

Issue date: Monday 31st October 2022

Contact number: 01392 360269

E-mail: clerk@broadclyst.org

Mrs. Angie Hurren

Parish Clerk



Broadclyst Parish Council
GROWING OUR COMMUNITY

19, New Buildings

Broadclyst

Exeter

EX5 3EX

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To: Broadclyst Parish Council Members.

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

Broadclyst Parish Council Ordinary Meeting of the Council

Public Notice of 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.

Councillor summons: You are hereby summonsed to an Ordinary meeting of the Broadclyst Parish Council on **Monday 7th November 2022 at 19:00hrs** at Westclyst Primary School, Maddick Rd, Westclyst, EX1 3YG for the purpose of transacting the following business:

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AGENDA

22/061 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.
- 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 in advance 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.

22/062 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.

22/063 MINUTES

To receive, and resolve to approve as a correct record, the draft minutes of the Full Council meeting on Monday 5th September 2022.

Standing Orders will be suspended:

22/064 NATIONAL TRUST UPDATE

To receive a verbal update from Phillip Smart, Killerton General Manager.

22/065 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

22/066 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

22/067 ACCEPTANCE OF REPORTS

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

22/068 COUNCIL REPORTS

i. Clerks report

To receive the Clerks Reports for September and October, and to resolve any recommendations contained within.

ii. Deputy Clerks Report

To receive a report from the Deputy Clerk, and to resolve any recommendations contained within.

iii. Neighbourhood Plan update

To receive a verbal update from the Steering Group via the Chairman as to the status of the Broadclyst Neighbourhood Plan, and to resolve any recommendations moving forward.

22/069 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 Q2 accounts to 31.09.2022

To receive and resolve to approve the Council's Q2 accounts for 22/23, including the bank reconciliations, financial statement, and balance sheet to 30th September 2022.

iii. Budget monitoring

To receive the Income/Expenditure Financial Statement as at 30.09.2022

- a. To receive Council's Budget Monitoring report to 30.09.2022
- b. To note any virements required
- c. To note Council's VAT reclaim to 30.09.2022 has been submitted to HMRC

iv. Payment Schedule

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

v. Community Grants

To receive and consider community grants received from Broadclyst Football Club (for coach training) and Broadclyst VIP's (for a Christmas function).

22/070 PLANNING

i. Recent decisions

To note recent decisions (listed in a report in the meeting documents file).

ii. Appeal decisions / TPO update

To note there have been 0 appeal decisions announced since the last meeting and 1 TPO.

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
22/2282/FUL	The Gardens Blackhorse Exeter EX5 2FT	Construction of 5 bungalows with associated access, parking and landscaping and demolition of existing stable building	11 th Nov 2022
22/2228/FUL	Victory Hall Broadclyst Exeter EX5 3EE	Installation of external condensing unit	11 th Nov 2022

22/2270/HRN	Land To The East Of Mosshayne Lane Blackhorse Clyst Honiton	Removal of 20.5m section of hedgerow	23 rd Nov 2022
22/2000/MRES	Land North Of Tithebarn Green Phase 3	Reserved Matters Application (access, appearance, landscaping, layout and scale) for construction of 135 dwellings including affordable housing, landscaping and associated site infrastructure. Subsequent application to Outline permission 17/1019/MOUT which was accompanied by an Environmental Statement. The proposal seeks the discharge of conditions 6, 7, 9, 11, 12, 13, 20, 21, 23, 24, 25, 28, 36 and 37 of the Outline planning permission	23 rd November 2022

22/071 CORRESPONDENCE

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

22/072 FUTURE AGENDA ITEMS

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

22/073 TO CLOSE THE MEETING

Dated this 31st October 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.

Agenda issue date: Tuesday 30th August 2022

Meeting date: Monday 5th September 2022

Meeting time: commences 19:00hrs

Meeting venue: The New Inn Function Room, Broadclyst,
EX5 3BX



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Broadclyst Parish Council Ordinary Meeting of the Council

Press and Public were 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.

There was 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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Minutes (Draft)

22/048 OPEN MEETING; ATTENDANCE RECORD

- i. The Chair declared the meeting open.
- ii. **Broadclyst Parish Council Members Present:**
Cllrs Massey (Chairman), Chamberlain, Fernley, Gent, Jackson, Pepper, Staddon, K Straw, L Straw, Taylor,
- iii. **Apologies:** Cllrs Baker, Rylance, Rhodes, Whitmarsh
Absent: Cllr Lewis

22/049 DISCLOSABLE PECUNIARY INTEREST

Members were reminded to update interests.

22/050 MINUTES

The Council received the draft minutes of the Full Council meeting on 9th May 2022, Monday 20th June, and Monday 4th July 2022.

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

Standing Orders were suspended:

22/051 COMMUNITY YOUTH DRAMA PROJECT

Katie Jones from the Community Youth Drama group came along to show a recorded presentation showing the product that was the result of the Community Grant given to them by the Council. 15 local children took part in the weeklong workshop, and it was a great success.

22/052 WARD MEMBERS

i. **Broadclyst County Division Members**

County Division Member Cllr Gent informed Council that the Locality Budget has been cancelled for the time being due to Devon County's Budget restrictions.

Any complaints received from residents regarding the poor bus service along Tithebarn and No.1 bus route through Broadclyst, to be passed on to Cllr Gent as Stagecoach have now been referred to the Traffic Commissioner for a hearing in Bristol.

Cllr Gent has received a few complaints regarding sewage discharging into the river Clyst at Clyst Honiton when there is no heavy rain. Cllr Gent has received stats relating to the number of times the sewage has been discharged and will be looking at this.

ii. **Broadclyst District Ward Members**

District Ward Members Cllr Pepper and Chamberlain had nothing to report at this time.

22/053 PUBLIC QUESTIONS

The following public questions were raised:

Cllr Fernley raised the point how members of the Tithebarn community have got to together to see about using the space above the new planned Tesco store as a community room. Cllr Fernley was directed to approach Cllrs K and L Straw as they have experience of setting up community centres. It was suggested to bring this back as an agenda item later.

Cllr Jackson suggested to invite the National Trust to give the Council an update about the properties i.e. Markers Cottage.

The meeting will reconvene under Standing Orders

22/054 ACCEPTANCE OF REPORTS

The Council agreed to accept reports received from stakeholders; there were no actions arising from any of the public/stakeholder reports received this evening accordingly.

Proposed Cllr K Straw, seconded Cllr Jackson and all in favour to accept the reports.

22/055 COUNCIL REPORTS

i. Clerks report

It was asked if the Task and Finish group for the Broadclyst Foodbank, bring forward a recommendation/proposal for how the Foodbank is going to be sustainable after this financial year.

Cllr L Straw gave thanks for the grant money received for the Youth Club for the summer activities which were a huge success.

Recommendation 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

It was proposed by Cllr Jackson to accept the recommendation, seconded by Cllr Pepper with 1 abstention and the rest in favour. **RESOLVED**

ii. Neighbourhood Plan Officer report

The Chairman gave a statement on the Neighbourhood plan:

The Neighbourhood Plan Officer role has been made redundant and will cease the end of this month (September 2022). The NP Officer will no longer be employed by Broadclyst Parish Council. A handover meeting will take place later this week. Everything will be handed over to me and the rest of the steering group. The plan is currently at Reg 16 and is with EDDC, who have received one single request for a meeting with EDDC, this will be handled by EDDC. We have made a recommendation for an external examiner, this recommendation was passed on Friday (3rd Sept)

Note to modify the NP report to change "has been appointed" to "has been recommended by BPC and EDCC will confirm appointment at a later date"

Council received a report from the Neighbourhood Plan Officer, with the modification to the NP report, it was proposed by Cllr Pepper to accept the report, Seconded by Cllr Gent, 2 Abstentions with the rest in favour.

22/056 FINANCE

i. Finance Committee Minutes

The Council received the draft Minutes from the Finance and Governance Committee's meeting on 16th June 2022 as a report. It was proposed by Cllr Taylor to accept the draft Minutes, seconded by Cllr Pepper, majority vote, 1 Abstention. **RESOLVED**

ii. Financial Reporting: Council accounts to 30.06.2022

- i. The Council's Q1 accounts for 22/23, including the bank reconciliations, financial statement, and balance sheet to 30th June 2022 were received for approval. It was proposed Cllr L Straw, seconded Cllr Jackson, and all in favour. **RESOLVED.**

ii. **Payment Schedule**

The Council received the list of payments for July 2022 retrospectively for approval. It was proposed Cllr Jackson, seconded Cllr L Straw, and received a majority vote with 1 abstention. RESOLVED.

August payment schedule has not been completed and will be brought to the next Finance meeting for retrospective approval.

22/057 PLANNING

i. **Recent decisions**

The Council noted the recent planning decisions which 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**

Cllr Chamberlain left the meeting @ 19.43hrs due to a declared interest in planning application 21/2604/OUT and re-entered 19.48hrs

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.	The Council voted to support the NP comments on the Ecological Appraisal
22/1770/FUL	Site Of 39 Pinn Hill Exeter EX1 3TH	Construction of a detached garage and workshop.	The Council voted to support this application
22/1359/FUL	Ballamount Broadclyst EX5 3BJ	Rebuild of destroyed double garage.	The Council voted to support this application
22/1745/FUL	Land Off Poltimore Road Poltimore EX4 0BB	Retrospective consent for compound area and new access track.	The Council voted to not support this application
22/1550/FUL	Laurel Cottage Killerton EX5 3LE	A new substation within the car park area of Killerton House, Exeter.	The Council voted to support this application
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.	The Council voted to support this application

22/058 CORRESPONDENCE

- i. The Council received the correspondence list
- ii. There were no matters arising from the correspondence list.
- iii. To consider requests arising from the 4th of 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
All Cllrs were in favour of writing to the National Trust.
 - 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
 It was with a majority vote with 1 Against and 1 Abstention for the Chairman with support from the Clerk to write to Devon County Council about the need of a primary school in Tithebarn.
 - To invite Rev Marc Kerslake to give an update to the community on the future of St John the Baptist Church, Broadclyst.
All Cllrs were in support of inviting Rev Marc Kerslake to a meeting. It was also suggested to hold the meeting at the church.

22/059 FUTURE AGENDA ITEMS

Requests for agenda items - To look at holding Council meetings at the Church.

22/060 TO CLOSE THE MEETING

The meeting closed at 20:10hrs

CLERKS REPORT AUTUMN 2022

1. STRATEGIC SITES

a. **Hillside Gardens Allotments**

Further to the site meeting Cllr Gent and I attended with Barratts in February 2022, in which plans for delivering the Phase 1 allotments were discussed and agreed, there has been no action through the summer. This has been the subject of much frustration and unanswered emails; however, the reason has been given as a reluctance to disturb nesting birds and the works are now 'live' again. We await a revised delivery plan.

b. **(In)Considerate Constructors**

We received reports and photographs of Maddick Road (from Hawkins Road to the Westclyst Primary School) being used as a parking facility and delivery point for site vehicles associated with the Nursing Home, and as a consequence becoming strewn with nails/screws that damaged several residents, parents, and teachers tyres, including putting the school minibus out of service, causing children to miss swimming lessons etc.

A complaint was lodged with the EDDC Planning Enforcement Officer as this contravention of the CEMP for the Nursing home.

c. **Bloor Homes (Pinn Court) Residential Home**

We have received a letter from Bloor Homes outlining the lack of commercial interest in the delivery of a Residential Home on the Pinn Court site. Current planning permission on the plot of land immediately adjacent to Pinn Hill is for a bed nursing home; given the lack of interest the developers have notified us of their intent to apply for residential housing on this plot of land instead. It will need to come through the planning system as a stand-alone Full application and Council will have the opportunity then to make representations; note this letter is likely to be submitted as 'proof of community consultation' as part of that application.

Given the need for a community facility at Westclyst and lack of community engagement in the pre-app stage for this change of use, an email has been sent to Bloor Homes requesting to open a dialogue around the potential for this alternative use of part of the site. At the time of writing this report, we are awaiting a response.

Recommendation: If Council has a particular view on the change of land use proposal, it should make it known now rather than wait for the planning application to be validated and published for public consultation.

d. **Tithebarn Dog bins**

Following a period on inaccessibility due to site fencing, the dog bins along the old Tithebarn Lane are now once again accessible by the public. However, the service has not been re-started, resulting in overflowing bins. This is a prime

example of a multi-developer site with one party not communicating with another and is typical of the issues the parish council gets left to pick up in absence of anybody else coordinating delivery. Cllr Gent and I have been lobbying East Devon for a dedicated Officer to oversee such matters as they are part of strategic development (EDDC's remit) rather than community governance and development (Parish Council's remit). The outcome is that the 'rest of the West End of East Devon' has been added to the workload of the Cranbrook Plan lead officer; while this is welcomed, there is a concern whether this will be sufficient.

2. PLAY AREA

a. **Maintenance.**

The major overhaul by Alastair Guy Playgrounds has now been completed, including: new swing brackets/bearings, anti-wrap chains, & seats; new zip wire cable and end stop, with improvements on the original design to provide an additional secondary precaution that will arrest forward movement should the spring break, thus reducing the likelihood of the user being able to travel far enough to hit the end framework; new roof to the tree house; replacement of the swinging log steps in the trim trail with a vertical climbing / weaving obstacle; full dismantled inspection and service of the omni-directional basket swing bearing; replacement of the overhead rope monkey handholds from the totem poles with an improved design, stopping short of the structure for the zip wire, thereby removing the hazards associated with having a solid object in the fall area; timber treatment of anti-fungal, water repellent/dispersant wood stain (Protek stable coat) to improve lifespan of the natural wood; service of the mono hinge gate and adjustment to the close speed.

b. **Inspection.**

The annual inspection has been carried out this year by PSS+ live, the company that provides our play inspection software and advises on compliance. This enables all inspections to be recorded in the same place, and should an accident occur, it will be easy to 'pull up' the history for any piece of apparatus. The inspection has been very thorough and has identified some matters that must have previously existed but had remained unreported. This will enable us to adjust our inspection and maintenance schedules as appropriate, ensuring the council's play / recreation assets are well-maintained and are as safe as can be for the user.

Recommendation: that the annual figure for ongoing maintenance requirements of play equipment, including then outdoor gym equipment, be adjusted as the equipment ages.

Reason: to ensure public safety and to maintain council's community infrastructure assets

3. ANTI-SOCIAL BEHAVIOUR

a. **Broadclyst**

One of the more recent episodes has been the deliberate dumping of household furniture near the bridge at ScratchArse Lane, one piece of which was subsequently set on fire. The Ottery Police team have received names and addresses of those responsible and are following up. It is disappointing to see that this behaviour by a few individuals is continuing despite their increasing ages. One would have hoped for a little respect, common sense, and decency, especially as each individual when spoken to on a 1-2-1 basis recognises they are doing the wrong things and making poor lifestyle choices.

b. **Westclyst**

We have received reports of increasing ASB in/around the play / skateboard area by the speed camera, including damage to trees and the deliberate breaking of glass to grind into the ramps. Again, police are aware. We have also received a report of a loud, late night party by adults in the toddler play area. Unfortunately the report was made too late for us to join them. *#livingthedream*

4. PAVILIONS

a. **Football**

The 22/23 season has 'kicked-off' in both senses, with the first home matches being played and a complaint from the cleaner about blue line paint being walked through the meeting room on the carpet. It is unlikely to come out, although we will try with the industrial cleaner, and so an invoice for replacement tiles will be levied against the Club.

On a positive note, we are delighted to welcome Broadclyst FC's new girls U12s team and wish them an enjoyable season.

The goal mouth works over the summer were tested by the extreme weather. The groundsman reports that he is happy overall, considering the heat and drought.

b. **Warm room scheme**

There has been much talk in the local council sector this autumn about the provision of 'warm rooms' this winter, where members of the local community can go to spend time in a place where they do not need to put the heating on. We have considered how this might work in Broadclyst Parish, and one place that it could be provided is in the Pavilions. We do not feel the layout and furniture at the Pavilions is suitable for people to sit for long periods of time, however, we do feel it lends itself as a suitable alternative workspace for small businesses / cottage industries working from home to 'hot desk', saving the additional expense of having the heating on at home all day. Looking at current daytime bookings, the room could be made available during the day on Monday, Tuesday, and Wednesday.

The other community facility that offers a 'Warm Room' opportunity for members of the public to use could be the community hall at Broadview. As this is not a building that is currently open to the public or under our control, it is not easily or readily available, however we have opened a dialogue with its current owner/operator, East Devon District Council. If this scheme was to go ahead it would have to be around any existing long-term bookings, and would require a reliable rota of volunteers to take responsibility for opening / securing and supervising the premises whilst in use.

The lack of public / community hall amenities in the strategic development sites and satellite villages in the parish does not make this scheme possible to deliver in other areas.

Recommendation: to consider if this is something Council wishes to pursue, making the necessary resolutions and delegations if it is agreed that the scheme should be trialled.

Reason: to support the community and local economy during the energy crisis

5. CLIMATE CRISIS

a. **Planning and Environment Committee Remit**

With the status of the development policies in the Broadclyst Neighbourhood Plan, and its hopeful adoption in early 2023, the role of the Planning and Environment Committee will shortly change. Representations on non-contentious, non-strategic planning applications are likely to be processed under Officer/Chairman delegation, with planning committee meetings becoming a rarity for controversial and strategic applications that sit outside the Development Plan for Broadclyst Parish.

It is therefore an ideal opportunity to consider the work of this committee going forward and the expansion to include Climate emergency / carbon reduction work as part of its Environmental work. Council's standard Terms of Reference (ToR) for its Committees permits the invitation of experts to give opinion and (with the exception of the Finance and Staffing committees), also allows non-councillors to enjoy non-voting committee membership.

Recommendation:

- i. to update the remit of the Planning and Environment Committee to include work relating to the climate emergency and council's carbon reduction commitments
- ii. to update its ToR as necessary
- iii. to establish its delegations
- iv. to consider its branding /re-naming (Climate Committee?)

Reason: to ensure that the council is utilising its human resources and that of the community efficiently and effectively as it responds to the climate emergency crisis.

- b. In line with Council's ban on glyphosates and climate emergency pledge, we are trialling a new 'green' herbicide.

c. **Energy**

The contract for electric came to an end recently and we have researched alternative suppliers / contracts, including switching to the same green supplier as the public toilets. After evaluating usage with the standing charges and p/kWh rates, it is clear that the most cost-effective option (as at 23.09.2022) is to stay on the open tariff with our current supplier than to switch.

Recommendation: to keep the electricity supplier for the Pavilions under review and move to a fully green energy provider once the market is in our favour.

Reason: to evidence careful use of public money whilst observing Council's pledge to reduce its carbon footprint.

d. **Alternative / Sustainable energy sources.**

When assessed in the early 2000's for solar panels, the project was actively discouraged by the National Trust on grounds of the proximity of the building to the Conservation Area (CA) and that solar panels would not be in keeping with the surrounding built environment and setting of the Pavilions. There was also some concern around alterations to the building that would have been necessary, given the technology available at that time.

However, time, technology, and circumstances have since moved on, and with the granting of permission for solar panels on the roof of the Victory Hall - which lies entirely within the CA - and the support for renewable energy sources in the emerging Broadclyst Neighbourhood Plan, it is time to review and reevaluate the feasibility of such a project.

Recommendation: to delegate to the new Climate Committee (inviting support and input from the Broadclyst Environmental Group) to revisit the project and to bring a high-level report to Council to indicate whether a detailed proposal should be commissioned, and quotes sought.

Reason: to evaluate delivery of one objective of the overall aim to reduce the Council's and its' buildings carbon footprint.

e. **EV charging points at the Pavilions.**

Another project for the new committee...! The Pavilions is central to the village and its usage as a car park for school runs / short-term stays for groups/classes at the Pavilions, lends itself to offering EV charging points.

Recommendation: to delegate to the new Climate Committee (inviting support and input from the Broadclyst Environmental Group) to research and consider the project and to bring a high-level report to Council to indicate whether a detailed proposal should be commissioned, and quotes sought.

Reason: to evaluate potential delivery of a project that will help deliver the Council's aim to reduce the carbon footprint of the private car.

6. OFFICE BROADBAND

Council received notice from its current office broadband provider in August 2022, with the service terminating early October 2022. We researched available options for providers, speeds, and cost.

Cost comparison:

Provider	Speed	Cost per month	Notes
Current	Up to 50 Mb	£65	Discontinued from 2 October 2022
Alternative 1	Various packages available	£250-300	Lease line - direct line to one office not available
Alternative 2	3Mb download; 1Mb upload	£27.99	Unworkable speed
Jurassic Fibre	100Mb package	£36; offer price £25 (if order placed by 30.09.22)	Lead time, but fibre already in building
Mobile dongle	10Mb download; 11Mb upload	Contract currently paid by 3 rd party	Temporary measure between contracts

Discounting the poor speed options offered by one provider, and discounting a lease line option, Jurassic Fibre has been selected as the provider of FTTP at the office. An order for the 2-year contract was placed on 29.09.2022. Should the Council's office relocate in that period, the service can be transferred to the new premises (if the new premises are in a Jurassic Fibre area), transferred to the incoming tenant should they so wish, or terminated on vacation by paying the whole contract value (with no further early termination fee).

Recommendation: To note Council's new provider of Broadband in the office, noting the Clerk has delegation set out in Financial Regulation (FR) 10.1 (obtaining value for money) and 11.1.a I (exemption for then supply of gas, electricity, water, sewerage, and telephone services). To update Council's preferred supplier list to add Jurassic Fibre and remove Taurus.

Reason: To demonstrate compliance with Council's procurement procedures; to demonstrate compliance with FR 10.1.

CLERKS REPORT OCTOBER 2022

1. STRATEGIC SITES

a. Hillside Gardens Allotments

There has been some movement since the last report and terram weed suppressant fabric has been laid on the Phase 1 allotments. This is to naturally kill all the weeds, and this will then compost. This needs to be covered for 6 months. Barratts say: "In April, this cover will be taken off and each allotment will be rotavated and then the shed bases placed. Following the shed bases being placed we will then Erect the sheds ready for occupation. We are also painting the steps with anti-slip paint on each of the treads. We will re-paint in April before the allotments are handed over."

For the sake of a correct record, at the February site meeting we did not agree to the delay in the work due to the bird nesting season and were led to believe that work would be starting imminently.

b. Saxon Brook Allotments

Redrow have advised a workplan of:

November / December 2022

- Cultivating soil in whole allotments area
- Installing disabled sleeper beds

December 2022 / January 2023

- Turfing between allotments to be undertaken
- Existing chain link fence to be removed
- Sheds to be erected

January 2023 / February 2023

- Hedge planting and tree planting to be undertaken
- Benches & bins to be installed
- New chain link fencing around allotments to be erected

c. (In)Considerate Constructors

We received reports and photographs of Maddick Road (from Hawkins Road to the Westclyst Primary School) of a telehandler being used from the public highway as access to nursing home windows. The boom extended across the full width of the road, with people driving underneath it. It was strongly advised that this was reported to the Health & Safety Executive. The EDDC Planning Enforcement Officer had visited the site on the previous afternoon to follow up our last complaint and witnessed this practice happening.

d. **Bloor Homes (Pinn Court) Residential Home**

We have received a letter from Bloor Homes outlining the lack of commercial interest in the delivery of a Residential Home on the Pinn Court site. Current planning permission on the plot of land immediately adjacent to Pinn Hill is for a bed nursing home; given the lack of interest the developers have notified us of their intent to apply for residential housing on this plot of land instead. It will need to come through the planning system as a stand-alone Full application and Council will have the opportunity then to make representations; note this letter is likely to be submitted as 'proof of community consultation' as part of that application.

Given the need for a community facility at Westclyst and lack of community engagement in the pre-app stage for this change of use, an email has been sent to Bloor Homes requesting to open a dialogue around the potential for this alternative use of part of the site.

We have received a response to the email to say: "As it stands, there is no internal appetite for us to use any part of this site for alternative uses, commercially we do not want to reduce the coverage we currently have proposed (45 homes). Please note, that whilst not a community centre, Bloor Homes have provided (or committed to) a shop (Co-Op), skatepark and various play provision, country park including food growing area/allotments on the wider Pinn Court development."

e. **Tithebarn Dog bins**

Following my previous report on overflowing bins, Cavanna Homes arranged a clear up operation and bin clean. We discussed options for ongoing service of the bins and they were in agreement that we set up a similar agreement to that which we have at Westclyst, where the bins are on our service contract and we re-charge the management company. Unfortunately, Streetscene has confirmed that there is no capacity for more bins, and so this is currently not possible. We have advised Cavanna of this and hope that they will source an independent contractor to service the Tithebarn bins on a regular basis. We have asked Binit, our waste contractors if this is something they can offer; we are awaiting their response.

2. PAVILIONS

a. **Warm room scheme**

Further to my last report, it has been confirmed that the Broadview Community Room will be open as a warm hub on Tuesday, Wednesday, and Thursday 10:00am - 4:00pm starting 14th November 2022. This information is being printed in the Christmas broadsheet. An East Devon District Council initiative, residents will be able to collect free hats, gloves, scarves and blankets if they need them. There will be information available from EDDC's Financial Resilience team to help residents with accessing benefits and extra payments. They will also be providing advice on saving money on meals and give other tips to help get through the cold months.

b. Football

i. veterans

We have received notification from a member of public that a visiting player was urinating in the hedge next to Gracey Court. The pavilions and public toilets were open during the match. This will not be tolerated and the team will not be welcome again.

ii. Girls squad

The first girls team at Broadclyst FC is up and running! Lovely to see and thanks to all who work so hard to facilitate youth football in the parish.

c. Routine maintenance

Both gas boilers have had their annual service and the landlord gas safety certificate has been issued. PAT testing has been carried out this autumn across all council premises. The carpet was steam cleaned over half term.

d. Energy efficiency

As recorded in the previous Clerks report, the current energy contract expired in September 2022. Despite extensive market research for the best price, and subsequently entering a one-year contract to avoid the risk of out-of-contract variable prices, we are still looking at a massive increase in the utilities costs.

Recommendation:

That the council resolves to

- i.** in the short term, invest in improving the energy efficiency and running cost of the building (i.e., looking at additional loft insulation, adding infra-red ceiling heaters to cut down use of the gas boiler);
- ii.** in the long term, assess options for sustainable heating (i.e., air source, solar).
- iii.** set a project budget and to delegate maximum spend to officers.

Reasons: to reduce utilities costs; to switch from fossil fuel to renewable energy in line with the climate emergency declaration and Neighbourhood Plan policies.

3. OFFICE LEASE

The office lease expires in April 2023. The renewal figure from the landlord (to inform budget setting) for a five-year lease brings an increase of 8.7% (from £6.9k to £7.5k p.a.). The service charge percentage at 15% remains unchanged. A desk-based analysis of alternative options shows little choice of a comparable size, with nothing any closer to home than our current location.

The long term vision of establishing a permanent home for the council in the parish - be that at Westclyst, Tithebarn, Broadclyst, or one of the smaller hamlets - remains part of the long term strategy, however is unlikely to be achieved before April 2023. To this end, the new contract will contain a break clause at three years; this coincides with the timing of the upward only rent review (in line with inflation).

Recommendation:

- a. That the council resolves to enter a five-year lease with three-year break clause at the annual rent of £7,500
- b. That the council considers opportunities coming forward through the Neighbourhood Plan mixed use / economic site allocations.

4. YOUTH PROJECT – COMMUNITY GRANT SPEND

The Broadclyst Theatre Group (BTG) ran a successful summer project, funded by a council community grant of £1500. There was an additional spend of £387, half of which was for chaperone licences (safeguarding).

The total project cost was £1770.22, an overspend of £270.22 (BTG has submitted receipts to validate its expenditure).

Grant balance

1500.00	Agreed grant
1383.22	Grant monies already paid out
116.78	Grant balance remaining
387.00	Additional expenditure total
270.22	Total project overspend
70.00	sound system hire (from jubilee)
£340.22	total to BTG

Recommendation: that the Council awards a further community grant of £270.22 + £70 to cover the total cost of the project and pay for the jubilee sound system which was not included in the original jubilee grant application.

5. STREET NAMING

We have just submitted names for the first phase of Persimmon developments in the eastern part of Tithesbarn Green site. Names have been taken from the Tithemap and are farmers/farm workers who would have historically worked those fields.

6. MEETING VENUE

In the September meeting, there was an agenda item request to look at holding meetings in the back room of the Parish Church.

The topic of whether a civil council can fund a parochial council's responsibilities – often grass cutting / churchyard maintenance - has seen much debate over the years, with different interpretations being used on both sides to add weight to their respective arguments. The [Local Government Act 1894](#) sets out in legislation the relationship between the Church and Parish Councils. [Part 1, section 6](#) (a) and (c) relate to exceptions in the transfer of all powers, duties and liabilities from the vestry to the Parish Council; [Part 1 section 8 \(1\)\(i\) and \(k\)](#) clarifies that the parish

council may execute works in relation to parish property and incur associated expense *save for* where they relate to affairs of the church.

More recent legislation does make provision for some elements to be shared between parochial and civic councils, such as s.214(6) of the Local Government Act 1972 in relation to burials, s.215 for maintenance of closed churchyards, s.137, s.138B for the support/facilitation of a religious event. The Localism Act 2011 introduced the General Power of Competence (GPC), which this Council has resolved to use as a Power of first resort given it meets the criteria set out in the Parish Council (General Power of Competence)(Prescribed Conditions) Order 2012/965, however it is important to note that the above specific permissions and GPC cannot be used to 'override' activity that is prohibited by other Acts of Parliament.

Until such time as there is further legislation or indeed case law to resolve the question of whether the 1894 Act restrictions override the provisions in later Acts, it is generally accepted that a Parish Council carrying out or funding works relating to the Church would be acting ultra vires¹ (save for where express consent is permitted in later Acts). Incidentally, the clock is a different matter. The Parish Councils Act of 1957 section 2 gives parish councils the power to provide public clocks and although the clock is housed in the Church Bell Tower, one presumes that at some point in history it was designated as a public clock rather than a church clock.

The above paragraphs digress somewhat from the original question, but briefly sets out the relationship between civil and parochial councils and the discharge of their respective duties. The civil (parish) council is empowered² to hire premises for its meetings. There is a debate to be had, however, around the inclusiveness of holding a meeting in a religious building. [The Public Bodies \(Admission to Meetings\) Act 1960](#) and [The Equality Act 2010](#) place a responsibility on the council to provide – as far as is reasonably possible – a venue that is accessible and inclusive to all. In today's multi-cultural society, the council should consider whether it is excluding other religions and cultures, and indeed atheists, from attending council meetings if they are held in a Church. In terms of accessibility, the Broadclyst parish church does have a wheelchair slope inside, yet to reach the church itself one must negotiate either a narrow path and gate, or access over the cobbles and through the main lych gate, neither of which is ideal (or easy in the dark).

Traditionally, many civil councils said prayers at the beginning of their meetings; however, this practice is no longer permitted following a legal test case. In *R (National Secular Society and another) v Bideford Town Council* [2012], the High Court held that the practice of saying prayers at the start of council meetings is ultra vires and, therefore, unlawful.

The case tested whether the council had legal statutory powers to hold prayers during council meetings and the high court ruling clarified that s111 of the LGA1972

¹ Ultra vires literally means 'beyond the powers'. Acting ultra vires or making decisions that are ultra vires (unlawful), opens a council to challenge through the courts and judicial review processes. Other risks include reputational damage and financial costs.

² Local Government Act 1972, Schedule 12 (10)(1)

Act did not extend to 'permitting the religious views of one group of councillors, however sincere or large in number, to exclude, or even to a modest extent, to impose burdens on or even to mark out those who do not share their views and do not wish to participate in their expression of them'.

Because the judge found the practice unlawful under the Local Authority Act, the arguments put forward under the Equality Act and the Human Rights Act were not tested in the high court. However, it is not unreasonable to draw from Equalities legislation that a parishioner who wanted to attend a local council meeting but felt unable to do so due to it being held in a church, would have good reason to claim they had been discriminated against by the council.

Therefore, based on the reasons set out above, it is my advice to council in response to its query that it would be unwise and potentially unlawful under the Equalities Act 2010 to hold council meetings in the church.

This concludes my report to council.

Angie Hurren BEM
Broadclyst Parish Clerk & RFO.

31.10.2022

Deputy Clerks Report

OCTOBER 2022

1. BOWLS UPDATE

The Broadclyst Bowls Club attended an informal meeting on 30.09.2022 with Cllr Karl Straw and me in attendance. The meeting was to review the council's budget for 23/24, and to agree the Bowls Club rent for the next season 2023. Meeting notes are appended.

2. CRANBROOK PLAN UPDATE

The notice of adoption of the Cranbrook plan DPD-2013-2031 by East Devon District Council has been published on the 19th of October 2022. For more info please see: [Cranbrook Plan - Adopted Cranbrook Plan DPD 2013 - 2031 - East Devon](#)

1. **Cranbrook Food Hub** – The Food Hub is now up and running at Cranbrook with East Devon District Council and other Foodbank referral agencies now able to refer clients from Cranbrook to the Food Hub. This will certainly help the residents of Cranbrook who until now have been referred to Broadclyst. This will enable us to keep a good supply level of Foodbank parcels for our residents with the ever-increasing need due to the current crisis.

3. EAST DEVON DRAFT LOCAL PLAN

The East Devon Draft Local Plan is due out for consultation in November 2022. Once the consultation starts, Council will hold a public meeting to discuss the Council's response to the Draft Local Plan. There has been some confusion with residents about the Neighbourhood Plan and the Draft Local Plan. The following appended report helps to explain.

4. SITE MEETING AT PINN COURT

Site meeting Pinn Court site with James Shackell GreenSquare Estates 18/10/2022

1. Discussed and agreed the location of the new dog waste bags dispenser
2. Discussed and agrees the location of litter bags dispenser
3. Discussed and agreed the location of the second waste bin in the park (concrete slab to be installed by the Council for the waste bin to be sat on and secured via bolts.
4. Discussed and agreed the location of the new community notice board opposite the Westclyst school. (Send location screen shot to James)
5. Handed James the bill for services for 2022/2023

This concludes my report to Council. Natasha Curwood,
Broadclyst Parish Deputy Clerk 31.10.2022

BOWLS MEETING NOTES: 30.09.2022

Venue/time/date: Broadclyst Sports Pavilions, Holly Close, Broadclyst. 14:30hrs, 30.09.2022

Present: Cllr K Straw, Simon Hudson (Broadclyst Bowls Club Treasurer), Tony Rusbridge (Broadclyst Bowls Club Member), Natasha Curwood (Deputy Council Clerk)

Purpose of meeting: To review the council's budget for 23/24, and to agree the Bowls club rent for the next season 2023

1. It was agreed for Cllr Straw to take a report/recommendation back to the Full Council for a decision with the following proposal: Council will look to set a budget for 23/24 with £2,000 from the Bowls club plus £2,500-£3,000 public money. It was noted that the EMR would be used as a top up if needed until the money ran out. (6k)
2. It will be anticipated to fund the Bowls green for another year.
3. The Bowling club stated that the proposed costs of £4,000 for the year to run the Bowls Green is going to massively impact the labor or maintenance of the pitch.
4. The Bowls club will pay a higher fee of £2,000 for the summer 2023 season (Cheque given to Deputy Clerk during the meeting)
5. It was noted that the future of the Bowls club and its economic value will need to be looked at.
6. It was noted that the Bowls club could be out of money in a few years' time with the current regime. There will then be a decision to be made.
7. It would be good to get a sign advertising the Bowling Club.
8. Current numbers for the bowls club are at 17 with 14 members living in the parish of Broadclyst.
9. The Bowls club has requested another set of keys. Currently have 2 sets. Need another set for the start of next season.
10. The meeting closed at 15.15hrs.

Notes to be reported to Finance Committee, October 2022.

Planning Policy

There are 3 'levels' of planning in the UK: National (delivered through the [National Planning Policy Framework](#) (NPPF)); County or District (delivered through a Local Plan); Neighbourhood / community / parish (delivered through a Neighbourhood Plan). 'Local' in this context (rather confusingly) means District; Broadclyst is in the East Devon District Council (EDDC) administrative area and so local planning policy in Broadclyst is the East Devon Local Plan (LP).

The link to the EDDC LP page is here: <https://eastdevon.gov.uk/planning/planning-policy/emerging-local-plan/> This will be where the link for the consultation will be announced, along with their news / social media channels.

The Local Plan is used - alongside national policy and Neighbourhood Plans - in determining planning applications. It also sets a strategy and vision for development; guides investments decisions and actions; and protects and seeks to enhance assets. The existing local plan is increasingly becoming dated, development needs have changed, and EDDC needs to plan for housing into the future whilst considering new and emerging priorities such as the climate emergency.

The timeframe to produce the new Local Plan is:

- Issues and options consultation 2021;
- Draft local plan committee on 1 Nov 2022;
- Draft plan consultation starts Nov 2022.
- Plan refinement and targeted engagement 2023.
- Publication, consultation, plan examination and adoption 2023 and into 2024

Strategy for the distribution of development

In line with the spatial strategy set out in the NPPF, EDDC has developed a strategy that informs how it distributes new development:

- Significant growth close to Exeter including a second new town (this was the one we talked about between the airport and the Sidmouth Road);
- Larger scale growth at Tier 1 and 2 towns Exmouth, Axminster, Honiton, Ottery St Mary, Seaton and Sidmouth;
- More modest growth at small towns/larger villages Tiers 3 and 4; and
- Qualified limited growth in rural areas.

Broadclyst is what EDDC calls a **tier 3** settlement, which is deemed to be a 'local centre with shops and services (see p.268 of the attached, point 9.48)

Allocation of land for development

The writing of the LP is preceded by a 'Call for Sites' where landowners can put forward their land for development.

EDDC then uses:

- 'Top down' strategy informing preferred settlements for development and scale of growth (explained in previous point).
- 'Bottom up' site assessment work that has been undertaken to inform possible land allocations for development. Sites are assessed for 'deliverability' – including any constraints (environment, flood, etc), viability, and general suitability. A sustainability appraisal also supports this part of the process.

This work leads to preferred, and 2nd best site allocation choices (housing and mixed use) as shown in the plan. EDDC notes that rejected site options will also be shown in plan consultation.

New homes numbers

Land allocations for housing: 2020 to 2040

Each local planning authority is told by the government how many new homes it must provide in a set time frame; EDDC then has the rather unenviable task of deciding where they go and in what format – they have decided to go for a few big developments and less smaller developments. Due to different constraints and protections in the east and south of the District, including the Jurassic coastline and the Blackdown Hills AONB, and due to the connectivity we enjoy with the M5 and places of education and employment, EDDC decided many years ago that it would look to put much of its new strategic development allocations here in the West End of East Devon, hence Cranbrook and the new developments we see today at Westclyst and Tithebarn. This next LP is not going to have as big an impact on Broadclyst Parish as the current one in terms of site allocations, but we will still see smaller sites, such as the Winter Gardens site, come forward for consideration.

These are the current proposed numbers:

- New town (up to 2040) – 2,500 homes (8,000 long term);
- North of Topsham – 580 homes;
- Tiers 1 and 2 – 3,157 homes (Exmouth 1,033; Axminster 1,050, Honiton 471, Ottery 288, Seaton 217, Sidmouth 168);
- Tiers 3 and 4 – 1,334 homes.

Plus, existing commitments, those built from 2020 to 2022, Cranbrook homes and future windfalls provide for close to **20,700 new homes**.

The Parish Council's role

Our role in strategic development is rather limited. As you can see from the above, the strategy looks at how allocations will be distributed; the 'where' of site allocation process is informed through assessments. This is all done at District level.

Don't shoot the messenger, but in many ways, Winter Gardens site is likely to be deemed to be 'deliverable': it abuts the boundary of a village that has a pre-school, primary school, secondary school, 6th form college, doctors surgery, day care centre, shop, post office, three pubs, a social club, village hall, sports facilities, play facilities, a church, and has an active community with many groups, clubs, and associations. The site itself is flat, not in a flood zone, and is not protected in any way (i.e., conservation area / AONB). The access to the site from the B3181 is poor, and from Dog Village uses an unclassified lane, and so I expect this will be one of the off-site improvements the parish council will want to try to negotiate.

We will respond to the consultation once it is open to receive comments. If you would like to share your views with us, we will do our best to take them forward through our comments as well.

Housing delivery

If the site does get allocated, we will try to work with the developer and try to get them on board with our vision for how we want Broadclyst to look in years to come. This is where policies in our own Neighbourhood Plan come into play. We can also draw in your comments here, for example we talked about requesting a wildlife corridor between the existing properties and new development and asking for a masterplan that incorporates lower house heights on the boundary to reduce the overlooking impact of development on higher land than yours.

Representations

Material considerations, which are things like loss of privacy. A list of material considerations can be found here: <https://www.planningportal.co.uk/services/help/faq/planning/about-the-planning-system/what-are-material-considerations> but relate more to planning applications that strategic site allocations. When you think about what comments you might want to make on the consultation process for site allocations in the LP, you might also want to consider wider infrastructure matters such as highways access, public transport links, capacity in current healthcare provision structure, adequate education provision, etc.

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:

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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

25/10/2022

Broadclyst Parish Council

17:50

Balance Sheet as at 30.09.2022

31st March 2022

31st March 2023

Current Assets

300	Debtors	0
4,868	VAT Control A/c	13,119
2,215	Lloyds Bank BPC	2,641
528,465	Lloyds Bank BPC Reserves	688,769

535,848

704,529

535,848 **Total Assets**

704,529

Current Liabilities

0

0

535,848 **Total Assets Less Current Liabilities**

704,529

Represented By

175,777	General Reserves	350,618
360,071	Earmarked Reserves	353,910
535,848		704,529

The above statement represents fairly the financial position of the authority as at 30.09.2022 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible
Financial

Date : _____

Bank Reconciliation Statement as at 30/09/2022
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	30/09/2022	3	2,640.50
			<u>2,640.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,640.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,640.50
		Balance per Cash Book is :-	2,640.50
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/09/2022
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	30/09/2022	1	688,769.02
			<u>688,769.02</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			688,769.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			688,769.02
		Balance per Cash Book is :-	688,769.02
		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 Income</u>								
1075 CIL	124,045	0	0	0			0.0%	
1076 Precept	387,240	360,540	360,540	0			100.0%	
1080 Bank Interest Received	49	67	100	33			66.9%	
1085 Investment Interest received	1,462	880	1,600	720			55.0%	
1100 Grants and Donations RCVD	85	0	0	0			0.0%	
1300 Miscellaneous Income	3,950	362	100	(262)			361.5%	
1310 Handyman income	0	0	500	500			0.0%	
1905 Westclyst Sports Pitch Inc	300	0	0	0			0.0%	
Income :- Income	517,131	361,849	362,840	991			99.7%	0
Net Income	517,131	361,849	362,840	991				
6001 less Transfer to EMR	124,045	0						
Movement to/(from) Gen Reserve	393,086	361,849						
<u>110 Administration</u>								
1320 Telephone rebate	45	6	50	44			12.0%	
Administration :- Income	45	6	50	44			12.0%	0
4000 Staffing & E/ee contrib	77,062	45,820	83,000	37,180	37,180	55.2%		
4005 E'er contributions 20-21	37,703	21,044	45,000	23,956	23,956	46.8%		
4050 Officer's Expenses	2,200	818	2,500	1,682	1,682	32.7%		
4070 Telephone - mobile	696	555	750	195	195	74.0%		
4080 Banking	81	44	150	106	106	29.1%		
4085 Investments	25,000	0	0	0	0	0.0%		
4090 Payroll	451	299	600	301	301	49.8%		
4100 Stationery	860	207	2,000	1,793	1,793	10.3%		
4110 I.T.	5,438	5,814	8,500	2,686	2,686	68.4%		
4111 IT replacement	89	1,015	2,000	985	985	50.7%		
4115 Finance RBS	1,254	558	1,500	942	942	37.2%		
4120 Hall Hire	435	132	1,200	1,068	1,068	11.0%		
4130 Subscriptions	1,410	1,800	2,500	700	700	72.0%		
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	8,241	10,500	2,259	2,259	78.5%		
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	949	4,500	3,551	3,551	21.1%		
4190 Insurance	3,550	3,390	5,000	1,610	1,610	67.8%		
Administration :- Indirect Expenditure	174,846	91,234	180,700	89,466	0	89,466	50.5%	0
Net Income over Expenditure	(174,801)	(91,228)	(180,650)	(89,422)				
6000 plus Transfer from EMR	(4,411)	0						
Movement to/(from) Gen Reserve	(179,212)	(91,228)						

	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	3,142	15,000	11,858		11,858	20.9%	
Grants/projects :- Indirect Expenditure	5,543	3,142	15,000	11,858	0	11,858	20.9%	0
Net Expenditure	(5,543)	(3,142)	(15,000)	(11,858)				
130 Accomodation								
4075 Telephone - landlines	2,833	788	2,200	1,413		1,413	35.8%	
4170 Office Rent	8,185	4,442	10,000	5,558		5,558	44.4%	
4175 Office running costs	1,498	862	2,000	1,138		1,138	43.1%	
4420 Utilities	766	528	1,100	572		572	48.0%	
4460 Rates	2,695	2,695	3,000	305		305	89.8%	
Accomodation :- Indirect Expenditure	15,977	9,314	18,300	8,986	0	8,986	50.9%	0
Net Expenditure	(15,977)	(9,314)	(18,300)	(8,986)				
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	3,622	6,500	2,878		2,878	55.7%	
4235 Community Events	0	2,150	0	(2,150)		(2,150)	0.0%	(2,000)
4240 Crime/Traffic	137	0	500	500		500	0.0%	
4260 Fun Day	0	3,381	3,000	(381)		(381)	112.7%	
4270 Art, Culture and Entertainment	0	0	500	500		500	0.0%	
Public Relations :- Indirect Expenditure	6,064	9,153	21,000	11,847	0	11,847	43.6%	(2,000)
Net Income over Expenditure	(6,064)	(9,003)	(19,300)	(10,297)				
6000 plus Transfer from EMR	(20,000)	(2,000)						
Movement to/(from) Gen Reserve	(26,064)	(11,003)						
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	12,721	23,000	10,279		10,279	55.3%	
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	682	2,000	1,318		1,318	34.1%	
4321 Equipment service/repair	0	0	1,000	1,000		1,000	0.0%	
4325 Parish Vehicle lease	3,539	1,654	3,900	2,246		2,246	42.4%	
4326 Parish vehicle op budget	3,017	4,419	2,500	(1,919)		(1,919)	176.8%	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	316	1,000	684		684	31.6%	
4370 Dog Bins	7,073	34	6,670	6,636		6,636	0.5%	
4380 Refuse Disposal	1,469	584	1,300	716		716	44.9%	
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%	
4420 Utilities	0	30	0	(30)		(30)	0.0%	
4445 Capital Expenditure	1,189	16,375	8,000	(8,375)		(8,375)	204.7%	
4490 Bus Shelters	0	0	500	500		500	0.0%	
4535 Westclyst Sports Pitch	310	63	4,000	3,937		3,937	1.6%	
4540 POS. grass cutting	1,717	406	2,500	2,094		2,094	16.2%	
Maintenance :- Indirect Expenditure	56,093	39,181	88,720	49,539	0	49,539	44.2%	1,712
Net Income over Expenditure	(48,690)	(36,681)	(85,420)	(48,739)				
6000 plus Transfer from EMR	(22,698)	1,712						
Movement to/(from) Gen Reserve	(71,388)	(34,969)						
170 Public Toilets								
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
4000 Staffing & E/ee contrib	0	559	0	(559)		(559)	0.0%	
4015 Toilets caretaker (self-emp)	4,215	1,920	6,000	4,080		4,080	32.0%	
4420 Utilities	1,364	560	1,800	1,240		1,240	31.1%	
4440 Maintenance/Repairs	741	583	1,500	917		917	38.9%	
4450 Products	496	365	700	335		335	52.1%	
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	3,986	11,000	7,014	0	7,014	36.2%	0
Net Income over Expenditure	(4,833)	(3,986)	(10,300)	(6,314)				
6000 plus Transfer from EMR	360	0						
Movement to/(from) Gen Reserve	(4,473)	(3,986)						

	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	585	3,000	2,416			19.5%	
Sports Pavilion :- Income	4,203	585	3,000	2,416			19.5%	0
4000 Staffing & E/ee contrib	9,094	4,193	9,500	5,307		5,307	44.1%	
4420 Utilities	2,013	1,163	5,000	3,837		3,837	23.3%	
4440 Maintenance/Repairs	4,427	2,206	5,000	2,794		2,794	44.1%	
4450 Products	407	175	500	325		325	35.1%	
4510 Pavilions (running maint)	880	467	1,500	1,033		1,033	31.1%	
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	8,401	26,000	17,599	0	17,599	32.3%	0
Net Income over Expenditure	(17,678)	(7,816)	(23,000)	(15,184)				
6000 plus Transfer from EMR	(7,000)	0						
Movement to/(from) Gen Reserve	(24,678)	(7,816)						
<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	12,746	750	(11,996)		(11,996)	1699.4%	
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	12,746	6,250	(6,496)	0	(6,496)	203.9%	0
Net Income over Expenditure	(5,250)	(12,746)	(6,250)	6,496				
6000 plus Transfer from EMR	(4,500)	0						
Movement to/(from) Gen Reserve	(9,750)	(12,746)						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 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	1,708	4,000	2,292		2,292	42.7%	1,281
Bowls Green :- Indirect Expenditure	1,759	1,708	4,000	2,292	0	2,292	42.7%	1,281
Net Income over Expenditure	(259)	(1,708)	(2,500)	(792)				
6000 plus Transfer from EMR	(3,241)	1,281						
Movement to/(from) Gen Reserve	(3,500)	(427)						
<u>230 Neighbourhood Planning</u>								
4000 Staffing & E/ee contrib	21,871	11,701	9,000	(2,701)		(2,701)	130.0%	
4750 Neighbourhood Planning	933	1,115	0	(1,115)		(1,115)	0.0%	1,115
4810 Climate emergency work	616	186	6,000	5,814		5,814	3.1%	
Neighbourhood Planning :- Indirect Expenditure	23,420	13,002	15,000	1,998	0	1,998	86.7%	1,115
Net Expenditure	(23,420)	(13,002)	(15,000)	(1,998)				
6000 plus Transfer from EMR	863	1,115						
Movement to/(from) Gen Reserve	(22,557)	(11,887)						
<u>260 Contingency</u>								
4010 Staffing (contingency)	0	2,052	0	(2,052)		(2,052)	0.0%	2,052
Contingency :- Indirect Expenditure	0	2,052	0	(2,052)	0	(2,052)		2,052
Net Expenditure	0	(2,052)	0	2,052				
6000 plus Transfer from EMR	0	2,052						
Movement to/(from) Gen Reserve	0	0						
<u>265 Covid-19</u>								
1145 Covi food bank donations	1,955	230	0	(230)			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	230	0	(230)				0
4820 Covid-19 resident shopping	30	0	0	0		0	0.0%	
4821 Covid-19 food bank shopping	7,399	731	5,000	4,269		4,269	14.6%	
4822 Covid-19 Food bank rent and op	6,864	1,647	1,000	(647)		(647)	164.7%	
4825 Covid-19 PPE/general exp	859	139	1,000	861		861	13.9%	
Covid-19 :- Indirect Expenditure	15,152	2,518	7,000	4,482	0	4,482	36.0%	0
Net Income over Expenditure	(10,824)	(2,288)	(7,000)	(4,712)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	542,421	365,319	373,090	7,771			97.9%	
Expenditure	338,831	196,639	393,690	197,051	0	197,051	49.9%	
Net Income over Expenditure	<u>203,590</u>	<u>168,680</u>	<u>(20,600)</u>	<u>(189,280)</u>				
plus Transfer from EMR	(60,626)	4,160						
less Transfer to EMR	124,045	0						
Movement to/(from) Gen Reserve	<u>18,919</u>	<u>172,841</u>						

Broadclyst Parish Council
Income Expenditure Second Quarter 2022/23 (to 30.09.2022)
Budget Monitoring and Reporting of variances and virements

Reported for Monitoring								
I/E Code	Cost Centre	Description	Year to date	22/23 budget	Variance (£)	%	Note(s)	Action(s)
Income								
1300	100	Misc income	362	100	262	362%	Sold pothole repair material to another council	NFA - to note
1500	150	Advertising income	150	1,500	1,350	10%	Invoices being issued this autumn	Note
1370	160	Dog waste reimb.	0	0	0		Invoice for 22/23 has been issued	NFA
1610	160	Grass cutting safety grant	0	1,500	1,500	0%	Money will be paid at end of grass cutting season; PO received	NFA
1620	160	Allotments	0	600	600	0%	Invoice to be raised Q3	NFA
1625	160	Westclyst Allotments	0	200	200	0%	Allotments not yet completed	NFA
1700	170	Toilets rates grant	0	700	700	0%	Not invoiced/received; rates no longer charged	Remove income line from 23/24 budget
1910	210	Bowls income	0	1,500	1,500	0%	Cheque received and banked, uncleared as at 30.09.22	NFA (cleared 18.10.2022)
Expenditure								
4000	110	Officers salary	12,721	23,000	10,279	55%	Includes additional cover for Dep Clerk sick leave as agreed by staffing committee (2,293.44)	Monitor and vire at end Q3 as necessary
4235	150	Communtiy Events	2,150	0	-2,150		No budget in 22/23 for this - QEII APM	New code. Spend from EMR as no allocation 22/23; monitor and adjust end Q3
4220	150	Broadsheet	3,622	6,500	2,878	56%	Increased costs due to more houses	Monitor and vire at end Q3 as necessary
4000	160	Staffing (maintenance)	12,721	23,000	10,279	55%	Will even up over winter (reduced additional hours)	Increase budget allocation for 23/24
4325	160	Vehicle lease	1,654	3,900	7,350	42%	No further outlay as vehicle now purchased	Vire £2,246 to 4326 (op. budget) to cover shortfall caused by breakdowns
4445	160	Capital expenditure	16,375	8,000	-8,375	205%	Vehicle purchase	Agreed by Council. NFA
4570	200	Play area service	12,746	750	-11,996	1699%	10 yr overhaul / major service.	Agreed by Council.
4000	230	Staffing (NP)	11,701	9,000	-2,701	130%	Has been actioned by staffing committee	Vire from staffing contingency after redundancy (Q3)

Food Bank

I/E Code	Cost Centre	Description	As at 30.09.2022	Total to date	Balance		Note(s)
1155	265	Grants	0	230			
1145	265	Donations	230				
4821	265	Food bank shopping (essential items)	731	6307 +5,000			Opening bal 6,307 (in general reserve) c/f from 22/23. Plus Council budget 22/23 of £5k = available £11,307
4822	265	Food bank operational costs	1,647	1,000	-647		Includes food share membership, volunteer mileage, pest control, utilities, cool bags, white goods, packaging. Either Vire from 4821 and spend 4821 from funds in general reserve, or adjust 4822 from general reserve at 31.03.23

Spend from EM Reserves in Q1 and Q2

I/E Code	Cost Centre	Description	Opening balance	Spend to 30.09.22	Balance as at 30.09.22		Note(s)
364	150	Community events	2,000	2,000	0		For QEII and Annual Parish Meeting expenses
387	160	Vehicle operation	2,918	1,712	1,206		Late invoice from Q4 2020/21
391	230	Bowls maint/repairs	5,441	670	4,771		Sprinkler system works
392	230	Bowls seeds/fert	1,928	611	1,317		Seeds & fertilizers
350	230	Neighbourhood Plan	2,527	1,115	1,412		Locality membership; external report commissioning

Recommendation:

That the report be noted. Minute ref 22/069iiia

That the virement be noted. Minute ref 22/069iiib 07.11.2022

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

PAYMENTS SCHEDULE - August 2022
Parish Council Current Account

BACS	Payee	Service/Goods Provided	Total
BACS 388	Thirsty Work	Office water	£56.16
"	G L Jones	Swing bracket castings (full set x8)	£990.72
"	Toilets caretaker	Jul-22	£390.00
"	Hydro-Logic	Telemetry contract (flood warning gauge)	£1,098.00
"	Mrs J Edbrooke	Expenses	£68.15
"	Mr A G Ricketts	Garage rent (for Aug 22)	£75.00
"	Volunteers	Mileage (KC)	£27.00
BACS 389	Binit	Refuse services Aug 22	£96.38
"	Stratton Creber	Office utilities Q2 22/23	£124.35
"	Mr A Ricketts	July 22 expenses	£46.94
"	Volunteers	Mileage (DR)	£189.00
"	Isca Pest Control (new, pd 390)	Wasps nest removal	£70.00
"	BCA Remarketing (new, pd 390)	Van purchase	£19,650.00
"	Guardian Secutiry	Pav. Fire alarm / emergency light service	£90.00
BACS 390	A Plus Building Maintenance	Gents external toilet door repair	£84.00
"	Trade UK	Materials	£21.15
BACS 391	Staff	Aug 2022 staff salaries, HMRC and Pension	£15,656.15
		BACS TOTAL August 2022	£38,733.00

DEBIT CARD

Aug-22	Amazon reconciliation	Pavilions	£181.32
	Amazon	I.T.	£1,380.95
	Amazon	Food bank shopping (nappies/wipes)	£17.99
	Amazon	Food bank operational	£58.76
	Amazon	Cleaning products	£16.85
	Amazon	Office running costs	£66.78
03.08.2022	Apple	Cloud storage	£0.79
05.08.2022	Noticeboards Online	Noticeboard (Westclyst)	£780.00
05.08.2022	My Workwear	Staff clothing	£242.45
05.08.2022	Mutts Butts	Dog waste bags	£41.34
12.08.2022	Sainsburys	Fuel	£117.49
12.08.2022	SLCC Enterprises	Non-visible disabilities training	£60.00
15.08.2022	Tesco	Stationery	£22.15
16.08.2022	Noticeboards Online	Noticeboard (Tithebarn)	£780.00
19.08.2022	Post Office counter	Postage	£3.78
22.08.2022	Tesco	Food bank	£55.30
22.08.2022	Agrigem	Trial of different weedkiller	£49.19
24.08.2022	Academia	Subscription	£79.00
25.08.2022	South West Water	Water (Pavilions 25.05-19.08)	£140.66
25.08.2022	South West Water	Water (Bowls sub meter 23.05-19.08)	£144.83
25.08.2022	South West Water	Water (Public toilets - 01.06.22-23.08.22)	£186.64
25.08.2022	Tesco	Food	£33.71
26.08.2022	Sainsburys	Food bank	£63.05
30.08.2022	Adobe	Annual sub	£181.10
30.08.2022	Sainsburys	Food bank	£69.95
30.08.2022	Sainsburys	Partial refund	-£57.50
31.08.2022	Propel Finance	Phone settlement	£215.08
31.08.2022	Sainsburys	Fuel	£86.50
		CARD TOTAL August 2022	£5,018.16

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 - November)	£0.00
DD	TV Licence	Broadclyst Sports Pavilions Licence (annual) Paid	£0.00
		DIRECT DEBITS TOTAL August 2022	£5,706.65

TOTAL EXPENDITURE in August 2022 £43,751.16

PAYMENTS SCHEDULE - September 2022
Parish Council Current Account

BACS	Payee	Service/Goods Provided	Total
BACS 392	Thirsty Work	Office water	£23.94
"	Broadclyst Theatre group	Community Grant (Min ref: F22/039)	£1,383.22
"	Toilets caretaker	Aug-22	£360.00
"	Mr A G Ricketts	Garage rent (for Sep 22)	£75.00
"	Mrs H Cutting	Aug 22 reimbursement	£2.49
"	Brightsea Print	Autumn broadsheet (A4 & A3)	£1,471.00
"	Volunteers	Mileage (GK, KC)	£54.00
"	Stratton Creber	Office rent Q3 22/23 & broadband	£2,874.94
"	Agrovista	Fertiliser	£300.00
"	Pattersons	Toilets supplies	£148.43
"	Project Ergo	Office furniture	£1,682.40
BACS 393	Binit	Refuse services Sep 22	£96.38
"	Mr A Ricketts	Aug 22 expenses	£74.84
"	Volunteers	Mileage (CC, SP, OC, LP)	£219.35
"	Exe Estuary Pest Control	Pest Control	£45.00
"	Mrs A Hurren	Aug 22 expenses/ mileage	£153.00
"	FoodShare	Annual membership 4 of 4	£500.00
"	Exeter YMCA	Autumn term 22	£3,566.67
"	Westcountry HR	HR support	£780.00
"	Windsor Turf	Turf	£63.00
"	Mrs H Cutting	Postage reimb.	£77.55
BACS 394	Staff	Sept 2022 salaries, HMRC and Pension	£16,731.99
BACS 395	Volunteers	Mileage (DP, GK, MD)	£170.80
		BACS TOTAL September 2022	£30,854.00

DEBIT CARD

Sep-22	Amazon reconciliation	Pavilions	£93.12
	Amazon	IT	£28.98
	Amazon	Food bank shopping (nappies/wipes)	£20.74
	Amazon	Food bank operational	£50.04
	Amazon	Office / general	£68.55
01.09.22	Sainsburys	Fuel	£104.05
01.09.22	Tesco	Nappies (food bank)	£25.35
02.09.22	Apple	Cloud storage	£0.79
12.09.22	Mediamusicnow	Music download licence (2 inv)	£51.00
13.09.22	NALC	CPD online training	£38.93
14.09.22	Sainsburys	Fuel	£58.30
20.09.22	Post Office	Postage	£8.95
20.09.22	Post Office	Postage	£1.59
22.09.22	Tesco	Fuel	£119.41
26.09.22	Post Office	Postage	£2.05
30.09.22	Sainsburys	Fuel	£47.00
		CARD TOTAL September 2022	£718.85

STANDING ORDERS

01.08.2022	Mr A Ricketts	Garage storage rent	returned
28.08.2022	Administrator	Working from home allowance	£26.00

DIRECT DEBITS**Monthly/Bi-monthly**

DD	O2	Telephone (Administrator, due 09.09.22)	£24.16
DD	Octopus energy	Public toilets electricity (1st-31st Aug 22)	£31.25
DD	BT Business	Office Phone and Broadband (02.09.2022)	£113.39
DD	Lloyds Bank	Service Charges	£7.00
DD	O2	Telephone (Officers, due 20.09.22)	£37.80
DD	British Gas	Gas at Pavilions (2 Aug - 1 Sep 2022)	£21.24
DD	British Gas	Electricity at Pavilions (9 Aug - 8 Sep 2022)	£100.50

Quarterly/Bi-annual

DD	National Trust	Allotment Rent (bi-annual April & Nov)	£0.00
Annually			
DD	EMAP Publishing	LGC subscription (Annual, March)	£0.00
DD	ICO	Data Protection Registration (Annual, Nov)	£0.00
DD	DVLA	Vehicle Road Fund Licence (Annual, Sep.)	£290.00
DD	TV Licence	Pavilions TV Licence (Annual, Dec.)	£0.00
		DIRECT DEBITS TOTAL September 2022	£1,370.19

TOTAL EXPENDITURE in September 2022 **£31,572.85**

Planning Responses for September/October 2022

22/1639/FUL	Kerswell Coach House Broadclyst Exeter EX5 3AF	Change of use of ground floor office (Use Class E(g)(i)) to ancillary residential use (Use Class C3) with external and internal alterations to include the construction of a terrace with glass canopy over.	Approval with conditions
22/1524/ADV	Alexander House Care Home Hillside Gardens Pinhoe Exeter EX1 3TG	Non-illuminated building signage	Approval with conditions
22/1670/TRE	11 Oak Tree Close Broadclyst Devon EX5 3NB	T1 - Common Oak. Reduce in height by approximately 1.5m Reshape furthest extended lateral areas of growth by 1-1.5m	Refused
22/1693/TRE	Sluggett Place Exeter EX1 3WL	T204a, Ash Tree : Fell.	Approval with conditions
22/1770/FUL	Site Of 39 Pinn Hill Exeter EX1 3TH	Construction of a detached garage and workshop	Approval with conditions

Memo



To: Clerk To Broadclyst Parish Council

From: Arboricultural Team

Your Ref:

Our Ref: 22/0018/TPO

Date: 27 September 2022

SUBJECT:

TREE PRESERVATION ORDER

PROPOSAL: Land adjacent to, and South West of Antique Village, Hele

TPO NO: 22/0018/TPO

I would inform you that the above Tree Preservation Order has been made in respect of land in your area.

Should you require any further information, please do not hesitate to contact me.

Arboricultural Team
Countryside Services

Broadclyst Parish Council: Communications Summary October 2022

County Council

1. Devon County Council – Funding News for October
2. Devon County Council – Connect Me – Weekly round up Friday 28th October 2022 – More help for people struggling with rising costs of food and energy.
3. Devon County Council – Connect Me – Business, Economy and Skills news update
4. Devon County Council – Connect Me – Special Edition – Menopause Awareness
5. Devon County Council – Trading Standards Consumer News – Scam alert

District Council

6. David Whelan – Action East Devon – Wellbeing & Mental Health Services
7. David Whelan – Action East Devon - We need you – Youth forum/voice group
8. David Whelan – Kooth Monthly newsletter
9. David Whelan – Autism training offers October 2022
10. David Whelan – PSPO consultation until 20th November 2022

Other Agencies

11. SLCC – Membership Bulletin September/October
12. SLCC – Annual General Meeting
13. DALC – Newsletter #49, #50, #51
14. Councillor Advocate OPCC – Vision Zero South West partnership – short e-brief outlining the hard work being undertaken in the field of road safety
15. The Rural Bulletin/Funding Digest – October Bulletin
16. EDDC - Residents Update 7th Oct, 14th, 21st Oct
17. Living Wage Foundation – Real Living Wage rate reminder
18. Devon Community Resilience Forum Newsletter October 2022
19. LGA – Culture, Tourism & Sport Bulletin October 2022
20. NHS – Health at Work Network News Update
21. Devon Air Ambulance community newsletter – Touchdown Winter 2022
22. Southwest Railway - Reinstatement of normal timetable on the West of England line from 14th November 2022
23. Carols by Candlelight @ Broadclyst Church 5pm Sunday 11th December featuring Cantilena & Broadclyst Primary School Choirs. Free entry Limited spaces book early on <https://broadclystcarols.eventbrite.co.uk> or ring 07972387391
24. Avian Influenza Outbreak – On 17 October 2022 an Avian Influenza Prevention Zone was declared by the Government across the whole of England. This was because of the increased number of cases of the disease across the country. Further enhanced measures apply for premises with over 500 poultry or other captive birds. Full details of what is required can be found on the government website - www.gov.uk/guidance/avian-influenza-bird-flu#AIPZ

You can find a self-assessment checklist at the above link to help you put the measures in place, as well as more information about the virus.

You can keep up to date by regularly visiting the avian influenza section on the government website, and by registering for email or text alerts - www.gov.uk/guidance/apha-alert-subscription-service

Remember that if you have poultry/captive birds it is your responsibility to keep updated on any outbreaks and an easy way to do this is by signing up for text notifications – register with the [APHA alerts service](#).

25. Devon County Council – Changes to bus services in Devon from 30th October 2022
<https://www.traveldevon.info/bus/latest-news-service-updates/changes-to-bus-services-in-devon-from-30th-october-2022/>

Public - Communications from members of public:

- Residents have emailed and phoned in regarding the Draft Local Plan/Neighbourhood Plan. There has been confusion regarding both plans. The Clerk has responded by email and phone to the residents answering the residents' concerns. (Please see appended document in Deputy Clerks Report)
- Resident reported damage to the play park. The loose part has been taken out of commission until fixed.
- Resident has complained about the holes in the dog walking field. I'm currently arranging for some local soil to be delivered so the holes can be filled in by volunteers.
- Resident emailed to complain about an "Away" Footballer urinating in the hedge next to Gracey court on Sunday 30th October 2022 at Broadclyst playing fields. This could be clearly seen from Gracey Court and in front of children. This complaint will be passed onto the Pavilions committee to respond to this.
- Enquiries from residents for allotments/waiting lists and a request for an update regarding the Hillside Gardens allotments. The developer has been contacted for an update.