



Broadclyst Parish Council  
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19, New Buildings

Broadclyst

Exeter

EX5 3EX

[www.broadclyst.org](http://www.broadclyst.org)

## Broadclyst Parish Council Ordinary Meeting of the Council

**Public Notice of meeting:** Press and Public were welcome to attend.

There were no 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 2<sup>nd</sup> March 2026** at **19:00hrs** at Broadclyst Primary School, School Lane, Broadclyst EX5 3JG for the purpose of transacting the following business:

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## MINUTES

### 26/021 OPEN MEETING; MEMBERS ATTENDANCE

- i. The Chair opened the meeting at 19:02hrs.
- ii. **Attendance:** Members present were recorded as: Chairman Cllr Massey, Cllrs Boyles, Fernley, Gordon, Keeping, Rhodes, Rylance, K Straw, and Taylor
- iii. **Apologies:** Council accepted apologies from Cllrs Pepper, L Straw, Veliyeth and Whitmarsh.  
In attendance: Clerk, Assistant Clerk (NC),  
Guest: Emma Smith, Killerton.  
Members of public: 1

### 26/022 DISCLOSABLE PECUNIARY INTEREST

There were no new DPLs declared or applications for dispensations.

### 26/023 MINUTES

The council received the draft minutes of the Extra ordinary Full Council meeting on Tuesday 27<sup>th</sup> January 2026.

**PROPOSED:** It was proposed by Cllr Rhodes to approve the draft Minutes as a correct record. This was seconded by Cllr Keeping and agreed (majority vote, 1 abstention) **RESOLVED.**

### 26/024 COLLABORATIVE PARTNERS

#### National Trust Update

The council received the following update from Emma Smith, Killerton Community and Participation Manager.

1. Phillip Smart his role of General Manager after 17 years. We are currently in a recruitment phase for this role which we will be interviewing for in the coming weeks. In the short-term, Tim Harris (Property Operations Manager), will be stepping into the Interim GM position.
2. Follow organisational changes at the NT last year, teams are now working much more widely across the estate. Our Visitor Experience team are looking to make connections within the village and hear any ideas that people may have for signage, interpretation, trails etc. This could be based on other local offers such as the Pinhoe History Trail.
3. Cranbrook Railway Crossing update. Last week we held a stakeholder engagement evening at Cranbrook Education Campus to explore the potential of a crossing over the railway between Cranbrook and Broadclyst. This follows a grant we had been awarded from SW Rail in 2025 to look at the feasibility of a crossing. The feasibility report has been completed by SLC Rail and can be shared in due course. Stakeholder engagement has been delivered alongside the report to open conversations around a potential crossing and look at how a crossing could become a community asset rather than a piece of static infrastructure. This report can also be shared in due course.

The following questions / issues were raised:

Q1: Please could a list of current role holders at Killerton be circulated.

Q2: Issue with tenant vehicle parking on double yellow lines on Town Hill.

## 26/025 BROADCLYST COUNTY DIVISION MEMBERS REPORTS

The council considered matters for/from County Division Members Cllr Gent and Vanstone. A report by Cllr Gent was circulated.

The following questions / issues were raised:

Q1: Please could the Traffic Working Group have feedback following the HATOC committee meeting re Town Hill.

Q2: Burrow Cross - when are planned works that have not been possible due to flooding been re-scheduled?

## 26/026 BROADCLYST WARD MEMBERS REPORTS

District Ward Members Cllr Fernley gave a brief verbal report to make three points:

1. Surfacing of the EDDC car park in Broadclyst is now out for tender, with an anticipated start on site in early April 2026. An update will be provided once a contractor has been appointed.
2. There have been reports of unauthorised burning at the former Sunnymead kennels site, with smoke causing nuisance to nearby residents. Environmental Health is involved; please can members of public report any further burning.
3. A motion to protect rivers was unanimously supported by East Devon Councillors.

## 26/027 PUBLIC QUESTIONS

There were no public questions.

## 26/028 ACCEPTANCE OF EXTERNAL REPORTS

**PROPOSED:** It was proposed by Cllr K Straw to accept reports received from Elected Members and stakeholders. Actions: Officers to find out answers to questions raised.

This was seconded by Cllr Taylor. Unanimously agreed. **RESOLVED.**

## 26/029 COUNCIL OFFICERS REPORTS

The council received two reports from the Clerk, one with updates only and one regarding an amendment to Standing Orders regarding ex-officio committee membership of the chairman to all committees and working groups as follows:

It is recommended that:

- A. The Council recognises that ex-officio status is not currently provided for within Standing Orders.
- B. The Council amends Standing Order 4 as set out above.
- C. The amended Standing Orders be published on the Council's website in accordance with transparency requirements.
- D. That the following clarifying line be added to Section 4 (Membership) of the Council's Terms of Reference:

"In accordance with Standing Orders, the Chair of the Parish Council shall serve as an ex-officio member of all Committees and Working Groups."

This recommendation was proposed by Cllr Rylance, seconded Cllr Boyles, and unanimously agreed. **RESOLVED**

**PROPOSED:** It was proposed by Cllr Keeping to accept the clerks reports. This was seconded by Cllr Rhodes and unanimously agreed. **RESOLVED.**

## 26/030 FINANCE AND GOVERNANCE

**Finance:**

- i. To receive and resolve to approve as a report, draft Minutes from the Finance Committee meeting on 9<sup>th</sup> February 2026.

**PROPOSED:** It was proposed by Cllr Gordon to accept the draft Mintes as a report. This was seconded by Cllr Boyles and unanimously agreed. **RESOLVED.**

- ii. To receive for approval council accounts for Q3 on recommendation of the Finance Committee.

**PROPOSED:** It was proposed by Cllr Gordon to approval council accounts for Q3 2526. This was seconded by Cllr Rylance and unanimously agreed. **RESOLVED.**

- iii. To receive and resolve to approve the payment schedule for February 2026.

**PROPOSED:** It was proposed by Cllr Taylor to approve the payment schedule for February 2026. This was seconded by Cllr Massey and unanimously agreed. **RESOLVED.**

- iv. To receive, consider, and resolve to approve a community grant request from Broadclyst Fund. Item deferred to Finance and Governance Committee on 9<sup>th</sup> March 2026.

- v. To receive for approval on recommendation of the Finance Committee.

**PROPOSED:** It was proposed by Cllr Massey to approve the draft Broadclyst CIL Annual Report for 2025/26. This was seconded by Cllr Fernley and unanimously agreed.

**RESOLVED.**

#### **Governance:**

- vi. To receive and resolve to adopt, on the recommendation of the Finance Committee, updated Financial Regulations. These are based on the NALC 2024 Model Regulations.

**PROPOSED:** It was proposed by Cllr Gordon to approve and adopt updated Financial Regulation. This was seconded by Cllr Boyles and unanimously agreed. **RESOLVED.**

- vii. Further to resolution in 26/029, to receive updated Standing Orders and Terms of Reference for additional clause approval.

**PROPOSED:** It was proposed by Cllr Boyles to approve and adopt updated Standing Orders and Terms of Reference for Committees. This was seconded by Cllr Gordon and unanimously agreed. **RESOLVED.**

- viii. To receive and resolve to approve the Council's Risk Register for 25/26, as recommended by the Finance Committee.

**PROPOSED:** It was proposed by Cllr Gordon to approve the Council's Risk Register for 25/26, this was seconded Cllr Boyles, unanimous. **RESOLVED.**

- ix. To receive and resolve to adopt a revised website accessibility statement (rev. 15.01.26).

**PROPOSED:** It was proposed by Cllr Rhodes that the council resolves to adopt a revised website accessibility statement. This was seconded by Cllr Rylance, unanimously agreed. **RESOLVED.**

- x. To receive and resolve to adopt a revised website privacy policy (reviewed 15.01.26).

**PROPOSED:** It was proposed by Cllr Fernley that the council resolves to adopt a revised website privacy policy. This was seconded by Cllr Massey, unanimously agreed.

**RESOLVED.**

- xi. To receive and resolve to approve an assessment of the effectiveness of the council's internal controls, as recommended by the Finance Committee.

**PROPOSED:** It was proposed by Cllr Gordon to approve an assessment of the effectiveness of the council's internal controls, seconded Cllr Massey, unanimously agreed. **RESOLVED.**

- xii. To adopt the Council's Statement of Internal Controls for 2025/2026, as recommended by the Finance Committee. Proposed by Cllr Rhodes, seconded Cllr Rylance, unanimous.

**PROPOSED:** It was proposed by Cllr Massey, seconded by Cllr Rylance, unanimously agreed. **RESOLVED.** Cllr K Straw requested that the council minutes the diligence of the RFO, and the work of Cllr Pepper and Rhodes for their additional support.

- xiii. To adopt a draft Menopause support policy.  
**PROPOSED:** It was proposed by Cllr Fernley that the council adopts a Menopause support policy. This was seconded by Cllr Rhodes, unanimously agreed. **RESOLVED.**
- xiv. It was noted that an addendum to the Council's workplace procedures risk assessment has been carried out and the lone working policy reviewed to ensure its suitability for hypertension / (peri)menopause.

## 26/031 PLANNING & ENVIRONMENT

- i. **Enforcements / Appeals / TPO record.**  
There were no new notifications in relation to the above.
- ii. **Recent decisions**  
The council received a report on recent decisions in February 2026.
- iii. **Planning Minutes**  
The council received the Planning, Environment, & Traffic Committee approved Minutes from 13.01.2026 as a report and to consider any recommendations contained within. (Draft Minutes from 17.02.2026 not available at this meeting).  
**PROPOSED:** It was proposed by Cllr Keeping that the council accepts approved Minutes from 13.01.2026 as a report. This was seconded by Cllr Fernley and unanimously agreed. **RESOLVED.**
- iv. **Planning applications.**  
The council considered planning applications in Broadclyst Parish that have been published for consultation and to agree the Council's response in line with the Broadclyst Neighbourhood Plan.

[26/0254/TCA](#) 30 New Buildings Broadclyst Devon EX5 3EX. Fell a single conifer as detailed within the submitted notification. The impact on the wall was noted.

**PROPOSAL:** It was proposed by Cllr Taylor to support this application. Seconded by Cllr K Straw. 1 abstention, majority vote to support. **RESOLVED.**

[25/2217/FUL](#) Redhayes Lodge Clyst Honiton Devon EX5 2AN. Change of use of dwelling to Class E (e) and demolition of garage to be replaced with two storey and single storey extensions on north elevation and single storey extension on west, (rear), elevation.

**PROPOSAL:** It was proposed by Cllr K Straw that the council supports the change of use application in principle, but does not support the works on the oak trees. However, should Planning Authority be mindful to permit, the parish council requests the protection of the oak trees from the impact of development and works be deferred to the East Devon Tree Officers. **RESOLVED.**

[26/0184/FUL](#) Higher Comberoy Farm, Broadclyst, Exeter, EX5 3DN. Change of use of agricultural buildings to commercial stables and erection of a new commercial stable building (retrospective)

**PROPOSAL:** It was proposed by Cllr K Straw to support the application. This was seconded Cllr Rhodes; majority vote (1 abstention, 1 objection) to support. **RESOLVED.**

## 26/032 APPOINTMENT OF ALLOTMENT REPRESENTATIVE

The council considered the appointment of an Allotment Representative for the Broadclyst Allotment Association for 2026. Cllr Chamberlain was appointed in her absence (1 abstention).

## 26/033 EDDC COMMUNITY GOVERNANCE REVIEW STAGE 2 CONSULTATION

The council considered draft proposals as to how the District Ward and County Division boundaries affecting Cranbrook Town Council and four neighbouring parishes should be altered. The Clerk reported that correspondence had been received from Rockbeare Parish Council regarding the proposed changes in Rockbeare parish in the Gribble Lane area, seeking support and a financial

contribution to challenge these proposed changes.

**PROPOSAL:** It was proposed by Cllr Taylor that

- i. the council does not change its view on the Western boundary proposals (i.e. that the proposed boundary does not change from the current boundary).
- ii. That it is not for Broadclyst Parish Council to seek to influence boundary changes that do not directly impact its electors and therefore does not consider submitting a view on proposed changes to southern and eastern boundaries.

This was seconded by Cllr Gordon and unanimously agreed. **RESOLVED.**

#### **26/034 COMMUNITY LEISURE SURVEY**

The council considered whether to respond to the current consultation to help shape how the new Leisure and Community Wellbeing Centre at Cranbrook. It was generally agreed that individual councillors can respond to the survey as members of public should they so wish, rather than the council as a corporate body submitting a response.

#### **26/035 EVENTS COMMITTEE**

- i. The council received draft Minutes from the Event Committee, held on 12.01.2026. It was noted that Martyn's Law comes into effect in 2027, so 2026 can be progressed as usual and reviewed for 2027 once further Martyn's Law guidance has been published. This was proposed by Cllr Massey, seconded by Cllr K Straw, and unanimously agreed. **RESOLVED.**
- ii. It was note that no final decisions have yet been reached regarding summer 2026 events.

#### **26/036 CORRESPONDENCE**

- i. The council received the correspondence list
- ii. There were no actions or matters to delegate arising from the correspondence list as appropriate.

#### **26/037 FUTURE AGENDA ITEMS**

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

The Clerk reported that she had received two motions earlier in the day from Cllr L Straw that will be added to the 13 April 2026 meeting agenda.

#### **26/038 TO CLOSE THE MEETING**

The meeting closed at 20:20hrs.

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

**PAYMENTS SCHEDULE - February 2026**  
**Parish Council Current Account**

|    | <b>BACS</b> | <b>Payee</b>             | <b>Service/Goods Provided</b>               | <b>Total</b>      |
|----|-------------|--------------------------|---------------------------------------------|-------------------|
| 1  | BACS 539    | Alpha Cleanse            | Office & toilets cleaning Jan26 (2 inv)     | £687.00           |
| 2  | "           | Volunteer mileage        | Mileage reimbursement (GK Feb 26)           | £14.40            |
| 3  | "           | Tersus Consultancy Ltd   | Absestos Survey (sub contracted out)        | £390.00           |
| 4  | "           | Thirsty Work             | Office Water 13/01/26-12/02/26              | £33.00            |
| 5  | "           | Exe Estuary Pest Control | Pest Control services (Feb 26)              | £51.00            |
| 6  | "           | Binit                    | Feb refuse collection + excess weight Jan   | £530.94           |
| 7  | "           | YMCA Exeter              | Summer activities (from EMR)                | £2,558.00         |
| 8  | "           | idverde                  | Grass cutting contract Jan26                | £900.00           |
| 9  | "           | FareShare SouthWest      | 25/26 membership 2 of 2)                    | £1,000.00         |
| 10 | "           | Mr A Ricketts            | Mileage/exp Jan 26                          | £103.64           |
| 11 | "           | Mole Valley Farmers      | Timber, wet weather clothing, wire strainer | £215.07           |
| 1  | BACS 540    | EDDC                     | Dog and litter bins 2526                    | £10,192.00        |
| 2  | "           | Blamphayne Sawmill       | Budlake bus stop repair timber              | £45.82            |
| 3  | "           | Argos Fire               | Abortive call charge and check              | £143.40           |
| 4  | "           | MNR Mowers               | Grass cutting machinery service             | £292.18           |
| 5  | "           | Volunteer mileage        | Mileage reimbursement (GK Mar 26)           | £14.40            |
| 6  | "           | Greenhams                | Grit bins                                   | £417.31           |
| 7  | "           | idverde                  | Feb 26 grass cutting                        | £900.00           |
|    | BACS 541    | Staff                    | Dec 2025 salaries, HMRC and Pension         | £18,620.44        |
|    |             |                          | <b>Total BACS February 2026</b>             | <b>£37,108.60</b> |

**DEBIT CARD**

|          |                         |                                 |                  |
|----------|-------------------------|---------------------------------|------------------|
| Feb-26   | Amazon reconciliation   | Refuse services                 | £5.99            |
|          | Amazon                  | Office                          | £110.29          |
|          | Amazon                  | Pavilions                       | £46.97           |
|          | Amazon                  | Food bank operational           | £47.23           |
|          | Amazon                  | Public toilets                  | £38.66           |
| 02.02.26 | Apple                   | Phone storage                   | £0.99            |
| 05.02.26 | Sainsburys              | Nappies                         | £6.72            |
| 12.02.26 | Tesco                   | Fuel                            | £53.68           |
| 12.02.26 | Tesco                   | Food bank                       | £190.33          |
| 13.02.26 | My Workwear             | Staff workwear                  | £553.17          |
| 16.02.26 | Trade UK                | Misc (batch)                    | £87.18           |
| 17.02.26 | Ordnance Survey Limited | Maps (x2)                       | £25.98           |
| 18.02.26 | Litte Exeter            | 2nd hand bench                  | £100.00          |
| 19.02.26 | Sainsburys              | Food bank                       | £147.28          |
| 20.02.26 | Pinhoe Garage           | Fuel                            | £110.01          |
| 27.02.26 | My Workwear             | Price difference refund         | -£10.14          |
|          |                         | <b>CARD TOTAL February 2026</b> | <b>£1,514.34</b> |

**STANDING ORDERS**

|            |               |                             |        |
|------------|---------------|-----------------------------|--------|
| 02.02.2026 | Mr A Ricketts | Garage storage rent         | £90.00 |
| 27.02.2026 | Administrator | Working from home allowance | £26.00 |

**DIRECT DEBITS**

**Monthly/Bi-monthly**

|    |              |                                      |         |
|----|--------------|--------------------------------------|---------|
| DD | British Gas  | Gas at Pavilions (15.12.25-14.01.26) | £105.75 |
| DD | Simon Martin | Payroll services                     | £50.00  |
| DD | O2           | Telephone (Due 09.02.26)             | £19.72  |

|    |                            |                                              |         |
|----|----------------------------|----------------------------------------------|---------|
| DD | Octopus energy             | Public toilets electric (01.01.26-31.01.26)  | £58.74  |
| DD | O2                         | Telephone (Due 20.02.26)                     | £62.06  |
| DD | British Gas                | Electricity at Pavilions (09.12.25-08.01.26) | £136.77 |
| DD | Focus (uncollected Jan 26) | Telephony & b/band servs (Due 30.01.26)      | £232.21 |
| DD | Focus (for Feb 26)         | Telephony & b/band servs (Due 27.02.26)      | £232.21 |
| DD | Lloyds Bank                | Bank Charges                                 | £8.50   |

**Quarterly/Bi-annual**

|                 |                 |                                           |                  |
|-----------------|-----------------|-------------------------------------------|------------------|
| DD              | National Trust  | Allotment Rent (01.04.25-30.09.25)        | £0.00            |
| <b>Annually</b> |                 |                                           |                  |
| DD              | DVLA            | Van Tax (August)                          | £0.00            |
| DD              | EMAP Publishing | LGC subscription (auto-renews in March)   | £0.00            |
| DD              | ICO             | Data Protection Registration (November)   | £0.00            |
| DD              | TV Licence      | Broadclyst Sports Pavilions Licence (Dec) | £0.00            |
|                 |                 | <b>DIRECT DEBITS TOTAL February 2026</b>  | <b>£1,021.96</b> |

**TOTAL EXPENDITURE in February 2026** **£39,644.90**