



Broadclyst Parish Council Ordinary Meeting of the Council

There was an Ordinary meeting of the Broadclyst Parish Council on **Monday 1st June 2026 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 (Draft)

26/071 OPEN MEETING; MEMBERS ATTENDANCE

- i. **Present:** to record Members present as Cllr Henry Massey (Chairman), Cllrs Boyles, Fernley, Keeping, Pepper, K Straw, L Straw, Taylor, Veliyeth.
- ii. **Apologies:** the council accepted apologies from Cllrs Chamberlain, Gordon, Rhodes, and Rylance.

26/072 DISCLOSABLE PECUNIARY INTEREST

Members were reminded to keep their Register of Interests up to date.

26/073 MINUTES

The council received the draft minutes of the Annual Full Council meeting on 11th May 2026.

PROPOSED: It was proposed by Cllr Keeping that the council resolves to approve the draft

Minutes as a correct record. This was seconded by Cllr Fernley and agreed by majority vote (abstention from absent Member). **RESOLVED.**

26/074 COLLABORATIVE PARTNERS

i. National Trust Update

The council received an estate update from Tim Harris, Interim General Manager at Killerton including answers to previous questions raised. This can be found at Appendix A.

ii. Tithebarn Event group

The Council received a verbal update in relation to the Tithebarn summer event (in relation to agenda item 26/079iii). The current plan is to hold it in the Square by Strawberry Fields.

26/075 WARD MEMBERS REPORTS

i. Broadclyst County Division Members

There were no matters for/from County Division Members Cllr Henry Gent and Cllr Nat Vanstone.

ii. Broadclyst District Ward Members

District Ward Member Cllr Fernley gave a verbal report, noting that the car park resurfacing has been completed.

26/076 PUBLIC QUESTIONS

There were no public questions.

26/077 ACCEPTANCE OF REPORTS

PROPOSED: It was proposed by Cllr Taylor accept the reports received from Elected Members and stakeholders. There were no actions arising from any of the reports. This was seconded by Cllr Boyles and unanimously agreed. **RESOLVED.**

26/078 COUNCIL OFFICERS REPORTS

The council received reports from Officers, and to resolve any recommendations contained within.

i. Assistant Clerk (GC) Report.

- a. **School parking.** Parking fliers have been handed, out but poor and uncompliant parking persists across all communities, with councillors and volunteers receiving abuse. There are frustrations around this; parish councillors are working hard to try to address this issue for the benefit of all parties, but nothing is changing.

PROPOSED: It was proposed by Cllr K Straw that the council asks all schools within the parish and from the Ted Wragg Trust for a copy of their Travel Plan, and invite them to make a representation to the council how they are working with and supporting local community stakeholders (i.e. Doctors surgery, Victory Hall.) This was seconded by Cllr L Straw. Cllr Pepper suggested that the same request be made to the National Trust in relation to resident and visitor parking. This was unanimously agreed. **RESOLVED.**

- b. **Accessibility.** The Assistant Clerk's report contained recommendations for accessibility improvements that could be made around Broadclyst village.
PROPOSED: It was proposed by Cllr Boyles as per the recommendation in the report that the council approaches EDDC and DCC to support and fund the removal / re-alignment of barriers to accessibility as described in the report. This was seconded by Cllr L Straw and unanimously agreed. **RESOLVED.**

ii. Assistant Clerk (NC) Report

The Council received a quote for Legionella Compliance Contract for 26/27 at £1,692.00 an increase of £8 on the 25/26 contract. **PROPOSED:** It was proposed by Cllr K Straw to accept the quote. This was seconded by Cllr Pepper and unanimously agreed. **RESOLVED.**

iii. Clerks Report

The council received the Clerks report and considered the following recommendations:

- a. **Westclyst Pitch:** It was proposed by Cllr K Straw to approach The Cornerstone Academy Trust to discuss forming a working party to look at options and funding. Seconded by Cllr Pepper, unanimously agreed. **RESOLVED**
- b. **Red Lion Cobbles.** Cllr L Straw is awaiting responses from DCC and the Church. A discussion around options noted that the cobbles are a HMPE (adopted road) and therefore access to the cobbled area cannot therefore be blocked. Cllr Keeping proposed asking the National Trust for signage on the wall to ask motorists not to park on the cobbles. This was seconded by Cllr Taylor and unanimously agreed. **RESOLVED.**
- c. **Ratification of agreement with Chairman and Finance Chairman in respect of interim expenditure:** The council was asked to ratify unforeseen expenditure incurred in relation to additional labour for sports pitch renovation and to repair broken tiles on the Pavilions roof. The council was further asked to approve the emergency replacement of the bowls green sprinkler motor for reasons set out in the report. Approval was proposed by Cllr K Straw, seconded by Cllr Taylor and unanimously agreed. **RESOLVED.**
- d. **Conservation Area streetlamp removal.**

The report recommended that the Council:

- ratifies the action taken by the Clerk under urgency in corresponding with EDDC Conservation Officers and the National Trust in respect of the replacement of traditional street lamp columns within the Broadclyst Conservation Area, and confirms that correspondence as an expression of the Council's formal position;
- authorises the Clerk to continue to conduct this matter on the Council's behalf, including corresponding with EDDC, Devon County Council Highways, and the National Trust as appropriate; and
- requests that the Clerk write directly to Devon County Council Highways to formally establish whether DCC was the responsible party for the works and, if so, to set out the Council's objections to them directly.

Agreement with these recommendations was proposed by Cllr K Straw, seconded by Cllr Taylor and unanimously agreed. **RESOLVED.**

- e. **Community Asset Transfer.** The report recommended that the Council continues its support and delegation to the clerk to discuss Community Asset Transfers and to establish the position of any accompanying commuted sum. Agreement with this recommendation was proposed by Cllr K Straw, seconded by Cllr Taylor and unanimously agreed. **RESOLVED.**
- f. **Blackhorse HGV movements:** The report recommended that the Council ratifies actions by the clerk to date as set out in the report. Agreement with this recommendation was proposed by Cllr L Straw, seconded by Cllr Taylor and unanimously agreed. **RESOLVED.**

26/079 FINANCE AND GOVERNANCE

- i. **2025/26 Accounts**
The council received the unaudited accounts for 2025/26 (NB, these informed the Council Accounting Statement for the AGAR (Min Ref 26/061ii).
PROPOSED: It was proposed by Cllr L Straw that the council ratifies the unaudited accounts and that they remain unchanged from Accounting Statement for 25/26. This was seconded by Cllr Pepper and unanimously agreed. **RESOLVED.**
- ii. **Payment Schedule.**
The council received the payment schedule for May 2026 (It can be found at Appendix B).
PROPOSED: It was proposed by Cllr L Straw that the council approves the May payment schedule. This was seconded by Cllr Taylor and unanimously agreed. **RESOLVED.**
- iii. **Events 2026 budget apportionment**
The council received a report with recommendations from the RFO regarding the apportionment of the Community Events budget. The report recommended adding £700 from General Reserves, with an apportionment of £4,000 for Broadclyst Fun Day on 27th June and £2,100 for the Westclyst and Tithebarn Family Summer Holiday Events.
PROPOSED: It was proposed by Cllr Taylor that the council approves the additional budget allocation and draft apportionment. This was seconded by Cllr Keeping and unanimously agreed. **RESOLVED.**
- iv. **YMCA Annual Report**
The Council received and accepted the annual report from the YMCA. Thanks were recorded, along with acknowledgement of the challenges.
The Clerk recommended that the Finance & Governance Committee review the annual report and the SLA monitoring report together, with a view to begin consideration for youth provision in the parish from 1 April 2027.
PROPOSED: The above acceptance of the annual report and subsequent request to the F&G Committee was proposed by Cllr L Straw. This was seconded by Cllr Fernley and unanimously agreed. **RESOLVED.**

26/080 PLANNING

- i. **Draft Minutes**
The council received draft Minutes from the Planning and Environment Committee meeting on 19th May 2026 as a report. **PROPOSED:** It was proposed by Cllr L Straw that the council notes the draft Minutes as a report. This was seconded by Cllr Boyles and agreed by majority vote. **RESOLVED.**
- ii. **Recent decisions May 2026**
Recent decisions in May 2026 were noted in a report in the meeting documents file.
- iii. **Appeal decisions May 2026:**
It was noted there have been 0 appeal decisions announced since the last meeting.
- iv. **Planning applications for consultation**
[26/0747/FUL](#) Holly Lodge Clyst Honiton Exeter EX5 2DY. Division of existing detached dwelling to form a pair of semi-detached dwellings, with no operational development. Council noted that a former application for an extension on this site had received council support, but council had noted that the EV charging, renewable energy source, and solar panels could be added to enhance the sustainability of the property going forwards in line with Broadclyst Neighbourhood Plan objectives. Broadclyst Neighbourhood Plan Policy DC2: Increasing Energy Efficiency of Existing Dwellings states "Proposals which would contribute to energy efficiency and integrate renewable and low carbon heat and electricity production will be particularly supported" however there is no evidence that this policy has been met.

26/0210/FUL DS Smith Paper Ltd Former Mill Hele EX5 4PX. Proposed new car park with 77no. car parking spaces which includes 5no. disabled spaces and 4no. EV charging bays; formation of new vehicular and pedestrian access and landscaping works. 8no. cycle spaces and amenities including space for both mobile WCs and mobile refreshment vehicle; current car park to be restored to grassland, new path to connect new car park to pedestrian gate.

Council considered the proposal, noting the popularity of the area for dog walking and that limited parking in the area has been problematic. It was **PROPOSED** by Cllr Pepper to support the proposal, seconded by Cllr Boyes, and agreed by majority vote to support. **RESOLVED.**

26/081 CORRESPONDENCE

- i. The council received the correspondence list.
- ii. There were no actions in relation to matters arising from the correspondence list.

26/082 FUTURE AGENDA ITEMS

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

26/083 CONFIDENTIAL ITEMS

It was resolved (Prop. Massey, seconded Taylor, unanimous) that in accordance with the provision of Schedule 12A of the Local Government Act 1972, the Public Bodies (Admission to Meetings) Act 1960, and Broadclyst Parish Council's Standing Orders, press and public be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information, namely:

- (i) information relating to a particular individual, and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings (Schedule 12A, paras 1 and 5) and

The members of public left the meeting at this point.

26/084 LEGAL ADVICE

The council received an update in respect of a correspondence matter on which legal advice has been obtained.

It was **PROPOSED** by Cllr K Straw that:

- i. The council continues to fund legal costs, both in respect of the recommendations in the confidential report accepted on 13.04.2026 (Minute Ref 26/053), and in respect of any legal proceedings that may arise.
- ii. That the council reaffirms and strengthens its support for the clerk and that any personal action against her in relation to this matter will be defended and funded by the council.

The above proposals were seconded by Cllr Massey and unanimously agreed. **RESOLVED.**

25/085 TO CLOSE THE MEETING

The meeting closed at 20:30hrs.

Print:

Sign:

Date:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

Killerton update 01.06.2026**Part A: Responses to questions from previous meeting – 11th May**

1. Cycle Path from Broadclyst to Killerton – gates are very stiff and hard to open, can anything be done? This was echoed by a second councillor.

Action – Rangers have been out to assess the paths and gates and are working to resolve

2. Footpath across the green, big tree needs cutting back, there are lots of low hanging branches at eye height.

Action – Trees on green covered by TPO, work ongoing to gain permissions

3. Markers cottage – questions around the future of this. Given new GM could this position change, concern that historic part of house is being lost. I said I could pass this to new GM, but the position was unlikely to change.

Action – Markers Cottage is now part of the rental portfolio, there are no plans for it to re-open. Consideration has been given to items like the screen to ensure they are protected.

4. Public comments: Opposition to Broadclyst battery storage system which is being proposed and which crosses NT land.

Action – Our Estate Manager has been in contact with the two interested parties directly

Part B: Updates for meeting 1st June

1. New woodlands/Community Forest
 - a. New mapping and way marked routes are now finished in Ashclyst Forest
 - b. Interpretation and way marked routes are now available for Elbury wood. Phase 1 is now open to the public. Elbury Wood is part of the Community Forest project across the railway from Cranbrook
 - c. Manor Wood, the extension to Danes Wood, has now had its path works completed. It will open to the public as a soft launch in July with a more formal opening in the autumn. This woodland and paths will connect Danes Wood and Columbjohn with paths linking back to the existing network.
2. The caravans, abandoned at Danes wood have now been removed by our contractor.
3. The planning application is now live for the new Car Park at Elleryahyes.
4. Next week is 'Great Big Green Week' and to mark the occasion we have a series of lead walks taking place each day.
5. Programming – our Sunset series of events including folk music, theatre and cabaret start on 6th June (this Saturday) with a production of King Arthur

Appendix B

PAYMENTS SCHEDULE - May 2026
Parish Council Current Account

	BACS	Payee	Service/Goods Provided	Total
1	BACS 551A	Mole Valley Farmers	Timber gate posts	£66.67
2	"	Alpha Cleanse	Office cleaning May 2026	£697.20
3	"	Murray French	Office car park rates 2627	£1,195.98
4	"	Worknest	Annual support + insurance (yr 3 of 3)	£4,555.36
5	"	Vol mileage	Volunteer mileage April (GK +KL)	£27.00
6	"	Thirsty Work	Office water	£33.00
7	"	SW Hygiene	Sanitary services public toilets and pavilions	£700.04
8	BACS 551B	Mrs A Hurren	Mileage Apr 26	£99.00
9	"	Mr A Ricketts	Mileage Apr 26	£54.23
10	"	SLCC	Membership (pro rata GC)	£158.00
11	"	Binit	May 26 refuse	£249.18
12	"	Broadclyst Football Club	Community Grant (26/047v)	£2,000.00
13	BACS 552	Dan Ford Garden Services	Casual labour for football pitch	£250.00
14	"	ARG Services	Pavilions roof repair	£125.00
15	BACS 553	AJGallagher	Council insurance	£2,719.72
1	"	Vol mileage	Vol mileage May (GK)	£14.40
1	"	Murray French	Office insurance	£752.22
2		idverde	Grass cutting May 26	£945.60
3		Mrs N Curwood	Mileage Apr&May 26	£83.25
8	BACS 554	Staff	May 26 salaries, HMRC and Pension	£19,084.80
9			Total BACS May 2026	£33,810.65

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DEBIT CARD

May-26	Amazon reconciliation	PPE	£0.00
	Amazon	Office	£23.42
	Amazon	Pavilions	£0.00
	Amazon	Maintenance	£118.55
	Amazon	Food bank operational	£207.77
	Amazon	Public toilets	£102.24
05.05.26	Apple	Phone storage	£0.99
05.05.26	Microsoft	Officers licences	£691.20
05.05.26	Microsoft	Councillor licences	£1,059.84
05.05.26	Post Office Counters	Postage	£9.95
07.05.26	Screwfix	April 26 bulk payment	£136.16
14.05.26	South West Tool Hire	Turf cutter hire	£202.81
19.05.26	South West Water		£394.76
19.05.26	South West Water		£126.84
19.05.26	Sainsburys	Fuel	£71.01
21.05.26	South West Tool Hire	Turf cutter (£10.80 fuel deposit returned)	-£10.80
21.05.26	Eco Green living	Dog waste bags	£104.34
28.05.26	Post Office Counters	Postage	£54.60
29.05.26	Kapersky	Anti virus renewal	£72.99
		CARD TOTAL May 2026	£3,366.67

STANDING ORDERS

01.05.2026	Mr A Ricketts	Garage storage rent	£90.00
28.05.2026	Administrator	Working from home allowance	£26.00

DIRECT DEBITS**Monthly/Bi-monthly**

DD	British Gas	Gas at Pavilions (15.03.26-14.04.26)	£127.93
DD	O2	Telephone (Due 10.05.26)	£19.20
DD	Octopus energy	Public toilets electric (01.04.26-30.04.26)	£61.78
DD	O2	Telephone (Due 20.05.26)	£60.71
DD	British Gas	Electricity at Pavilions (08.04.26-08.05.26)	£140.57
DD	Focus	Telephony & b/band servs (Apr 26)	£248.47
DD	Focus	Telephony & b/band servs (May 26)	£174.60
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 May 2026	£957.76

TOTAL EXPENDITURE in May 2026 **£38,135.08**