control	Pest control contract inv 5559	£45.00
"	Binit	Refuse services July 22	£118.64
"	Mrs H Cutting	Expenses (Fun Day)	£28.70
"	YMCA	Youth work Q1 and July + summer (2 inv)	£4,674.00
"	SPD signs	Fun Day eco banners (listed in BACS 382)	£0.00
"	Pear technology	mapping software updates/tech support	£270.00
"	PPL-PRS licence	Annual licence/royalties	£313.76
BACS 386	Mr A Ricketts	June 22 expenses	£55.58
"	Mrs A Hurren	July expenses	£45.90
"	Mr A G Ricketts	Garage rent (for Apr, May, June, July)	£300.00
"	Payroll Bureau	Payroll services Q1 22-23	£146.04
"	Mole Valley Farmers	Oil, grease, woodstain (2 inv)	£49.68
"	Greenhams	Sanitiser	£48.00
BACS 387	Staff	June 2022 staff salaries, HMRC and Pension	£15,027.33
		BACS TOTAL July 2022	£21,615.39

DEBIT CARD

Jul-22	Amazon reconciliation	Pavilions	£3.20
	Amazon	Food bank shopping (nappies/wipes)	£20.74
	Amazon	Food bank operational	£95.86
	Amazon	Office running costs (inc. shed first aid)	£164.55
01.07.2022	Crusty Cob	Meeting exp	£13.20
04.07.2022	Apple	Cloud storage	£0.79
04.07.2022	Microsoft	Annual 365 business premium licences	£478.08
05.07.2022	Blackhorse Inn	Hall hire	£50.00
06.07.2022	Tesco	Fuel	£108.70
11.07.2022	Facebook	boost post	£20.00
11.07.2022	Sainsburys	Food bank	£7.91
13.07.2022	Throw & Tow	recycling refuse	£98.00
14.07.2022	Dropbox	Annual sub	£1,555.20
14.07.2022	Sainsburys	Fuel	£57.91
14.07.2022	Tesco	Nappies	£20.00
18.07.2022	Boots	Covid tests for volunteers	£49.00
18.07.2022	iStock	photo sub	£30.00
25.07.2022	Sainsburys	Fuel (both)	£214.01
27.07.2022	Online playgrounds	Play area repair materials	£54.00
		CARD TOTAL July 2022	£3,041.15

STANDING ORDERS

01.07.2022	Mr A Ricketts	Garage storage rent	returned
27.07.2022	Administrator	Working from home allowance	£26.00

DIRECT DEBITS**Monthly/Bi-monthly**

DD	O2	Telephone (Administrator, due 09.06.22)	£24.16
DD	Octopus energy	Public toilets electricity (1st-31st June 22)	£31.04
DD	BT Business	Office Phone and Broadband (02.07.2022)	£42.54
DD	O2	Telephone (Officers, due 20.06.22)	£39.72
DD	Propel Finance	Mobile phone June 22	£12.78
DD	Ford Lease Hire	Ford Lease July 22	£386.06
DD	British Gas	Gas at Pavilions (2 June - 1 July 2022)	£20.82
DD	British Gas	Electricity at Pavilions (9 June - 8 July 2022)	£98.37
DD	Lloyds Bank	Bank Charges 10 May to 9 June 22	£7.00

Quarterly/Bi-annual

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 - Novemb	£0.00
DD	TV Licence	Broadclyst Sports Pavilions Licence (annual) Pai	£0.00
		DIRECT DEBITS TOTAL July 2022	£3,729.64

TOTAL EXPENDITURE in July 2022 £28,386.18

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Results for Application Search

Two storey side extension and associated internal alterations

Lake Farm Town End Broadclyst Devon EX5 3HW

Ref. No: 22/1049/LBC | Received: Thu 12 May 2022 | Validated: Tue 17 May 2022 | Status: Refusal

Application for reserved matters approval (layout, appearance, scale, and landscaping) for the construction of 112 dwellings and associated infrastructure, drainage, and open space pursuant to outline application 12/0795/MOUT (Phase 3A) including the partial discharge of outline planning conditions 6, 8, 10, 13 and 14 relating to Phase 3A and compliance with relevant Section 106 obligations

Land At Pinn Court Farm Pinncourt Lane Exeter EX1 3TG

Ref. No: 21/1390/MRES | Received: Mon 17 May 2021 | Validated: Mon 17 May 2021 | Status: Approval with conditions

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Results for Application Search

Proposed garden extension to provide ancillary accommodation

Ellerton Blackhorse Devon EX5 2FT

Ref. No: 22/1333/FUL | Received: Wed 15 Jun 2022 | Validated: Tue 21 Jun 2022 | Status: Approval with conditions

Erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.15 metres, for which the maximum height would be 3 metres, and for which the height of the eaves would be 2.5 metres.

18 Holland Drive Exeter Devon EX1 3BL

Ref. No: 22/1180/GPD | Received: Thu 26 May 2022 | Validated: Wed 08 Jun 2022 | Status: Prior approval not required

Proposed extension to existing cattle building

Springs Sandy Lane Broadclyst EX5 3AN

Ref. No: 22/1150/FUL | Received: Tue 24 May 2022 | Validated: Thu 26 May 2022 | Status: Approval with conditions

Roofing over silage clamp apron

Channons Farm Westwood Broadclyst Exeter EX5 3DH

Ref. No: 22/1121/FUL | Received: Fri 20 May 2022 | Validated: Fri 20 May 2022 | Status: Approval - standard time limit

Roofing over silage clamp apron

Channons Farm Westwood Broadclyst Exeter EX5 3DH

Ref. No: 22/1118/FUL | Received: Fri 20 May 2022 | Validated: Fri 20 May 2022 | Status: Approval - standard time limit

Two storey side extension and associated internal alterations

Lake Farm Town End Broadclyst Devon EX5 3HW

Ref. No: 22/1048/FUL | Received: Thu 12 May 2022 | Validated: Tue 17 May 2022 | Status: Refusal

Erection of boundary wall (retrospective)

19 West Clyst Exeter EX1 3TP

Ref. No: 21/3270/FUL | Received: Thu 16 Dec 2021 | Validated: Thu 23 Dec 2021 | Status: Approval with conditions

Application to vary condition 2 (Plans condition) of approved application 19/0363/FUL (Replacement side windows to Great Barton Farm and construction of single storey extension, porch canopy and replacement windows to Jasmine Cottage) to amend roof covering of rear outshot.

Great Barton Farm Whimble Exeter EX5 2NY

Ref. No: 21/1053/VAR | Received: Mon 12 Apr 2021 | Validated: Mon 12 Apr 2021 | Status: Approval - standard time limit

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Results for Application Search

Single storey rear replacement extension and demolition of existing rear conservatory.

4 Shercroft Close Broadclyst Devon EX5 3DZ

Ref. No: 22/1185/FUL | Received: Fri 27 May 2022 | Validated: Tue 31 May 2022 | Status: Approval with conditions

Cypess tree growing less than 1 metre from high wall (3m). The tree is causing heave/lean to the wall for approx 3.5m either side of the tree. With advise from our building surveyor we propose removing the tree to ground level to stop any further impact or collapse of the wall structure.

Clyston Mill East Broadclyst Exeter EX5 3EW

Ref. No: 22/0831/TCA | Received: Wed 13 Apr 2022 | Validated: Wed 13 Apr 2022 | Status: Approval - standard time limit

Construction of 3no bungalows with associated access, parking and landscaping.

The Gardens Blackhorse Exeter EX5 2FT

Ref. No: 22/0549/FUL | Received: Wed 09 Mar 2022 | Validated: Fri 11 Mar 2022 | Status: Approval with conditions

Alteration to Approval 19/0364/LBC for slate covering to lower slopes of outshot, amendments to windows and doors.

Great Barton Farm Whimble Exeter EX5 2NY

Ref. No: 21/1048/LBC | Received: Mon 12 Apr 2021 | Validated: Tue 20 Apr 2021 | Status: Approval with conditions

Broadclyst Parish Council: Communications Summary August 2022

County Council

1. Devon County Council – Funding News for August
2. Devon County Council – Connect Me – News Weekly Round-up
3. Devon County Council – Connect Me – Children, Families and Education
4. Devon County Council – Connect Me - Covid 19 response

District Council

5. David Whelan – Action on Poverty Fund

Other Agencies

6. SLCC – Membership Bulletin August
7. SLCC – Events coming up at SLCC – Ben Fogle to speak at National Conference this year
8. DALC – Newsletter #35 #36 #37 #38
9. Councillor Advocate OPCC – Farming survey on rural crime here
<https://plymouth.onlinesurveys.ac.uk/rural-crime-survey-final>
10. Devon Climate Emergency – August Climate News
11. The Rural Bulletin/Funding Digest – August Newsletter/ August Rural Funding
12. EDDC - Residents Update
13. The Trussell Trust – Virtual Walking Challenge, 30 mins each day this September to raise money and awareness in aid of the Trussell Trust

Public - Communications from members of public:

- Resident has emailed in to complain about the Fly Tipping by Windmill Cottage along Elbury Lane. Resident had already reported this to EDDC along with the Deputy Clerk.