

Agenda issue date: Tuesday 26th August 2025
Meeting date: Monday 1st September 2025
Meeting time: commenced 19:00hrs
Meeting venue: Westclyst Primary School, Maddick Road,
 Westclyst, EX1 3YG
Agenda issued by: Angie Hurren, Clerk and RFO
Signed: *Angie Hurren*



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 were welcome to attend.
 There were three items for discussion that meet criteria for the exclusion of press and public on this agenda.

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

There was an Ordinary meeting of the Broadclyst Parish Council on **Monday 1st September 2025** at **19:00hrs** at Westclyst Primary School, Maddick Road, Westclyst EX1 3YG for the purpose of transacting the following business:

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Minutes

25/123 OPEN MEETING; MEMBERS ATTENDANCE

- i. The Chairman opened the meeting at 19:03hrs.
- ii. **Attendance record:**
Members present: Chairman Cllr Henry Massey; Members Cllrs Boyles, Fernley, Gordon, Keeping, Pepper, Rhodes, Rylance, K Straw, L Straw, Taylor, Whitmarsh.
NB: Cllr K Straw joined the meeting room at 19:25hrs.
In attendance: Clerk, Asst. Clerk (NC)
Members of Public: 2.
- iii. **Apologies:** Apologies were accepted from Cllrs Chamberlain, Gent, and Veliyeth.

25/124 DISCLOSABLE PECUNIARY INTERESTS

Cllr Massey noted a DPI in Planning application 25/0953/MFUL as a near neighbour; Cllr Rhodes in agenda item 25/140.

25/125 MINUTES

The Council received the draft minutes of the Full Council meeting on Monday 7th July 2025.
Proposal: It was proposed by Cllr Whitmarsh that the council resolve to approve the draft Minutes as a correct record, with a correction to Cllr Boyles surname. This was seconded by Cllr Fernley and unanimously agreed. **Resolved.**

25/126 COLLABORATIVE PARTNERS

i. National Trust Update

Emma Smith from Killerton gave an update on behalf of the estate, including a briefing on the current community consultation as part of a feasibility study for an accessible railway crossing between Broadclyst and Cranbrook. This update can be found in Appendix A.

ii. Active Travel Update

Paul Osborne, EDDC Green Infrastructure Project Manager, briefed members on the B3181 active travel improvements and invited questions relating to the co-funded feasibility study (Agenda item 25/135).

25/127 BROADCLYST COUNTY DIVISION MEMBERS REPORTS

There were no matters for/from County Division Members Cllr Gent and Vanstone. A late report from Cllr Gent was circulated via email during the meeting.

25/128 BROADCLYST WARD MEMBERS REPORTS

A late report from Cllr Fernley was circulated ahead of the meeting. There were no matters for/from District Ward Members Cllr Chamberlain and Rylance. Cllr Rylance reported on recent issues with public toilets self-locking in coastal towns.

25/129 PUBLIC QUESTIONS

There were no public questions.

25/130 ACCEPTANCE OF EXTERNAL REPORTS

Proposal: It was proposed by Cllr Whitmarsh that the council accepts reports received from Elected Members and stakeholders. This was seconded by Cllr Keeping, carried by majority vote (1 abstention). There were no actions arising from any of the reports accordingly.

25/131 COUNCIL OFFICERS REPORTS

The council received Officers reports, with the following outcomes, actions, and resolutions made:

- A. It was proposed by Cllr K Straw that a gifted community defibrillator be installed (subject to confirmation of permission) at the Blackhorse Inn, with money for installation to be taken from general reserves. This was seconded by Cllr Rhodes and unanimously agreed. Delegation to officers to progress. Resolved.
- B. Officer Action: to continue discussions around cobbled area and car park, following no response to emails to date.
- C. Thanks to staff were recorded for the summer community events.
- D. The council noted that the repair work on safer surfacing in the play area following an arson incident was authorised in line with Clerk's delegation and at £850 nett was below the requirement for three quotes. A discussion took place around CCTV in the play area; quotes to be obtained for future meeting.
- E. It was proposed by Cllr K Straw that the council notes the officer's immediate response to the failed emergency lighting and that the council retrospectively approves the delegated spend of £458.48 in accordance with Financial Regulation 4.5. This was seconded by Cllr Rylance and unanimously agreed. Resolved.
- F. Thanks were recorded to the maintenance team for all their hard work over the summer.
- G. It was proposed by Cllr Gordon that the council approves spend of up to £100 for new photographs of Members for the Broadsheet, approaching the Cornerstone Academy Trust for use of the studio. This was seconded by Cllr Fernley. Vote: 6 in favour, 4 against, 1 abstention. Motion carried, majority vote. Resolved.
- H. It was proposed by Cllr Fernley that a second noticeboard be provided at Tithebarn, outside the Local Centre. This was seconded by Cllr L Straw. Vote: 6 in favour, 4 against, 1 abstention. Motion carried, majority vote. Resolved. It was noted that this project will need to go to Finance Committee for funding as there is no provision in the current year budget. Action – officers to obtain quotes.
- I. It was proposed by Cllr K Straw not to accept the Broadclyst Toddler Group report/recommendation as written, but to defer to Staffing Committee to look at JD for the Community Connector post to see if provision might be made, noting that the funding for the post is only for a maximum two-year period. This was seconded by Cllr Taylor. Vote: 10 in favour, 1 against, 1 abstention. Motion carried, majority vote. Resolved.

25/132 FINANCE AND GOVERNANCE

i. Finance: Draft Minutes

It was proposed by Cllr Gordon that the council receives draft Minutes from the Finance & Governance Committee which met on 21 July 2025 as a report. This was seconded by Cllr Massey and unanimously approved. Resolved.

ii. Finance: Payment Schedule.

It was proposed by Cllr Keeping that the council resolves to approve the payment schedules for July & August 2025. This was seconded by Cllr Rylance and majority vote to approve (1 abstention). Resolved.

iii. Finance: VAT.

It was noted the VAT reclaim for Q1 25/26 has been received and entered into the VAT control account.

iv. Finance: CCLA Investment

It was noted that the review of CCLA mandate and signatories has been undertaken through the summer and is now complete.

v. Governance: The Council received an updated Health & Safety policy. It was proposed by Cllr Whitmarsh that the council adopts the updated policy. This was seconded by Cllr L Straw and unanimously approved. Resolved.

- vi. **Governance:** Bring Your Own Device (BYOD) policy. The council received a BYOD policy, which is appended to council's IT policy (adopted by Finance Committee on 21st July). The policy will be further updated and reconsidered for adoption at a later date.

25/133 COUNCIL STRATEGY & NCIL

- i. The council received a draft Strategic Plan for 2025-2035. It was agreed that the draft will be shared with members for council comment prior to being updated for community consultation at a later date.
- ii. To agree a consultation period and methods – item deferred.
- iii. The council received the draft Neighbourhood CIL (NCIL) Policy for consideration and adoption. It was noted that the contents column in the scoring matrix was incomplete. It was proposed by Cllr K Straw that the council accepts the draft policy as it is, with minor tweaks to complete the scoring matrix notes. This was seconded by Cllr Whitmarsh. Vote: 7 in favour, 2 against, 2 abstentions. Motion carried, majority vote. Resolved.

25/134 PLANNING & ENVIRONMENT

- i. **Enforcements / Appeals record.**
- ii. **Tree Preservation Order**
The council received a briefing note regarding a new TPO that has been applied to the hedgeline adjacent to the BMX track and Footpath 14. It was proposed by Cllr K Straw that delegation be given to the Clerk to spend up to £3,000 for fencing to protect trees in the hedgerow between the BMX track and the public footpath / adjoining field. This was seconded by Cllr L Straw and unanimously approved. Resolved.
- iii. **Recent decisions**
The council received a report on recent decisions in July & August 2025
- iv. **Planning Minutes**
It was proposed by Cllr Keeping that the council receives the Planning, Environment & Traffic Committee Minutes from the meeting held on the 28th July as a report. This was seconded by Cllr L Straw with majority vote to accept (2 abstentions). Resolved.
- v. **Planning applications.**
 - a. [25/0953/MFUL](#) Land At Station Road South Of Cotterell Road, Broadclyst. AMENDED PLANS. Hybrid application for full planning permission for the construction of 20 residential dwellings including 12 affordable dwellings, access, internal roads, parking, and landscaping and outline planning permission (with appearance, landscaping, layout and scale as reserved matters) for the construction of 5 self-build dwellings.
The council noted that a policy-based analysis in line with the Broadclyst Neighbourhood Plan had been undertaken for this application and submitted to EDDC to comply with consultation period dates. The analysis determined that the application did not comply with policy H2 and H4 of the Broadclyst Neighbourhood Plan, along with eight further points.
The council agreed to defer the following two planning applications to the Planning Committee on Tuesday 9th September:
 - a. [25/1724/TRE](#). 11 Oak Tree Close, Broadclyst, EX5 3NB. Oak: prune southern, lateral branches by approximately 1.5m. crown lift by approximately 1.5m; crown thin by 15-20%, predominantly removing epicormic growth and deadwood.
 - b. [25/1694/MRES](#) Land North And South Of Anning Road Exeter Science Park. Reserved matters application in respect of landscaping. The proposal seeks consent for the installation of landscaping on Phase 1a of the development approved under planning permission 18/2797/MOUT, which was accompanied by an Environmental Impact Assessment

25/135 ACTIVE TRAVEL

- i. The council received an update on Active Travel improvements along the B3181 and considered a request to co-fund a feasibility study at the cost of c.£1,500.
- ii. It was proposed by Cllr K Straw that the council agrees a co-funding contribution for Phase 1 of the feasibility study and that the £1,500 be taken from Neighbourhood CIL funds. This was seconded by Cllr Whitmarsh and unanimously approved. Resolved.
- iii. National Trust 25/135iii Broadclyst & Cranbrook Community Rail Crossing consultation. The council considered the consultation, following the presentation earlier in the agenda (25/126), and felt it was more appropriate for local residents to have their say as individuals. Action - the Clerk to write a letter of broad support on behalf of the parish council.

25/136 PARISH SCHEME OF ALLOWANCES 2025

- i. The council received EDDC's Parish Scheme of Allowances 2025 and accompanying briefing paper.
- ii. It was proposed by Cllr K Straw that having had regard to the recommendations of the East Devon District Council Parish Remuneration Panel pursuant to the Local Authorities (Members' Allowances) (England) Regulations 2003 (Part 5), the Council notes that parish members' allowances are discretionary and resolves that, with immediate effect and until the next ordinary parish council elections, no parish basic allowance be paid to the Chair or to councillors; that members' travelling and subsistence expenses necessarily incurred on approved duties be reimbursed in accordance with Regulation 26 and HMRC-approved rates (against receipts); that the Clerk publish the required notice and make the Panel's report and this decision available for inspection; and that immediately following those elections the newly elected Council, at its first Annual Meeting, shall consider the matter afresh and determine its position on members' allowances having had regard to the then-current Panel recommendation. This resolution to remain in force unless and until varied by a subsequent resolution of the Council.
This was seconded by Cllr Taylor. Vote: 10 in favour, 1 abstention. Majority vote – motion carried. Resolved.

25/137 CORRESPONDENCE

- i. The council received the correspondence list, including correspondence in relation to Exeter City Council's proposals for Local Government Reorganisation.
- ii. There were no matters arising from the correspondence list as appropriate.

25/138 FUTURE AGENDA ITEMS

There were no requests for agenda items for consideration by the Council

25/139 CONFIDENTIAL ITEMS

It was resolved that in accordance with the provision of Schedule 12a of the Local Government Act 1972, the Public Bodies (Admissions to Meetings) Act 1960, and Broadclyst Parish Council's Standing Orders, press and public be excluded from the next items.

Reasons: contractually and commercially sensitive; to receive legal advice.

25/140 HEDGE CUTTING CONTRACT

Following notice from the council's approved contractor for hedge cutting, the council discussed arrangements for hedge-cutting for this autumn and from 26/27 going forward.

- a) Autumn 2025 and received a quote from Martinsfield Farm Enterprises for £300 for Playing Field hedges and £350 for allotment/BMX hedge cutting. It was proposed by Cllr K Straw that the council accepts the quotes. This was seconded by Cllr Gordon and unanimously agreed.

- b) 26/27 onwards: It was proposed by Cllr K Straw that the council appoints Martinsfield Farm Enterprises as approved contractor for hedge cutting going forwards. This was seconded by Cllr Gordon and unanimously agreed. Resolved.

25/141 LEGAL UPDATE

- i. Pinn Court Allotment land transfer. It was proposed by Cllr K Straw to continue to support the clerk in negotiations for community / allotment plot holders best interests. This was seconded by Cllr Pepper and unanimously agreed. Resolved.
- ii. Broadclyst car park – bay markings and surface conditions. It was proposed by Cllr K Straw that Council instructs its solicitors to prepare a letter to EDDC as owner/operator of the car park to ensure compliance with the Equalities Act and Disability Discrimination Act, despite the covenant agreed with the National Trust at the time of sale to keep the car park in good repair. This was seconded by Cllr Pepper and unanimously approved. Resolved.

25/142 PAVILIONS FIRE SYSTEM UPDATES

- i. The council received a quote from the council's preferred supplier (Pyne Electrical) of £3,946.80 for replacing the Fire alarm panel and to install smoke detectors at the Pavilions to bring the building into compliance with modern fire regulations.
It was proposed by Cllr K Straw that the council accepts the quote, noting use of the preferred supplier. This was seconded by Cllr Gordon and unanimously approved. Resolved.

25/143 TO CLOSE THE MEETING

The meeting closed at 21:10hrs.

Signed:

Print:

Date:

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

Appendix A: National Trust update 1st Sept 2025

1. Update on Cranbrook Railway Crossing

a. Engagement with the project is being delivered in two parts. Community engagement with local people is being delivered through teams at NT.

Includes community open evening in July where we shared the survey ahead of its official launch. This was picked up and shared around SM outside of NT input which resulted in some great coverage.

Since its official launch this has grown again with now over 500 responses, majority of which are in support of a new/improved crossing.

We also have been sharing about the feasibility study with community interactions over summer including at Broadclyst fun day, Cranbrook Summer Fete and with visiting groups from the local area.

b. As the second phase of community engagement we will be working with Dialogue matters to deliver a community consultation event for stakeholders and interested parties. This is being designed by Dialogue Matters but will be delivered by NT and supporting partners. Our aim is to run this session in November this year - more details to follow.

c. SLC rail are undertaking the contract for the feasibility study and through this are leading on the engagement with key stakeholders including Broadclyst Parish Council. We met with SLC last week to go through the engagement plans so this phase of the project will begin shortly. The SLC work is being supported by the community engagement we are doing on property

d. Grateful for support of Broadclyst PC and the neighbourhood plan - thank you

2. New hedgerow creation to take place this winter across three farms, totalling 3km of hedges and elements of fencing if required. 15,000 hedge trees

3. **Community Forest Phase 1** is underway, Tracks have been installed at Elbury Farm site and Columbjohn tracks are currently being considered under a planning application, We had 10 people attend out councillor/officer tour of Columbjohn site. We are seeing 5-10% tree losses in our surveys which is very acceptable level considering the very dry summer we have had. All will be replanted this winter. Waymarking and mapping is being produced this Autumn for installation in the early 2026. All three sites will be fully open by March 2026.

4. **Community Forest Phase 2.** We have passed the screening for environmental impact assessment. Now finalising funding agreements and contracts for a September start. This next phase will be delivered between September 2025 and March 2027, with two sites (Elbury and Ashclsy) being delivered this winter and Budlake site the following year. This will include more access tracks for public and will include both woodland and wood pasture areas. Approx 30,000 trees to be planted, using local fencing and tree planting contractors.

5. Black Poplar living nursery is now underway on Culm floodplain. Over 80 different genetic clones now planted out making Killerton the most diverse population of Britain's rarest tree. This will help the species to reproduce in a natural setting and provide genetic material for other sites carrying wetland conservation work.

6. Killerton park has now been classified, via new survey, as nationally significant for its species of dead wood associated insects, these are linked to the 1500 ancient and veteran trees found across the estate.

7. Has been a good year for our raptors (Barn owls, falcons etc) with all main species having successful breeding seasons across farms, floodplains and forests.

8. All orchards have been cut a collected of grass, and cider and apple juice production will take place in October with various engagement events/walks planned. We have also recently sent off samples to get 240 trees tested so we know a full list of the traditional

varieties that form the 50 acres of Killerton Orchards. This winter we will be restoring an orchard near to Columbjohn Chapel

9. We continue to monitor American Mink on the Culm in preparation for a future water vole reintroduction. 1 found this year which shows very low numbers. We would like to extend this monitoring to Clyst and Crannybrook in time. Evidence of low numbers is a requirement before we can apply for reintroductions.

10. This Autumn rangers will be upgrading the waymarking of coloured routes within Ashclyst Forest and installing improved mapping panels at key car parks. The longer red route has had some wet sections stoned this summer.

11. Summer of play been a huge success and welcomed lots of new visitors to Killerton. We hosted a community evening for summer of play in July which had 80 people turn up on the night from local families. We are also running a community week this week for community groups we are working with.

12. LRS negotiations are ongoing but the signs are looking positive. We have some way to go but are hopeful that we might be able to have a grant agreement in place by early Autumn.

13. Upcoming events

a. Exhibition 'A global mission of faith and freedom' will be opening from mid-September, tells the story of the connection between Sir Thomas 10th and Bishop Samule Ajayi Crowther - the first black Anglican priest.

b. The Red Dress and Community Threads - will be open over the festive period from the end of November to January. The Red Dress which will be displayed in the house as part of our Christmas offer shares the voices of people, from mainly marginalized communities from around the world through embroidery. In response we are creating a community tapestry to share the voices of our community. We are working with communities in the local area to decorate red fabric squares on the theme of 'culture, identity, and community'. We are also inviting individuals to take part with fabric squares able to collect from reception at Killerton.

c. Apple picking in the orchards is taking place w/c 29th September with pressing happening the following week. We are looking for help so if your keen to help us pick apples please get in touch with killertonvolunteering@nationaltrust.org.uk