

BROADCLYST PARISH COUNCIL

ANNUAL MEETING MINUTES

The Annual Meeting of the Broadclyst Parish Council was held on Monday 11th May 2026, commencing 19:00hrs, at Broadclyst Parish Council, for the purpose of transacting the following business:

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MINUTES

26/055 ELECTION OF CHAIRMAN

PROPOSAL: It was proposed by Cllr L Straw that the council elects Cllr Henry Massey as

Chairman for 2026/27. This was seconded by Cllr Boyles and unanimously agreed. **RESOLVED.**
The Chairman signed the Declaration of Acceptance of Office before continuing the meeting.

26/056 ELECTION OF VICE CHAIRMAN

PROPOSAL: It was proposed by Cllr Fernley that the council elects Cllr Steve Taylor as Vice Chairman for 2026/27. This was seconded by Cllr Gordon and unanimously agreed. **RESOLVED.**
The Vice Chairman signed the Declaration of Acceptance of Office before continuing the meeting.

26/057 MEMBERS

- i. **Present:** Members present were recorded as: Cllr Boyles, Fernley, Gordon, Keeping, Massey, Pepper, Rhodes, L Straw, Taylor, with Rylance between 19:13 and 20:03hrs only.
In attendance: Clerk, Asst. Clerk (NC).
Also Present: Emma Smith, Killerton.
Members of Public: 3
- ii. **Apologies:** received from Cllr Chamberlain, K Straw, and Veliyeth.
- iii. **Councillor vacancy:** it was noted that following the resignation of Paul Whitmarsh, the council has published the statutory notices. The period during which any ten electors can give notice requiring an election to fill the vacancy expired on the 8th day of May 2026; it was noted that the council has not yet received the CVP4.

26/057 DISCLOSABLE PECUNIARY INTEREST

There were no new requests for dispensations or new Interests recorded.

26/058 MINUTES

The council received the draft minutes of the Ordinary Full Council meeting on 13th April 2026.

PROPOSAL: It was proposed by Cllr Pepper to accept and resolve to approve as a correct record of the meeting. This was seconded by Cllr Keeping and agreed by majority vote (1 abstention due to absence on 13.04.26) **RESOLVED.**

26/059 PUBLIC QUESTIONS

Emma Smith from Killerton gave a general estate-wide update, which can be found in full in Appendix A. Two questions were raised:

Q: 1 a tree on the plantation has overgrown the path, can this be cleared?

Q: 2 new handles on Columbjohn multiuse path are stiff to use and difficult to reach by wheelchair users. It was explained that these are for horse riders to reach too, but they will have a look and see what can be done.

Cllr Rylance joined the meeting at 19:13hrs during this item.

26/060 COUNTY DIVISION AND DISTRICT WARD MEMBERS

i. Broadclyst County Division Members

The council received a written report from County Division Member, Cllrs Gent
There were no parish matters for Cllrs Gent and Vanstone.

ii. Broadclyst District Ward Members

Cllr Fernley reported that the Broadclyst car park resurfacing was scheduled for Thursday 28th and Friday 29th May 2026. Notices have been placed in the car park, as well as on social media and in local noticeboards.

PROPOSAL: It was proposed by Cllr Fernley to accept the above reports. This was seconded by Cllr L Straw and unanimously agreed. **RESOLVED.**

26/061 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

i. Annual Governance Statement

The Authority considered and to respond to the Annual Governance Statement assertions as set out in Section 1 of the AGAR for the year ended 31 March 2026, as informed by the IA report.

PROPOSAL: It was proposed by Cllr Pepper that the council responds 'yes' to assertions 1-8, and 10, and N/A to assertion 9. This was seconded by Cllr L Straw, unanimously agreed. **RESOLVED.**

ii. Council Accounting Statement for 2025/26

The council received the unaudited accounts for 25/26. The Authority considered figures in Section 2 of the AGAR, Accounting Statements for year-ended 31 March 2026, as informed by Council Accounts and confirmed by IA figures).

PROPOSAL: It was proposed by Cllr L Straw that the council agrees the figures in the Accounting Statements for 25/26, Section 2 of the AGAR. This was seconded by Cllr Rhodes and unanimously agreed. **RESOLVED.**

iii. Exercise of Public Rights

It was noted that the period of elector's rights will commence on Wednesday 3rd June 2026 and finish on Tuesday 14th July 2026. Public notification will be placed on noticeboards and the website.

26/062 FINANCE

i. Payment Schedule

The council received the list of payments made in April 2026. **PROPOSAL:** It was proposed by Cllr L Straw, seconded Cllr Rhodes to approve the payment schedule, a copy of which can be found in Appendix B. This was agreed by majority vote (1 abstention) **RESOLVED.**

ii. April 26 accounts

The council received the April 26 bank rec, balance sheet, and financial statement for April 2026. **PROPOSAL:** It was proposed by Cllr Rhodes that the council approves the accounts for April 26. This was seconded Cllr Keeping and unanimously agreed. **RESOLVED.**

iii. B3181 Shared path improvements (NCIL Project)

The council received a NCIL application for £5,000 and accompanying officers report as co-funding for Phase 2 of the shared path improvements. It also received an officers report suggesting minor amendments to the NCIL application process. **PROPOSAL:** It was proposed by Cllr L Straw to approve the £5,000 as co-funding for phase 2 as detailed in the report; this was seconded Cllr Fernley and unanimously agreed. **RESOLVED.**

iv. CIL account

PROPOSAL: It was proposed by Cllr L Straw confirm delegation to the RFO to transfer the council's Neighbourhood CIL into a separate account, as this exceeds her delegation limit set out in Financial Regulations. This was seconded Cllr Rhodes and unanimously agreed. **RESOLVED.**

26/063 GOVERNANCE.

i. General Power of Competence (GPC)

PROPOSAL: It was proposed by Cllr L Straw to note that Broadclyst Parish Council continues to be eligible to use the GPC for the 2023-2027 Term of Office, and payments in 2026/27 will be made using the GPC as a Power of First Resort. This was seconded Cllr Keeping and unanimously agreed. **RESOLVED.**

ii. Standing Order #5

The council received the Clerks report in relation to business to be transacted at the Council's Annual meeting and accompanying documents and policies contained within for approval and adoption. The following updates were made:

- a. It was proposed by Cllr S Taylor and seconded Cllr L Straw to adopt recently revised Financial Regulations and Standing Orders for 2026/27. This was unanimously agreed. **RESOLVED.**
- b. It was proposed by Cllr L Straw to approve the merger of the council's Complaints policy and Code of Practice for Complaints. This was seconded by Cllr Keeping and unanimously agreed. **RESOLVED.**
- c. It was proposed by Cllr S Taylor and seconded Cllr L Straw to approve amendments to the FOI policy to align it with the Vexatious and Persistent Complaints policy. This was unanimously agreed. **RESOLVED.**

iii. Committee Membership

- The council appointed Councillor membership of each of its committees.
- The council appointed the Chair for each of Council's Standing Committees in accordance with Standing Orders and Terms of Reference

The above appointments to committees and of standing committee chairmen were proposed by Cllr S Taylor, seconded Cllr L Straw, and unanimously agreed. **RESOLVED.** A copy can be found in Appendix C

iv. External Representation

The council made the following appointments for representation on external bodies:

- a. Exeter Airport Consultative Committee: Cllr Fernley
- b. Victory Hall Management Committee: Cllr Jon Boyles
- c. Allotments Representative: Cllr Jon Boyles.

v. Meeting Schedule

The council received a draft schedule of meetings for 2026/27, noting that Working Groups and any subcommittees that may be formed set their own schedule.

PROPOSAL: It was proposed by Cllr Keeping to approve the draft schedule. This was seconded Cllr L Straw and unanimously agreed. **RESOLVED.** A copy can be found in Appendix D.

26/064 COUNCIL OFFICERS REPORTS

i. Assistant Clerks Report

The council received an update report from the Assistant Clerk NC. There were no recommendations contained within.

Cllr Rylance left the meeting at 20:03hrs

26/065 PLANNING

i. Recent decisions April 2026

The council received a list of recent decisions in April 2026.

ii. Appeal decisions April 2026:

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

iii. Planning applications for consultation

1. [26/0757/LBC](#) Clyston Mill, Broadclyst. Replace existing slate roof covering to Clyston Mill. Agreed to refer to the EDDC Listed Buildings / Conservation Officer.
2. [26/0489/AGR](#) Jarvishayes Farm Broadclyst Exeter EX5 3AD Construction of a new silage pit. Amended plans.

It was agreed not to further comment on the amended plans as the council has already confirmed its support.

3. [26/0808/FUL](#) Burrow Farm Broadclyst EX5 3JA Erection of roofing over existing farmyard.
PROPOSAL: It was proposed by Cllr L Straw, seconded Cllr Rhodes to support the application. This was agreed by majority vote (abstention Cllr Fernley due to sitting on EDDC Planning Committee). **RESOLVED..**
4. [26/0785/VAR](#) Land At Tc2 Tillhouse Road Tillhouse Road Cranbrook, Variation of Condition 2 on planning permission 25/0787/FUL (Construction of two storey business units (Class E) with associated external works on land north of Tillhouse Road and additional landscaping to provide a biodiversity net gain (BNG) on land to the east of Copse Close Lane)
Amendment : Substitution of revised drawings to reflect adjustment in building height and external paving.
PROPOSAL: It was proposed by Cllr L Straw, seconded Cllr Rhodes to support the application. This was agreed by majority vote (abstention Cllr Fernley due to sitting on EDDC Planning Committee). **RESOLVED.**
5. [25/1150/MFUL](#) Land to the south west of Exeter Substation, Exeter. The construction and operation of a battery energy storage system (BESS), including access tracks and access works; earthworks; landscaping; associated infrastructure; substation and an underground cable connection route.
To receive an amended representation following Devon & Somerset Fire & Rescue comments.
PROPOSAL: It was proposed by Cllr Rylance, seconded Cllr Rhodes to agree the draft representation. This was agreed by majority vote (abstention Cllr Fernley due to sitting on EDDC Planning Committee). **RESOLVED.**

26/066 CORRESPONDENCE

- i. The council received and noted the correspondence list
- ii. There were no actions any matters arising from the correspondence list as appropriate.

26/067 FUTURE AGENDA ITEMS

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

26/068 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 item.

Reason: commercially sensitive

26/069 LEGIONELLA CONTRACT 26/27

The council received anonymised quotes from three contractors for legionella compliance work in 26/27. These were set out in a table of essential and desirable services.

PROPOSAL: It was proposed by Cllr Taylor to select quote C by Hydro-X for £595 +VAT for the risk assessment work. **RESOLVED.**

25/070 TO CLOSE THE MEETING

The meeting closed at 20:15hrs

Print:

Signed:

Date:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

Appendix A: National Trust update

Ellerhayes Car Park

- The project aims to address existing parking pressures, including roadside parking and congestion.
- The intention is not to attract more visitors, but to better manage current demand. This is one of the busiest National Trust car parks for daily visitor numbers.
- The proposals would help:
 - reduce pressure seen in the current car park, aiming to discourage parking on surrounding roads (double yellow)
 - remove parking from the historic parkland area.
- Planning permission for parking in this location was previously approved around 10 years ago, although the scheme was never built.
- The new car park would operate as pay and display.
- The planning application is currently being validated and is expected to appear on the East Devon District Council (EDDC) planning portal within the next week. Planning notices will be displayed around Ellerhayes.
- A public consultation period of approximately four weeks will follow once the application is live.
- Subject to planning approval, work is currently expected to begin in March 2027. Funding has been approved within next financial year's budget, subject to final approvals.
- Chris Turner, Project Manager, is available to talk through the proposals and answer questions. Please get in touch with Emma Smith who can connect you.

Cranbrook Crossing

- The Cranbrook Crossing reports have now been finalised and are ready to be shared.
- Copies will be sent to Angie tomorrow, who can distribute them to interested parties.
- The reports are being shared initially with Broadclyst Parish Council and other local authorities four weeks ahead of public release to allow time for any comments or feedback.
- Following this four-week period, the reports will be shared more widely with:
 - attendees of the stakeholder engagement workshop,
 - and anyone else interested in viewing them.
- There are currently no agreed next steps for the project, although there is interest in exploring future options.
- One suggestion from the engagement event was to establish a working group, and the team at Killerton is keen to support this if there is local interest.

Other updates:

- Clyston Mill was open last week with printmaking workshops taking place in collaboration with Double Elephant, exploring the heritage of milling in the local area. Clyston Mill was due to reopen in September for Heritage Open Day however it is now due to be having major repairs to the roof around the same time. We are exploring options to do something else if we can't access the mill!
- Caravans at Danes Wood - continuing to work with authorities to get them removed.
- Upcoming performances as part of our sunset series starting in July - see website for more information. Performances including King Arthur and Pinocchio, and an evening of folk on the lawn.

PAYMENTS SCHEDULE - April 2026
Parish Council Current Account

	BACS	Payee	Service/Goods Provided	Total
1	BACS 548A	Murray French Ltd	Office rent (Q1 2627) & service charge	£4,782.00
2	"	Alpha Cleanse	Office cleaning March 2025	£727.20
3	"	Living Wage Foundation	Annual membership 26/27	£85.20
4	RP	Exe Squared	Website hosting	£168.00
5	"	DALC	NALC & DALC Annual membership 26/27	£1,638.57
6	"	Thirsty Work	13.03.26 to 12.04.26	£33.00
7	"	Rialtas	Finance software & services (2 inv)	£2,593.20
8	"	Agrovista	Grass seed	£116.52
9	BACS 548B	EDDC	Non Domestic rates (Clyst Room)	£238.40
10	"	EDDC	Non Domestic rates (Toilets&Pavilions)	£0.00
11	"	Murray French Ltd	Office utilities Mar25-Feb26	£2,049.85
12	"	Exeter City Council	Non Domestic rates (Office)	£5,834.40
13	"	Binit	April refuse	£213.06
14	"	idverde	Grass cutting March 26	£945.60
15	"	Mrs A Hurren	Mileage Mar 26	£99.00
1	BACS 549	Staff	April 26 salaries, HMRC and Pension	£18,732.60
1	BACS 550A	Alistair Guy Playgrounds	2627 maintenance contract	£5,696.00
1	BACS 550	Alistair Guy Playgrounds	50% zip wire resurfacing	£1,656.00
2		Rialtas	Accounts closedown	£1,088.40
3		Binit	Duty of Care annual, minus partial credit	£50.46
4	NEW (match)	AJGallagher	Truck insurance	£894.85
5		Griffins Accountants	Internal Audit 25/26 2 of 2	£720.00
6		SLCC Enterprises Ltd.	Locla Council Administration ref book (14 ed)	£149.40
7	NEW (match)	idverde	Grass cutting April 26	£945.60
8		Exe Estuary Pest Control	Pest Control	£51.00
9		Tozers Solicitors	Professional charges	£774.00
10		YMCA Exeter	Youth Work April -June 26	£13,022.00
			Total BACS April 2026	£63,304.31

DEBIT CARD

Apr-26	Amazon reconciliation	PPE	£0.00
	Amazon	Office	£0.00
	Amazon	Pavilions	£42.98
	Amazon	Maintenance	£58.93
	Amazon	Food bank operational	£0.00
	Amazon	Public toilets	£0.00
02.04.26	Apple	Phone storage	£0.99
02.04.26	Tesco	Fuel (trimmer)	£34.04
07.04.26	Tesco	Fuel (truck)	£120.12
14.04.26	Lidl	Food bank shopping	£44.20
15.04.26	Sainsburys	Fuel	£64.06
16.04.26	Tesco	Food bank shopping	£210.87
17.04.26	Post office	Postage	£5.95
27.04.26	Sainsburys	Fuel	£70.06
27.04.26	EatYourPhoto	APM cake	£56.50
29.04.26	Sainsburys	APM refreshments	£35.22
		CARD TOTAL April 2026	£743.92

STANDING ORDERS

01.04.2026	Mr A Ricketts	Garage storage rent	£90.00
28.04.2026	Administrator	Working from home allowance	£26.00

DIRECT DEBITS**Monthly/Bi-monthly**

DD	British Gas	Gas at Pavilions (15.02.26-14.03.26)	£153.57
DD	O2	Telephone (Due 09.04.26)	£19.20
DD	Octopus energy	Public toilets electric (01.03.26-31.03.26)	£52.46
DD	O2	Telephone (Due 20.04.26)	£60.71
DD	British Gas	Electricity at Pavilions (09.03.26-07.04.26)	£111.22
DD	Focus	Telephony & b/band servs (not collected in April)	
DD	Lloyds Bank	Bank Charges	£8.50

Quarterly/Bi-annual

DD	National Trust	Allotment Rent	£0.00
Annually			
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
		DIRECT DEBITS TOTAL April 2026	£521.66

TOTAL EXPENDITURE in April 2026 **£64,569.89**

Broadclyst Parish Council Committee & Working Group Membership 26/27

11.05.26

		Standing Committees					Working Group (Events)	Working Group (Council)		Total	
Councillor	Chair	Finance & Governance	Planning, Env. & Traffic	Staffing	Events	Comms	Fun Day	School Traffic	Sports Pavilion	Com	WG
Boyles			X			X		X		2	1
Chamberlain				X			X		X	1	2
Fernley			X			X		X		2	1
Gordon			X							1	0
Keeping	Comms				X	X	X			2	1
Massey	PET	X	X	X	X(EO)	X(EO)	X(EO)	X(EO)	X(EO)		
Pepper	Events	X	X	X	X		X		X	4	2
Rhodes			X				X			1	1
Rylance	Staffing	X		X			X		X	2	2
K Straw	F&G	X								1	0
L Straw			X			X		X		2	1
Taylor		X	X	X						3	0
Veliyeth		X	X		X					3	0
Vacancy											
Vacancy											
Total		6	9	5	3	3	5	3	3		

EO = Ex-Officio Member

Broadclyst Parish Council

Schedule of Meetings 2026-2027

	Time	Meeting Description	Location
May 2026			
Monday 11 th May	7:00pm	Full Council Meeting	Broadclyst Primary School Hall
Tuesday 19 th May	7:00pm	Planning, Environment & Traffic Committee	Broadclyst Sports Pavilion
June 2026			
Monday 1 st June	7:00pm	Full Council Meeting	Westclyst Primary School Hall
Tuesday 23 rd June	7:30pm	Planning, Environment & Traffic Committee	Broadclyst Sports Pavilion
July 2026			
Monday 6 th July	7:00pm	Full Council Meeting	Broadclyst Primary School Hall
Tuesday 14 th July	7:30pm	Communications Committee	Broadclyst Sports Pavilion
Wednesday 15 th July	7:00pm	Staffing Committee*	Broadclyst Sports Pavilion
Monday 20 th July	7:15pm	Finance & Governance Committee (Q1 accounts)	Broadclyst Sports Pavilion
Tuesday 28 th July	7:30pm	Planning, Environment & Traffic Committee	Broadclyst Sports Pavilion
August 2026		None	
September 2026			
Monday 7 th September	7:00pm	Full Council Meeting	Westclyst Primary School Hall
Tuesday 22 nd September	7:00pm	Planning, Environment & Traffic Committee	Broadclyst Sports Pavilion
October 2026			
Monday 5 th October	7:00pm	Full Council Meeting	Broadclyst Primary School Hall
Monday 12 th October	7:30pm	Staffing Committee*	Broadclyst Sports Pavilion
Tuesday 13 th October	7:00pm	Planning, Environment & Traffic Committee	Broadclyst Sports Pavilion
Monday 19 th October	7:15pm	Finance & Governance Committee (Q2 accounts)	Broadclyst Sports Pavilion
Tuesday 20 th October	7:00pm	Communications Committee	Broadclyst Sports Pavilion
November 2026			
Monday 2 nd November	7:00pm	Full Council Meeting	Westclyst Primary School Hall
Monday 9 th November	7:30pm	Finance & Governance Committee (Budget)	Broadclyst Sports Pavilion
Tuesday 17 th November	7:00pm	Planning, Environment & Traffic Committee	Broadclyst Sports Pavilion
Monday 23 rd November	7:15pm	Finance & Governance Committee (Budget)	Broadclyst Sports Pavilion
December 2026			
Monday 7 th December	7:00pm	Full Council Meeting inc. budget & precept	Broadclyst Primary School Hall
Tuesday 15 th December	7:00pm	Planning, Environment & Traffic Committee	Broadclyst Sports Pavilion
January 2027			
Monday 11 th January	7:30pm	Events Committee (Year Planning Meeting)	Broadclyst Sports Pavilion
Tuesday 12 th January	7:00pm	Planning, Environment & Traffic Committee	Broadclyst Sports Pavilion
Monday 18 th January	7:00pm	Full Council Meeting	Westclyst Primary School Hall
Tuesday 19 th January	7:00pm	Communications Committee	Broadclyst Sports Pavilion
February 2027			
Monday 8 th February	7:15pm	Finance & Governance Committee (Q3 and IA)	Broadclyst Sports Pavilion
Tuesday 16 th February	7:00pm	Planning, Environment & Traffic Committee	Broadclyst Sports Pavilion
March 2027			
Monday 1 st March	7:00pm	Full Council Meeting	Broadclyst Primary School Hall
Monday 8 th March	7:15pm	Finance & Governance Committee (Year-end Prep)	Broadclyst Sports Pavilion
Monday 15 th March	7:30pm	Staffing Committee*	Broadclyst Sports Pavilion
Tuesday 16 th March	7:00pm	Planning, Environment & Traffic Committee	Broadclyst Sports Pavilion
Monday 22 nd March	7:15pm	Finance & Governance Committee (Year-end final)	Broadclyst Sports Pavilion
April 2027			
Monday 5 th April	7:00pm	Full Council Meeting	Westclyst Primary School Hall
Tuesday 13 th April	7:00pm	Communications Committee	Broadclyst Sports Pavilion
Tuesday 20 th April	7:00pm	Planning, Environment & Traffic Committee	Broadclyst Sports Pavilion
Monday 26 th April	7:15pm	Finance & Governance Committee (Q4 accounts)	Broadclyst Sports Pavilion
Tuesday 27 th April	7:00pm	Annual Parish Meeting	Westclyst Primary School Hall

These dates are subject to change and are intended as a guide only

To check meeting dates, please contact the office on 01392 360269 or visit our website broadclyst.org

***Staffing Committee is not open to the press or public due to the confidential nature of items discussed**