

BROADCLYST PARISH COUNCIL

CLERK'S REPORT TO FULL COUNCIL

Report Title:	Neighbourhood Community Infrastructure Levy (NCIL) Project Application: B3181 Shared Path Phase 2 Feasibility Study
Report Author:	Angie Hurren, Clerk and Responsible Financial Officer
Date:	11 May 2026
Meeting:	Full Council
Agenda Reference:	26/062iii
Confidentiality:	None

1. Purpose of this Report

This report accompanies a Neighbourhood Community Infrastructure Levy (NCIL) project application for Phase 2 feasibility work on the B3181 Shared Path between Withy Bridge and Broadclyst. It explains the procedural basis on which the application is being presented directly to full Council, and draws Council's attention to two ancillary governance matters arising from that process.

2. Background

Broadclyst Parish Council adopted its NCIL Expenditure Policy on 1 September 2025 (Minute Ref: 25/133). The Policy sets out the framework for the allocation and approval of Neighbourhood CIL receipts, including a project application process and a scoring matrix.

The Policy at section 6.3 provides that a CIL Review Committee shall be established to evaluate proposals on a quarterly basis, with recommendations submitted to the full Parish Council for final approval.

The Council co-funded Phase 1 of the B3181 Shared Path feasibility study in mid-2025. Phase 2, estimated at £30,000–£35,000 in total, is now ready to progress. EDDC and DCC are expected to co-fund £25,000 and £5,000 respectively, with the Council's proposed NCIL contribution being £5,000. The attached application form sets out the full project detail and scoring matrix assessment.

3. Reason for Submission to Full Council

There are two reasons why this application is being presented directly to full Council rather than in the first instance to the CIL Review Committee.

3.1 The CIL Review Committee has not yet been constituted.

The NCIL Expenditure Policy requires the establishment of a CIL Review Committee, but no steps have been taken to constitute that Committee since the Policy's adoption. In the absence of the Committee, full Council is the appropriate body to consider and determine the application. Full Council retains the power to exercise directly any function it has delegated or intended to delegate to a committee, and where the committee does not yet exist there is no procedural impediment to doing so. The scoring matrix assessment required by the Policy has been completed by the Clerk and is included within the application form, so the analytical rigour the Policy requires is preserved.

3.2 The nature of this application.

This is an internal application submitted by the Council on its own behalf. The NCIL Expenditure Policy at section 6.1 identifies the categories of persons who may submit project proposals as residents, community groups, and councillors. The Policy does not expressly provide for applications submitted by the Council as a body corporate, nor for applications submitted by an officer acting on behalf of the Council in an official capacity. This application is made by the Clerk in her capacity as Proper Officer and RFO on behalf of the Council as applicant; the Council is not a resident, community group, or councillor within the meaning of the Policy.

This is a minor drafting gap in the Policy rather than a substantive barrier; the Policy's purpose is plainly to govern the use of NCIL receipts for community benefit, and an internal Council project falls squarely within

that purpose. However, it is noted here for transparency and to inform the Policy review recommended at paragraph 4 below.

4. Ancillary Governance Matters

Council is asked to note the following matters and, where appropriate, to resolve accordingly.

4.1 Constitution of the CIL Review Committee

Council should resolve to constitute the CIL Review Committee at the earliest opportunity, to ensure that future NCIL project applications follow the prescribed process. It is suggested that this be added to the agenda for the next appropriate meeting, or considered at the Annual Meeting in May if timing permits.

4.2 Review of the NCIL Expenditure Policy

The Policy review scheduled under section 8 of the adopted Policy should include the following specific matters identified in the course of processing this application:

- The categories of eligible applicants at section 6.1 should be amended to include the Council acting as a corporate applicant and officers submitting applications on the Council's behalf.
- Consideration should be given to whether a lighter-touch or modified process is appropriate for internal Council applications, where the Council is both applicant and decision-maker, given the transparency obligations that attach to NCIL expenditure as public funds.
- The definition of 'moderate' and 'significant' ongoing maintenance costs in the scoring matrix (Appendix A) should be clarified to enable consistent scoring.

5. Recommendation

Council is recommended to:

- Note the procedural basis on which this application is presented directly to full Council.
- Consider the attached NCIL project application and scoring matrix assessment for the B3181 Shared Path Phase 2 Feasibility Study.
- Resolve to approve or decline the application, and if approved, to authorise the Clerk to commit NCIL funds of £5,000 as the Council's co-funding contribution to the Phase 2 study, subject to confirmation of co-funding from EDDC and DCC.
- Resolve to place the constitution of the CIL Review Committee on the agenda for the next appropriate meeting.
- Note that the NCIL Expenditure Policy should be reviewed to address the matters identified in paragraph 4.2 above.

Angie Hurren | Clerk and Responsible Financial Officer | Broadclyst Parish Council
clerk@broadclyst.org | 01392 360269

Documents attached: NCIL Project Application Form — B3181 Shared Path Phase 2 Feasibility Study (including Scoring Matrix Assessment); Clerk's Report 13 April 2026 (B3181 Phase 1 Summary).