

Issue date: Tuesday 28th January 2020

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Mrs. Angie Hurren

Parish Clerk



19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

To: Broadclyst Parish Council Members.

For Information: District and County Ward Members,
Press and Public.

Broadclyst Parish Council Ordinary meeting

Press and Public are welcome to attend.

There are no items for discussion under part B (exclusion of press and public) on this agenda.

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

You are hereby summonsed to an Ordinary Council meeting of Broadclyst Parish Council which will be held on **Monday 3rd February 2020 at 19:00hrs** in the **Broadclyst Primary School Hall, Broadclyst, EX5 3JG** for the purpose of transacting the following business:

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AGENDA

20/023 MEMBERS APOLOGIES

Apologies: Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk, as it is usual for the grounds upon which apologies are tendered to also be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

20/024 DISCLOSABLE PECUNIARY INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests that are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.

20/025 MINUTES

- i. To note that the minutes of the Full Council meeting on 6th January 2020 were ratified at the Council's Extraordinary meeting on 20th January 2020, draft minutes for which will be ratified in Agenda item 20/032iv.

Standing Orders will be suspended:

20/026 PRESENTATION: Clyst Valley Regional Park Masterplan

Presentation from Simon Bates (East Devon's Green Infrastructure Manager) about the Masterplan: With a growing population, it's important that communities can connect with nature for their health and wellbeing. Equally, it's important that the things that make the valley special are protected and restored; tranquillity, wildlife, old trees and orchards to name but a few. We need your help to plan for the future, connecting a growing population with wildlife-rich countryside on our doorsteps.

20/027 COUNTY AND DISTRICT COUNCIL WARD MEMBERS

Broadclyst County Division Members

To consider matters for / from County Division Members Cllrs Bloxham and Randall-Johnson

Broadclyst District Ward Members

To consider matters for / from District Ward Members Cllr Pepper, Rylance and Chamberlain

20/028 NATIONAL TRUST REPORT

To receive a report from the National Trust

20/029 PUBLIC QUESTIONS

Public questions are invited on items on this Agenda (please note that the Chairman reserves the right to restrict this item to no longer than 15 minutes, with a maximum of 3 minutes per item).

The meeting will reconvene under Standing Orders

20/030 ACCEPTANCE OF REPORTS

To accept reports received from stakeholders and to resolve to action any matters arising from any of the public/stakeholder reports received this evening accordingly.

20/031 COUNCIL REPORTS

i. Clerks report

To receive the Clerks Report for January 2020 and to resolve any recommendations contained within.

ii. Pavilions report

To receive a report from the Pavilions Administrator for January 2020 and to resolve any recommendations contained within.

iii. Neighbourhood Plan report

To receive a report/update for January 2020 from the Neighbourhood Plan Lead Officer and to resolve any recommendations contained within.

20/032 FINANCE:

- i. To receive the bank reconciliations and balance sheets to 30.11.2019
- ii. To receive the Income/Expenditure Financial Statement as at 30.11.2019 and
- iii. Payment Schedule: To consider and resolve to approve the list of payments for January 2020
- iv. To receive draft Minutes from the Extraordinary Council meeting which was held on 20th January 2020. It was stated at the end of the meeting that figures contained in the draft Minutes were agreed subject to a final formula check; an error was detected, meaning that the agreed expenditure total of £390,286 (precept of £374,731) changes to £409,286 (precept of £391,898.60) when corrected.

v. Broadclyst Parish Council 2020/21 Budget.

To resolve to set the Council's budget for 2020/21 at £409,286

vi. Broadclyst Parish Council 2020/21 Precept

To resolve to set the Parish Precept for 2020/21 at £391,898.60 This figure equates to a Band D equivalent Parish Council Tax of £198.93 per property per annum (£3.83 per week), a reduction of £45.58 per Band D property per annum.

20/033 PLANNING

i. Recent decisions January 2020

The following recent decisions have been announced at the time of publishing this agenda.

Application ref:	Location:	Proposal:	Decision
19/2647/FUL	Sweet Meadow Barn Sher Moor Farm Station Road Broadclyst Exeter EX5 3AZ	Change store doors to patio doors to enable conversion to bedroom	Approval - standard time limit
19/2039/MRES	Oib Building Ada Lovelace Building Upper Richardson Science Park	Approval of Reserved Matters for the siting, design and external appearance of a new 3 storey research and development office building (Class B1b) within the Ridge Cluster at Upper Richardson on Exeter Science Park - (Area Code 03) to include	Approval with conditions

	Devon	associated external works and landscaping together with additional details to satisfy Conditions of outline planning permission 09/1107/MOUT - 1, 2, 5, 12, 16, 23, 27, 29, 30, 31, 32, 33, 35, 37, 39.	
19/2356/VAR	Solar Farm West Of Burrowton Cottage Broadclyst EX5 3DA	Proposed solar farm comprising the erection of solar arrays, equipment housing, fencing and ancillary equipment. Continued use of land for grazing (without complying with condition 3 of planning permission 14/1452/VAR to extend operational lifespan of solar farm to 40 years from date of first electricity generation)	Approval with conditions
19/2357/VAR	Solar Farm West Of Burrowton Cottage Broadclyst EX5 3DA	Installation of secure storage container (without complying with condition 4 of 19/1410/FUL) to extend operational lifespan of secure storage container to 40 years from the date of first electricity generation	Approval with conditions
19/2704/FUL	3 Endsleigh Crescent Blackhorse Exeter EX5 2AW	Construction of replacement detached double garage and annexe.	Approval with conditions
19/2835/AGR	Land At Wards Farm Broadclyst Exeter EX5 3DB	Agricultural track.	Agr Notification approval

ii. Appeal decisions January 2020:

To note there have been 0 appeal decisions announced in Jan 2020.

iii. Validated applications for consideration:

To receive the report on current planning applications and discuss validated planning applications received for consultation.

(NB: Planning applications received after publication of this agenda may also be considered)

Application	Location:	Proposal:	Expiry Date
20/0071/FUL	Oak Lodge Southbrook Lane Whimble Exeter EX5 2PD	Erection of agricultural barn to house farm machinery/equipment, cider production equipment and livestock feed	Wed 19 Feb 2020
19/2694/FUL	Little Barton Farm Broadclyst	Demolition of existing agricultural	Fri 07

	Exeter EX5 3DE	buildings and erection of four dwellings, change of use of land to residential and associated works	Feb 2020
20/0051/FUL	South Western Electricity Plc Sub Station Broadclyst Exeter EX5 3DB	Supply and installation of a new modular unit on the existing sub-station site.	Fri 14 Feb 2020
20/0161/FUL	6 Endsleigh Crescent Blackhorse Exeter EX5 2AW	Two storey side extension with single storey additions (amendment to approved design 18/2296/FUL)	Tue 25 Feb 2020
20/0175/FUL	Highlands Ship Lane Clyst Honiton Exeter	Construction of single storey side extension. Installation of side roof lights. Provision of render to main house.	Thu 20 Feb 2020
20/0119/FUL	Instant Mot Centre Broadclyst Exeter EX5 3BD	Change of use from general industrial use (Use Class B2) to assembly and leisure (Use Class D2)	Thu 20 Feb 2020

20/034 COUNCILLOR MOTION: COUNCIL STRATEGIC PLAN (Cllr H Gent)

The Council's Strategic Plan sets out our vision, values, and priorities for the years ahead, what we want to achieve and how we intend to do so. It brings together high-level medium to long-term objectives, from which, following public consultation and analysis of feedback, the Council identifies its priorities for this Term of Office (ends May 2023). Once in place, this will inform annual Action Plans, which will in turn translate into specific projects. This also informs accurate preparation of the forward budget.

A Strategic Plan will:

- set delivery pathways for projects that the parish council can deliver;
- ensure a focus on agreed priorities, i.e. Climate emergency, community development at Westclyst and Tithebarn/Mosshayne;
- provide a framework for the delivery of CIL-funded projects identified through the Neighbourhood Plan;
- provide a fully mandated instruction for the Clerk to action with her team;
- empower in local democracy;
- provide the Council with a quantifiable way (through key performance indicators) to measure its performance.

Motion: for the Chairman, Comms Chair and Clerk to form a small TAFF (Task and Finish Forum) to produce a draft Strategic Plan for public consultation at the Annual Parish Meeting and at Fun Day, with a final Plan being presented to Council for adoption later this summer.

20/035 COUNCILLOR MOTION: NEIGHBOURHOOD PLAN

Cllr K Straw raised concerns at Council's extraordinary meeting at the length of time and therefore amount of money that the Plan was costing, with a motion to discuss the future of the Plan at the next Council meeting agreed. The staffing budget for the Plan for 2020/21 has been agreed, with operational costs being funded from EM reserves or Locality technical support grants. The proposal is: to cut all staffing for the Plan and for it to be a truly community-only led Plan.

20/036 CORRESPONDENCE

- i. To receive the correspondence list for the month
- ii. To resolve to action any matters arising from the correspondence list as appropriate.

20/037 FUTURE AGENDA ITEMS

To receive requests for agenda items for consideration by the Council.

DATES OF FORTHCOMING MEETINGS

- i. The Council will next meet on Monday 2nd March 2020.
- ii. To set Committee meeting dates for 2020.

20/038 TO CLOSE THE MEETING

Dated this 28th January 2020

Angie Hurren

Broadclyst Parish Council Clerk

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

Public speaking

Members of the public are welcome to attend and speak on Agenda items at this meeting. Please note that there is no requirement or facility to record the details of the speaker before the day of the meeting.

The Chairman will suspend standing orders and invite questions from members of the Press and Public on items contained within this Agenda. The public will then be able to speak on that matter only.

Please note:

- All individual contributions will be limited to a period of 3 minutes – **where there is an interested group of objectors or supporters, a spokesperson should be appointed to speak on behalf of the group.**
- **Speakers should restrict their comments to Agenda items only.**
- The Chairman has the right and discretion to control questions and irrelevant points being raised to avoid disruption, repetition and to make best use of the meeting time.
- Speakers are asked not to come forward if their points have already been covered. After the public speaking period has finished the Chairman will reconvene the meeting under standing orders, the consideration of reports will begin; the public will take no further part in the meeting.
- All attendees at the meeting are asked to offer all speakers the courtesy of listening to others' points of view, even if they do not agree with it.
- The Chairman will not tolerate any interruptions from the public and is entitled to exclude people from the meeting if the business of the committee cannot be carried out effectively.

Should anyone have any special needs or require any reasonable adjustments to assist them in making individual contributions, please contact the office in advance on 01392 360269

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

- No prior notification is needed but it would be helpful if you could let Council's Officers know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings.
- This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.
- If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You must not make an oral commentary during the meeting.
- The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.
- Members of the public exercising their right to speak during Public Question Time, but do not wish to be recorded, need to inform the Chairman who will instruct those taking a recording to cease while they speak.

Report by County Councillor Ray Bloxham

January 2020

Police Liaison

I have finalised admin arrangements for the police liaison meeting on 16th January. Thanks to Broadclyst Parish for hosting this first meeting.

Budget Setting

The County Budget for 2020/ 21 will be before cabinet on 14th February and is due to be set by Council on 20th February with a reserve date of 25th February if the meeting does not conclude the business on 20th.

Initial indications are that pressures will again be on Childrens Services and Adult Care with Childrens Services increasing by around 9.5% and Adult services by 2.5%. These increases inevitably put pressure on the remaining services including Highways. Both Childrens' and Adult Services are over budget this current year with increasing demands in both service areas.

Again, there are limitations on precept that would trigger a referendum – indications are 2% in 2020/1 and 3% 2021/22 but the Government has not finalised the settlement. There may also be a continuation of the 2% Adult Social Care precept for 2020/21.

As things stand, the DCC net revenue budget for 2020/21 is looking like just under £510 million – which represents an overall service increase of some 3%.

Climate Emergency

I have been asking for a briefing from DCC Officers for all Parishes to prevent duplication of effort. This is the situation:

The Climate Emergency communications officer, Ellie Rowlands, starts on Monday 13th Jan, and I will prioritise collating resources for parish councils and communities in her work plan. She will do this with Cara Stobart at DALC and the parishes and communities that have already started collating resources so that we're not duplicating effort. So, by the middle of February we should have something online.

Ray Bloxham
County Councillor

Clerks Report

JANUARY 2020

1. GROUNDSMAN REPORT

13.01.2020 - We called today at the Westclyst Football Pitch and Bowling Green to inspect the sward.

2. ANNUAL PARISH MEETING (APM)

This must be held between 1st March and 1st June each year. It is not a Council meeting, but an assembly of the Parish, and the right of the parish meeting to discuss parish affairs extends to any matter of a parochial nature and is not confined to statutory functions of the parish council (Clayden, 2013).

Proposal for APM 2020:

Reflecting on poor attendance at previous APM's, the lack of understanding about the work of a Parish Council, the need to continue community development and to support the emerging community at Westclyst, it is proposed to hold this year's APM at Westclyst as an outreach session for the Council and to enable the community to build its relationship with the Council. Officers are well-known in the new estates; an informal yet informative evening will help the community to put names to faces of their local Councillors.

In order to do this, the focus will be split between introducing the Council and its work and building the community. The number of residents at Westclyst should be sufficient for the community to sustain its own informal clubs, societies and groups with some support. Existing Broadclyst groups might also wish to consider how they can extend their membership to include Westclyst residents

- Committee 'Speed dating': representatives from each of Council's key committees sit at 5 tables around the room and explain the work of their committee, taking questions from members of public. Flip-charts to be available to collect feedback from public:
 - Planning & Environment - including climate group & Emergency Planning,
 - Finance & Governance - good opportunity to launch participatory budgeting ("Tough Choices" style);
 - Fun Day / Events - what events would people like in Westclyst this year;
 - Comms - are we reaching you...? What can we do better/differently;
 - Youth - in association with YMCA to launch consultation in Westclyst.
- Community Group stalls: invitation to all community groups and associations to attend and promote their work, current projects, and attract new membership. This could inspire the community at Westclyst to begin to put some of their own groups together, leading to...
- Presentation: Invite Action East Devon to give advice on: Setting up a Group or Project; Governance Structures; Policies and Guidance; Action Planning; Fundraising and Bid Writing.
- Refreshments available.

Decisions to be made by Council at this meeting please:

- Date (Westclyst School Hall provisionally booked for 27th April 2020);
- Content;
- Budget (the Parish Council meets the expenses of the APM)¹ ;
- Commitment from Members (this should not be left to Officers – to work well, the event will need at least 2 Members per table, preferably 3);
- Decide on who to invite to speak (Action East Devon? YMCA? Exeter Food Bank?) 10 min slots plus questions.

3. LAG (LOCAL ACTION GROUP)

The first meeting of 2020 was held at the Younghayes center at the beginning of January. With it being the first meeting of 2020 there was not much to report back on.

- Aynsley Jones – Community Development worker for Cranbrook Town council reported she is still in talks with Food Banks. It was reported back the Slimming World in Cranbrook will not be holding a Food bank. There was discussion within the group about the need of a food bank in Cranbrook. Correct figures are needed to ascertain if there is enough need. (St Martins school has given out two referral vouchers for Food Bank)
- Cranbrook has been appointed a safe town. More details to follow. Ideas needed to improve the town safety with a grant of £5,000.
- Christmas tree chipping has been very popular this year (first time at Cranbrook) The chippings from Cranbrook are going to St Martins Forrest school. If anyone/ local school needs any chippings to contact Richard Martin from Street scene. Cllr Straw mentioned to Street Scene that the cordoned area in the Victory Hall carpark, restricting the drop-down curb making it difficult for residents with mobility problems to move about. Street Scene was not aware of this and assured Cllr Straw it will not happen again this year.
- The police Neighbourhood team have a new Neighbourhood beat manager – Kylie Lynch. There is a police walkabout in Cranbrook on the 14th January 2020.
- Speed-watch in Cranbrook is having administrative problems sorting the volunteer's paperwork, but the police hope to sort this out in the next couple of months. The police did state about being careful with having too many speed-watches set up in close proximity.
- Police Liaison group has been established to increase and improve communication links between the police and rural parish councils. Broadclyst is hosting the first meeting.
- Learn Devon reported there are new courses for wellbeing, mental health awareness, mindfulness and confidence. The courses are for adults and they are free. For more details - <https://www.learndevon.co.uk/all-courses/>

¹ LGA 1972 s 150(2)

- Eon will be holding an open support evening on the 7th May 2020 at the Energy Centre. A tour of the energy centre and help with bills will be available. The recycling team and Repair team Live West will be on hand to help with any concerns for residents.
- EDDC Gypsy and Traveller liaison group will have their first meeting on the 26th February.
- Discussions took place about the latest crime figures for Broadclyst and Cranbrook. Broadclyst had a decrease of – 11.3% for Incidents recorded. Total Crimes recorded was also down by 27.9%. Please see appendix A for breakdown.

4. EAST DEVON AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT (SPD) CONSULTATION

East Devon District Council are preparing a supplementary planning document (SPD) to provide guidance and advice on implementing Local Plan policies on affordable housing. Following a first round of public consultation held over March – May last year, East Devon reviewed the 22 comments that were received, and revised the SPD as appropriate.

East Devon have now published a revised version of the Draft Affordable Housing SPD for public consultation. The interim Consultation Statement shows how East Devon have responded to comments received on the first round of consultation.

The Draft Affordable Housing SPD and accompanying documents can be seen on East Devon Councils website: <http://eastdevon.gov.uk/planning/planning-policy/housing-issues/affordable-housing/>

If you would like to comment on the Draft Affordable Housing SPD and/or the accompanying documents (Environmental and Habitats screening reports, Equalities Impact Assessment), please email planningpolicy@eastdevon.gov.uk or post comments to Planning Policy, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

The consultation period runs from **Tuesday 14 January until Friday 28 February (at 5pm)**. Following this, East Devon will read all of the comments and make any changes that are needed, and then adopt the Affordable Housing SPD.

5. CHURCH BOUNDARIES

It has come to our attention that for church purposes the houses in Westclyst and any others in that area have been transferred to the Church Parish of Pinhoe after a supposed period of consultation. The Parish Council knew nothing about it and neither did the Broadclyst Churchwarden.

There seems never to have been any announcement or notice put up and residents have reported feeling shocked and let down by the “transfer” of our war dead to another church parish, thinking of the work that went into the street naming. The change came in on January 1st 2020. The Deputy Clerk has emailed the Clyst Mission community, but as yet there has not been a response.

6. STAGECOACH ROUTE CONSULTATION PLAN 2020

From the Stagecoach website:

“Welcome to the Route Consultation Plan for 2020 where we set out our plans for the coming year ahead. This document is our second Consultation Plan following the successful launch of the 2019 plan last year.

Through this consultation process, we have shown our commitment to work with key stakeholders such as Devon County Council, other main local authorities and employers in order to shape the bus network in a way that encourages modal shift, social inclusion and makes the bus a viable alternative to the private car.

This year we again look forward to allowing stakeholders, employers and members of the general public another opportunity to actively participate in the planning process for all Stagecoach routes in the South West through comments, suggestions and feedback on the proposed changes to the network.”

The consultation document is appended to this report.

Recommendation:

- i. That the consultation be promoted on the Council’s website and social media platforms;
- ii. That delegation be given to the Traffic Committee to prepare the Council’s response to the consultation.

This concludes my report to Council.

Angie Hurren,
Principal, SLCC.
Broadclyst Parish Clerk

29.01.2020



Route Consultation 2020

The route ahead for bus services in the South West



Welcome

Welcome to the Route Consultation Plan for 2020 where we set out our plans for the coming year ahead. This document is our second Consultation Plan following the successful launch of the 2019 plan last year.

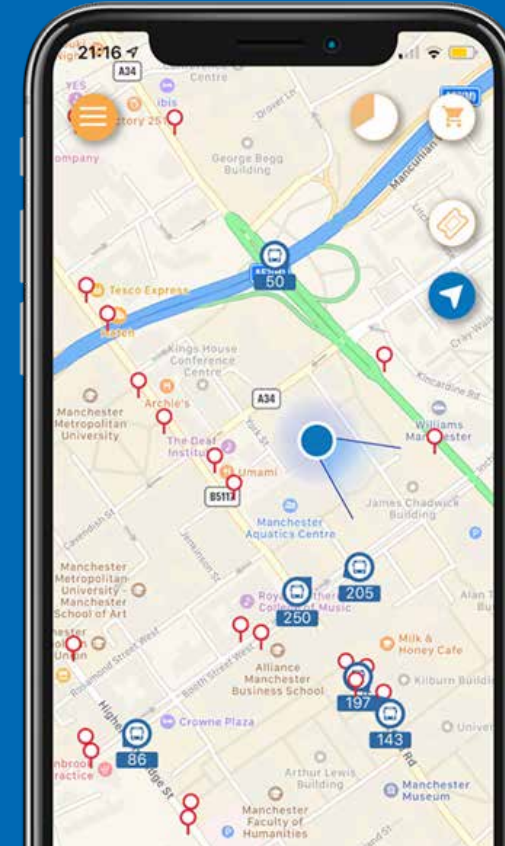
Through this consultation process, we have shown our commitment to work with key stakeholders such as Devon County Council, other main local authorities and employers in order to shape the bus network in a way that encourages modal shift, social inclusion and makes the bus a viable alternative to the private car.

This year we again look forward to allowing stakeholders, employers and members of the general public another opportunity to actively participate in the planning process for all Stagecoach routes in the South West through comments, suggestions and feedback on the proposed changes to the network.



Updated Stagecoach Bus App

We've made further investments in our tech, making key improvements to our app, so catching the bus is now even easier. The updated version of the app is now live for all IOS users and also a small number of Android users. Getting the bus has never been easier thanks to the Stagecoach Bus App. We've listened to feedback and made lots of improvements.



Latest updates in this new-look app include:

- New menu for easy navigation
- New interactive map to track services
- Clear bus times with expected arrivals
- Simple journey planning - easily search locations, buses and stops

 **PLAN**
YOUR TRIP

 **BUY**
MOBILE TICKETS

 **TRACK**
YOUR BUS

Our key aims remain the same:

- To demonstrate Stagecoach South West's commitment to listening and responding to the needs of our customers
- To reduce the number of route changes to two per year.
- To show Stagecoach South West is a key player in the ongoing development of a sustainable

This Years Process

We will shortly begin our structured consultation process with key stakeholders which involves all local authorities in the region, Devon NHS Foundation Trust, Great Western Railway, most schools, colleges and universities, passenger groups and other interested parties.

Our Roadshow Teams will be out in the region visiting key areas of our network where they can speak directly to customers on their views and opinions on how our service should look to make them even better. Updates on the proposed dates and locations of these roadshows will be updated on our website www.stagecoachbus.com/southwest.

Feedback from the Route Consultation Plan of 2019 has helped to introduce earlier journeys on key routes into Exeter (Routes 2 and 57) on a weekday to help cater for early

morning workers. We also introduced a late Sunday service on route 56 to cater for passengers arriving at the airport and for local shift workers at Skypark finishing late in the evening.

In Torquay, we merged together routes 32 and 34 into a circular service that links several areas together including the Torbay Hospital and St Marychurch.

We also launched our initial night bus service on the N21 from Braunton to Bideford via Barnstaple. This was extended following a petition to also service Ilfracombe every 30 minutes until 4am for revelers and workers in the area and was a finalist for "Making Buses a Better Choice" at the 2019 UK Bus Industry Awards. This trial was so successful that it has also been rolled out to routes N12 (Newton Abbot-Torquay-Paignton-Brixham) and N57 (Exmouth- Exeter)



Speaking with Stakeholders

We work in partnership with major stakeholders such as Devon County Council where we work closely on new housing and retail developments. During 2019, we have seen the extension of Route 2B to serve Dawlish taking in new housing and in Plymouth, services were rerouted to take in the new Sherford housing development as it starts to emerge.

Inputs into the 2020 Plan

Customer and Stakeholder Suggestions

Prior to services being registered, we are actively encouraging customers and stakeholders to contact Stagecoach with suggestions and comments over proposed changes prior to implementation. We welcome feedback at any time and readily encourage our passengers to get in touch via phone, email, or letter and after additional opportunities for feedback at times of change.

Staff Suggestions

Using our web based Intranet 'Blink' and regular updates from Directors we engage with our staff in particular the 1,000 drivers who know our existing network extremely well. This

has provided valuable information on how suggested improvements could be achieved. We also hold regular punctuality meetings with the trade union at each depot.

Network performance

Ongoing review of the service network gives an opportunity to identify any underperforming routes, either operationally or financially. For the former, measures such as peak hour occupancy, average off peak demand and evening demand have been assessed to identify if current capacity matches demand. For some of this latter group, various measures have been identified which should improve their operational performance.



What happens next?

Consultation Period

Stagecoach South West welcomes comments on its Route Consultation Plan. If you would like to tell us what you think about any of the proposals contained in it or forward other ideas not currently included please let us know. Local consultation periods will be in line with proposed changes and will be communicated in the relevant areas.

How to respond

Email: exeter@stagecoachbus.com

Letter: Stagecoach South West,
Route Consultation Plan,
Matford Park Depot,
Matford Park Road,
Exeter, EX2 8FD.

Phone: 01392 42 77 11.

Twitter: @stagecoachsw

We look forward to hearing from all our customers and stakeholders and developing regular dialogue long into the future.

Conclusions and Implementation Timescale

Once the public consultation phase has been completed, a final decision will be reached by the company on which elements of the plan will progress, and to access new proposals which arise as a result of feedback received. It is anticipated this will be 10 weeks prior to any proposed

date shown in the plan. This leaves sufficient time to register those service changes which are to proceed with the statutory requirements.

If any part of the plan proves to be particularly controversial, local community meetings will be held to enable relevant feedback to be considered and incorporated wherever possible.

The plan is published for consultation in good faith and the Company will seek to implement only those plans which meet with a broad consensus in the community. In some cases, however, especially where passenger numbers are low it may be necessary to re-balance the network and reallocate resources to areas of growth or greater opportunity. In such cases, the Company will do its utmost to minimise any inconvenience to the public and to work closely with the local authority. Notwithstanding the above it remains the expectation of the Company that the ultimate outcome of the 2020 Route Consultation Plan exercise will be to provide attractive reliable services and to grow passenger numbers for the long term. Although we remain committed to delivering the plan, should there be influences where we may have to make changes at short notice, stakeholders will be informed in a timely manner.

Engagement in the Local Community

Stagecoach South West supported several local charities and good causes during 2019.

In Plymouth, we were the Presenting Partner for the Elmers Big Parade which raised funds of over £350k for St Lukes Hospice.

Many of the Elmer elephants along the trail were on or near bus routes, and thousands of visitors and residents were encouraged to follow the trail by walking, cycling and using public transport to see them.

The free, family-friendly event was a collaboration between St Luke's Hospice Plymouth, Wild in Art and

Andersen Press and attracted 250 thousand visitors to Plymouth and surroundings, as well as encouraging local people to get outside to discover new areas as they find each Elmer.

We were thrilled to be Presenting Partner of the Elmer Trail and support



such a wonderful charity, it was fantastic to see so much excitement about the trail and we were delighted to participate in such a fantastic and worthwhile fundraising campaign.

Following the success of Ilfracombe carnival in August, where Stagecoach South West won third place for their carnival display, the roadshow team took part in the Barnstaple, Dawlish and Teignmouth Carnivals. We were delighted to finished second at the Dawlish Carnival in the "Best Float" competition.

Our team loves getting involved in these community occasions, and meeting local people to hand out giveaways and timetables and entering into the fun carnival spirit, with everyone's family favourite mascot, Gary the Rabbit!

We also supported the Young Master Chef Competition where the winner



received a free annual ticket. The final took place at the Exeter Food Festival where they were judged by well known chef Michael Caine.

We were the transport partner of this year's Exeter Festival, where we offered festival goers a range of convenient and affordable travel options to get to and from the event. In addition to our usual ticket range, we offered an exclusive travel deal for our Exeter Park and Ride service. The ticket allowed any group of five





people to travel on the Park and Ride for just £5. The five for a fiver ticket was available between 6th and 7th July, across all three Park and Ride sites. This was designed to encourage the use of out of town parking to limit congestion across the city centre.

Stagecoach South West once again sponsored Sci-Fi day, as part of Children's Week in Torbay. The day showcases an impressive range of cars and costumes from popular films. We brought along one of our buses and the family-favourite mascot, Gary the Rabbit, to give out goodies for visitors.

Stagecoach's association goes far

beyond sponsorship, with employee and Sci-Fi enthusiast, Dave Hall dedicating much of his spare time to the event's organisation. This fantastic free family event held on Paignton Green celebrated it's 20th year this year.

In 2019 we were the official Travel Partner for Exeter's Christmas lights switch-on. 'Five Nights of Lights' marked the start of the Christmas countdown for shoppers and the unveiling of the Stagecoach Santa bus.

Family-friendly festivities started in Exeter on Wednesday 13 November and ran through to Sunday 17th November. Visitors also had the chance to hop-on board the Stagecoach South West



Santa bus and meet family favourite mascot, Gary the Rabbit, who gave out festive goodies.

The Santa Bus then took to the road visiting schools and charities across the South West to spread the Christmas spirit.

On top of this, we do support other smaller local charities and through providing tickets for raffles and sponsorship for some events.



Proposed Service Changes for South West 2020

Barnstaple from 24th May 2020

Route 6/6A Bude • Okehampton • Exeter Potential to curtail some journeys at Okehampton. Working with Devon County Council on finalised proposals.

Route 19 North Devon District Hospital • Roundswell Review of the timetable to improve reliability. Earlier and later journeys to cater for workers going to and from North Devon District Hospital

Route 21 Ilfracombe • Barnstaple • Bideford New timetable to offer reliability improvements. Reinstatement of evening journeys on a Sunday to half hourly on route 21 for the summer months. Housekeeping on Saturday and Sunday mornings.

Review of tendered routes in association with Devon county Council to ensure punctuality of these routes is maintained.

From **Sunday 20th September 2020**

Route 21 Sunday evening services reduced for winter period



Plymouth from 24th May 2020

Route 1 Tavistock • Plymouth Reliability improvements review.

Route 2/2A Saltash • Mount Batten Review of route in Plymstock and Mount Batten.

Route X38 Exeter • Plymouth Journeys to and from Exeter potentially to be curtailed at Ivybridge with connection on Gold to Plymouth.

Route 200 Coypool P&R • Plymouth Review of the timetable to improve reliability

Route 100/101 George P&R • Plymouth Potential for all journeys to serve Mutley plain

Route Falcon Plymouth • Bristol Reliability improvements following review. Potential for improved connections for customers at the Skypark in Exeter.

A second change on **6th September** as schools return after the Summer Break. Small scale changes relate to house keeping and reliability improvements.



Proposed Service Changes for South West 2020

Torbay from 5th April 2020

Route 7/7A Exeter • Newton Abbot

Review of the timetable to improve reliability

Route 12 Newton Abbot • Torquay • Paignton • Brixham

Review of timings to improve reliability. Sunday 20 minute headway reintroduced over summer months. Earlier trips on a Sunday to be introduced to cater for Hospital workers.

Route 23 Paignton • South Devon College

Review of the timetable to improve reliability

Route 31 Torquay • Barton

Converted to double deck for the Summer months.

Route 35A/35C 'Torquay Loop'

Harbourside • St.Marychurch • The Willows • Torbay Hospital • Shiphay
Later journeys serving St Marychurch on Friday and Saturday night following success of route N12.

Route 39 Newton Abbot • Exeter

Review of the timetable to improve reliability. Sunday Service diverted to serve Haldon Forest from Easter and discussion about serving race course on race days.

Route 22 St Marychurch • Dawlish Warren

Review of the timetable to improve reliability.

Route 122

Starts for season week commencing 5th April.

From **Sunday 20th September 2020**

Route 13 Kingsteignton • Newton Abbot • The Willows • Paignton • Brixham

Proposal to curtail journeys at The Willows. Working with Devon County Council on finalised proposals. Current links covered by other services, such as Newton Abbot and Torquay are served by Route 12 and Dartline 174.

Route 18A Brixham • Kingswear

Service withdrawn. Working with Torbay Council over finalised proposals. Summercombe is served by Country Bus Route 15..

Route 122

Finishes for season on 19th September.

Route 88/88A Newton Abbot • Totnes

Review of the timetable to improve reliability.

Fox Paignton • Foxhole

Review of the timetable to improve reliability

Gold Torquay • Plymouth

Review of the timetable to improve reliability.

Route 12 Newton Abbot • Torquay • Paignton • Brixham

Sunday evening frequency reduced to every 30 minutes from 6pm over the Winter.



Proposed Service Changes for South West 2020

Exeter From Sunday 24th May 2020

School holiday timetable to possibly be introduced on A,B,D, E, F1/F2, H, I, J, K, T, L, R, S to improve journey times pre 10am due to lower traffic volumes in school holidays.

Earlier journeys to cater for workers at LIDL distribution, airport, rail station and upcoming Amazon Distribution Centre will be introduced.

Route 1 Exeter • Tiverton Review of timetable to improve reliability.

Route 2 Exeter • Newton Abbot Review of timetable to improve reliability. Potential of late journeys on a Saturday night. Potential improvement of Sunday frequency to half hourly over Summer months.

Route 4 Exeter • Cranbrook Review of timetable to improve reliability.

Route 5/5A/5B/5C Exeter • Crediton Review of timetable to improve reliability.

Route 6 Exeter • Okehampton • Bude Potential to curtail some journeys at Okehampton. Working with Devon County Council on finalised proposals.

Route 7/7A Exeter • Newton Abbot Review of the timetable to improve reliability.

Route 9 Exeter • Sidmouth Review of the timetable to improve reliability.

Route X38 Exeter • Plymouth Journeys to and from Exeter to potentially be curtailed at Ivybridge with connection on Gold to Plymouth.

Route 39 Newton Abbot • Exeter

Review of the timetable to improve reliability. Sunday Service diverted to serve Haldon Forest from Easter and discussion about serving race course on race days.

Route 55 Exeter • Tiverton Renumber 3,3A,3B,3C. Review of the timetable to improve reliability.

Route 56 Exeter • Airport • Exmouth Review of the timetable to improve reliability. Consideration of earlier journeys to airport.

Route 57/N57 Exeter • Exmouth Review of the timetable to improve reliability.

Route 58/58C/257 Review of the timetable to improve reliability.

Service 222 Dawlish Warren •

Teignmouth Reintroduced for the Summer Season from week commencing 5 April until 19 September.

Red P&R Honiton Road • Exeter Review of timetable to improve reliability.

Green P&R Sowton P&R • Exeter City Centre • Matford P&R Review of the timetable to improve reliability.

Route A Alphington • Exeter • Thornpark Rise Review of the timetable to improve reliability. Re-establish a 10min frequency during the day on Monday to Fridays.

Route B Stoke Hill • Exeter • Dawlish

Review of the timetable to improve reliability and terminate at Exeter Bus station. Union Road to be covered by the F1. Route L to cover Pinhoe to Exeter section.

Route D University • Digby

Consultation to split route D. Main section to operate every 15 minutes between St Lukes and the University. Quarry park Road and Pynes Hill to be covered by potential new service H2 (see below).

Route E/F1/F2 Exwick- Exeter- Savoy Hill

Review of route in Exwick and Savoy Hill. Potential frequency reduction. Services E/F to become E1/E2, and splitting of route - operating as a circular between South Street and Exwick E1 via Redhills and E2 via Farm Hill every 20 minutes each way round. F1 will operate from Sidwell Street to Union Road, Prince Charles Road, Lancelot Road and Savoy Hill. F2 will operate it's normal route to Summerway from Sidwell Street both every 20 minutes.

Route H St David's • Hospital • Digby

The service will operate every 15 mins from St David's to RDE then every 30

mins to Digby, hourly via Broadfields and hourly via Pynes Hill.

Route I/J/K Monkerton • Digby • Exeter • Countess Wear • Topsham

Review of the timetable to improve reliability. Service I/J increased to 15 minutes daytime. Service K will be revised to operate between Sidwell Street and Tithebarn Green/ Science Park every 20 minutes Route to operate along Pinhoe Road. Whipton Barton will be served by I/J.

Route L Pinhoe • Exeter • Crossmead

Review of the timetable to improve reliability. Option to be considered to operate between South Street and Pinhoe every 20 mins. Withdrawn from EDF Energy site (still served by Red P&R, 4 and 56) as is the extension to Crossmead (still served by P).

Route R/S Exeter • Rifford Road

Review of timetable to improve reliability.

A second change on **20th September** as schools return after the Summer Break.

Small scale changes relate to house keeping and reliability improvements.



If you would like to respond to this document you can get in touch via:

Email: exeter@stagecoachbus.com

Letter: Stagecoach South West,
Route Consultation Plan,
Matford Park Depot,
Matford Park Road,
Exeter, EX2 8FD.

Phone: 01392 42 77 11.

**Finally! You may see a
change in our appearance
in the coming year, more
to follow!**



ADMINISTRATORS REPORT - PAVILIONS

Report to: Broadclyst Parish Council

Date of Meeting: Monday 3rd February 2020

Agenda item: 20/031ii

Subject: Monthly update

Purpose of report: To update Council on regular bookings, casual hire, maintenance, staffing and any other issues as they arise.

Recommendation:

- i. that that report be noted
- ii. that any interim actions which have taken place under Officer delegation be noted
- iii. that any recommendations made be considered and a resolution reached in relation to each recommendation

Financial implications: The Pavilions is Council's biggest asset; its upkeep and operation is also one of the Council's largest areas of expenditure. Council needs to be aware of its current level of operation as well as considering issues as soon as they arise.

Legal implications: A Local Council may execute any works including works of maintenance or improvement in relation to any parish property (Clayden, 2013). The Council has a duty to take such care as in all the circumstances of the case is reasonable, to "see that the visitor will be reasonably safe in using the premises for the purposes for which he is invited or permitted by the occupier to be there¹". As the Occupier, the Council is also reasonably expected to offer protection to trespassers²

Equalities impact: Low

Risk: Given that the premises are frequently used by children who are expected to be more vulnerable and less able to perceive risk and understand notices, Council should guard against risk by ensuring the premises are fit for purpose at all times, with a system for reporting defects and clear delegation to enable repairs to be enacted as soon as practicable.

Link to Council Action Plan: Demonstrating excellent governance in managing the business and finances of the Council through regular monitoring and sound internal control procedures; Safe and efficient arrangements to safeguard public money; Control and management of parish public finances

¹ Occupiers Liability Act, 1957, s 2 (2)

² Occupiers Liability Act 1984; Tomlinson v Congleton Borough Council [2003] UKHL 47

Report detail:

January 2020 as in most years has been a relatively quiet month; most of our term time groups started back quite late this year w/c 13/01.

The theatre group used the facilities right up to their grand performances on the weekend of 17/18/19th; Broadclyst FC have now booked both am and pm slots every Saturday having a huge number of junior teams and two senior teams, with the Sunday team having occasional matches.

I'm happy to report that the toddler group is still up and running Mara who was standing down at Christmas has stayed on in an attempt to help new volunteers and leave the group in good hands; I'm in contact regularly offering assistance whether ever we can.

I had a lovely meeting this month with a local couple who are getting married later this year abroad and where looking for a venue for a reception for a family party they have now confirmed the booking (exciting)

No payments have been made into the PC account this month however I do have a cheque from the Mixed Crafters to deposit.

This concludes my report to Council.

Helen Cutting
Broadclyst Parish Council Administrator
28 January 2020



NEIGHBOURHOOD PLAN OFFICER'S REPORT

Report to: Broadclyst Parish Council

Date of Meeting: Feb 3rd 2020

Agenda item: 20/031iii

Subject: Broadclyst Neighbourhood Plan

Purpose of report: to update Council

Recommendation:

- i. that that report be noted
- ii. that recommendations contained within the report be considered and resolved

Financial implications: The preparation of the Broadclyst Neighbourhood Plan is supported by government Locality grants. Staffing costs are partly being met from parish council budgets and partly from grant fund

Legal implications: Broadclyst Parish Council is a qualifying body¹ and is therefore eligible to write a Neighbourhood Plan. The District Council has a statutory duty to support the preparation of Neighbourhood Plans.

Equalities impact: Not applicable

Risk: The Audit Commission (2001) defines “risk” as an event or action which will adversely affect an organisation’s ability to achieve its objectives, project plans and processes and to successfully execute its strategies. Therefore “risk management” is the process by which risks are **identified, evaluated and controlled**.

Broadclyst Parish Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management strategy in line with the introduction of Local Audit and Accountability Act 2014 in order to protect the Council from avoidable losses.

The co-operation of all Members and officers is essential to ensure the Council’s resources and service provision are not adversely affected by uncontrolled risk, to ensure the Council does not fail to seize opportunities which benefit the community.

Link to Council Action Plan:

The preparation of Broadclyst Neighbourhood Plan supports the Council’s commitment to enabling local

¹ For Neighbourhood Development Orders, the definition of “qualifying body” is in section 61E(6) of the Town And Country Planning, England, Act 1990 (inserted by paragraph 2 of the Localism Act 2011). For the purposes of Neighbourhood Development Plans the definition of “qualifying body” is in section 38A(12) of the Planning and Compulsory Purchase 2004 Act (as inserted by paragraph 7 of the Localism Act 2011).

housing delivery; supporting business growth and increased productivity; and community capacity building and engagement.

Risk analysis

A detailed risk analysis has been carried out and is summarised below

Risk Description	Likelihood	Impact	Mitigation Measures
Failure to deliver Neighbourhood Plan	Low	Moderate	Continued budget monitoring
Failure to meet evidenced community need	Low	Moderate/Major	Regular review of progress against community survey results

Key information

Neighbourhood Plans were introduced by the Localism Act 2011. The idea behind localism is that decision making is passed to a more local level, from local government to local communities. There are two main parts to neighbourhood planning: Neighbourhood Plans (NP) and Neighbourhood Development Orders (NDO).

A Neighbourhood Plan is a community-led planning framework for guiding the future development, regeneration and conservation of an area. It is about the use and development of land and may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocating key sites for specific kinds of development. It may deal with a wide range of social, economic and environmental issues (such as housing, employment, heritage and transport) or it may focus on one or two issues only. It is for those producing the plan to decide on its scope and content.

A Neighbourhood Plan will be part of the statutory development plan for the area, if successful at a referendum. This statutory status gives neighbourhood plans more weight than some other local documents, such as parish plans, community plans and village design statements.

A Neighbourhood Plan must meet certain “basic conditions”. These include compliance with European and national legislation, contributing to the achievement of sustainable development, having appropriate regard to national policy and being in general conformity with existing strategic planning policy. It should not promote less development than that identified in the development plan for the area. It can provide for greater growth levels. It can also specify policies and guidance on how new development should be designed, orientated and located. The preparation of neighbourhood plans must include a robust programme of community engagement and have a proportionate evidence base.

Link to Council Action Plan:

The preparation of Broadclyst Neighbourhood Plan supports the Council’s commitment to enabling local housing delivery; supporting business growth and increased productivity; and community capacity building and engagement.

REPORT

1. Neighbourhood Plan Overview Steering Group

The NP Overview Steering Group (OSG) in the meeting on Dec 9th 2019 resolved in item 106, the following:

1. **RESOLUTION:** The OSG resolved that Clyst Vale be taken forward as the community's primary choice, with Brockhill also taken forward as second choice at this stage in case insurmountable problems arise further down the line.
2. **RESOLUTION:** The OSG resolved that it be recorded that surface A is the community's preferred surface.
3. The OSG considered how the Community Sports Hub could progress and by whom / which parties should be involved. It was noted that the remit of the Neighbourhood Plan is solely to allocate land.

RESOLUTION: It was agreed to set up a scoping meeting in 2020 with key parties around the table including Clyst Vale Community College, The National Trust, Broadclyst Parish Council, East Devon District Council, Leisure East Devon, Sports England, Active Devon.

Recommendation 1: Council to note resolution 1 and 2

Recommendation 2: For Council to agree to set up a scoping meeting in 2020 with key parties around the table including Clyst Vale Community College, The National Trust, Broadclyst Parish Council, East Devon District Council, Leisure East Devon, Sports England, Active Devon.

2. Site Allocation in the Neighbourhood Plan

The results of the Community Consultation on the potential sites for the Neighbourhood Plan is now finalized. Due diligence, legal support and advice from Locality has ensured that selection of Economic, Mixed Development and Housing sites was an accurate and robust process. The Landowners have been notified, and once their agreement forms have been returned the sites going forward in the Neighbourhood Plan will be bought to Council. These sites will then be released into the public domain via the Council website and in the Broadsheet.

Recommendation 3: Council to note

3. Broadclyst Neighbourhood Plan Timeline (see appendix A)

A Neighbourhood Plan timeline has been produced to show the Council and the community the time frame for the Plan and key stages of the Plan. The stages: Pre Reg 14, Reg 14 and Reg 16 were detailed and accepted by Council in the November 2019.

The Plan also provides 6 Items to note, which are external factors that will affect the BNP Timeline. This timeline will allow quarterly reviews to be completed and will allow specific information and feedback to be discussed and for adjustments to be made to the Broadclyst NP Timeline.

Recommendation 4: Council to note the Broadclyst NP Timeline and factors that affect it.

Recommendation 5: For Council to agree to the update of the Broadclyst Neighbourhood Timeline quarterly.

4. Overview Steering Group Membership

This group will now meet monthly so that the draft Document progress is not delayed. In order for meetings to be quorate and have more community input, there is a need for more members from the community to be recruited. Advertisements for new Overview Steering Group community members will be drawn up and released. Members are to live in the Parish and will need to provide the skills and time to work on the production of the Broadclyst Neighbourhood Plan drafts, and final document.

Recommendation 5: Council to actively support the recruitment of more community members onto the Overview Steering Group to enable the Broadclyst Neighbourhood Plan timeline to be achieved.

This concludes my report to Council.

Janvrin Edbrooke
Broadclyst Parish Council Neighbourhood Plan Officer
29 January 2020

Appendix A

Neighbourhood Plan Time Lines:

[illegible][illegible]

Items to Note:

1. External work input and completion timeframes will affect the NP timeframe. Eg Examiners take 8 -12 weeks.
2. EDDC Cabinet time frame protocols and completion will affect the NP timeframe
3. EDDC Election time frame protocols will affect the NP timeframe. Referendum affected by cabinet release.
4. Other East Devon Plans Reg 14 to “made” timeframes to illustrate a realistic NP Timeline for these stages.

Reg 14 to “ Made” is 16/ 18 months and is in line with Beer and Bishop Clyst timings.

Date of Plan versions: Beer PC		Time frames
Consultants’ 1 st draft for Steering Group comments	15 th September 2015	
Consultants’ 2 nd draft for Steering Group	28 th April 2016	7 months
1 st draft for informal Reg14 community consultation	11 th June 2016	2 months
Pre-submission version	October 2017	4 months
Submission version	February 2018	4 months
Referendum version	August 2018	6 months
Approved version (made)	January 2019	5 months Pre to made 18 months

Date of versions: Bishop Clyst & Sowton		Time frames
1 st circulation draft	2 July 2015	
2 nd circulation	15 September 2015	2 months
Pre-submission version	1 January 2016	4 months
Submission version	19 May 2016	4 months
Referendum Version	17 November 2016	6 months
Approve version	26 th January 2017	2 months

made		Pre to made 16 months
------	--	-----------------------

Exmouth was quicker but no sites were allocated.

5. Broadclyst **will not have done any Pre Reg 14 consultations** on the draft plan so timings might be affected by this.

6. This timeline will allow quarterly reviews to be completed and will allow specific information and feedback to be discussed and for adjustments to be made to the Broadclyst NP Timeline.

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 30/11/2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	480
105	VAT Control A/c	6,156
200	Lloyds Bank BPC	2,993
205	Lloyds Bank BPC Reserves	341,319
Total Current Assets		350,948
<u>Represented by :-</u>		
300	Current Year Fund	189,964
310	General Reserves	65,919
320	EMR Buildings	5,810
325	EMR Car Park	6,000
331	EMR Rates	8,651
332	EMR I.T.	151
335	EMR Grounds Maintenance	3,280
340	EMR Election Costs	4,000
350	EMR Neighbourhood Plan	7,987
355	EMR P3 Footpaths	1,000
360	EMR Youth Worker	3,525
361	EMR Staffing Contingency	24,026
365	EMR Allotment	6,250
375	EMR Helipad/Defib	1,522
380	EMR Play Eqpm Maint/New/Repl	7,605
381	EMR Legal	2,855
382	EMR Youth Football	70
383	EMR Highways	1,677
384	EMR Crime/Traffic	1,000
385	EMR Service costs	1,000
386	EMR Twinning	154
387	EMR Vehicle operation/lease	1,312
388	EMR Compound	41
389	EMR Parish Clock	250
390	EMR Andrews Boiler	4,247
391	EMR Bowls maint/repairs	1,700
392	EMR Bowls seeds/fertilizers	954
Total Equity		350,948

Bank Reconciliation Statement as at 30/11/2019
for Cashbook 1 - Lloyds Bank BPC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank BPC	31/10/2019	73	2,993.18
			<u>2,993.18</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,993.18
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,993.18
		Balance per Cash Book is :-	2,993.18
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/11/2019
for Cashbook 2 - Lloyds Bank BPC Reserves

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank reserves	30/11/2019	45	341,318.89
			<u>341,318.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			341,318.89
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			341,318.89
		Balance per Cash Book is :-	341,318.89
		Difference is :-	0.00

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			3,034.09	
105	VAT Control A/c			5,256.34	
200	Lloyds Bank BPC			5,190.31	
205	Lloyds Bank BPC Reserves			309,606.75	
310	General Reserves				52,370.25
320	EMR Buildings				5,809.67
325	EMR Car Park				6,000.00
331	EMR Rates				8,650.57
332	EMR I.T.				151.00
335	EMR Grounds Maintenance				3,280.00
340	EMR Election Costs				4,000.00
350	EMR Neighbourhood Plan				7,970.15
355	EMR P3 Footpaths				1,000.00
360	EMR Youth Worker				3,524.50
361	EMR Staffing Contingency				24,026.00
365	EMR Allotment				6,250.00
375	EMR Helipad/Defib				1,522.43
380	EMR Play Eqpm Maint/New/Repl				7,605.00
381	EMR Legal				2,855.00
382	EMR Youth Football				69.89
383	EMR Highways				1,676.68
384	EMR Crime/Traffic				1,000.00
385	EMR Service costs				1,000.00
386	EMR Twinning				154.00
387	EMR Vehicle operation/lease				1,312.00
388	EMR Compound				40.60
389	EMR Parish Clock				250.00
390	EMR Andrews Boiler				4,247.00
391	EMR Bowls maint/repairs				1,700.00
392	EMR Bowls seeds/fertilizers				954.00
1076	Precept	100	Income		407,357.00
1080	Bank Interest Received	100	Income		114.97
1085	Investment Interest received	100	Income		758.41
1100	Grants and Donations RCVD	100	Income		700.00
1140	Sale of Council Assets	100	Income		250.00
1240	Parish Together Income	240	Parish Together projects		3,310.39
1300	Miscellaneous Income	100	Income		104.35
1300	Miscellaneous Income	110	Administration		33.33
1320	Telephone rebate	110	Administration		51.00
1500	Advertising Income	150	Public Relations		90.00
1510	Fun Day Income	150	Public Relations		329.80
1610	Grass Cutting Safety Grant	160	Maintenance		1,413.00

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1900	Sports Pavilion Bookings	190	Sports Pavilion		4,185.00
1910	Bowls Club Income	210	Bowls Green		1,800.00
4000	Staffing	110	Administration	40,830.69	
4000	Staffing	160	Maintenance	11,443.61	
4000	Staffing	170	Public Toilets	3,230.31	
4000	Staffing	190	Sports Pavilion	5,343.44	
4000	Staffing	230	Neighbourhood Planning	18,106.45	
4020	HMRC/Pension	110	Administration	48,761.44	
4050	Officer's Expenses	110	Administration	1,164.58	
4070	Telephone - mobile	110	Administration	487.95	
4075	Telephone - landlines	130	Accommodation	1,668.33	
4080	Banking	110	Administration	69.10	
4090	Payroll	110	Administration	416.70	
4100	Stationery	110	Administration	1,046.54	
4105	IT (Contingency)	260	Contingency	726.76	
4110	I.T.	110	Administration	2,613.03	
4115	Finance RBS	110	Administration	1,145.85	
4120	Hall Hire	110	Administration	309.35	
4130	Subscriptions	110	Administration	2,974.68	
4140	Audit Costs	110	Administration	1,300.00	
4150	Youth Worker	110	Administration	12,500.00	
4170	Office Rent	130	Accommodation	8,511.84	
4175	Office running costs	130	Accommodation	764.28	
4180	Training - statutory	110	Administration	225.00	
4185	Training - CPD	110	Administration	3,343.44	
4190	Insurance	110	Administration	3,080.46	
4220	Broadsheet	150	Public Relations	2,640.86	
4230	Public Consultation	150	Public Relations	1,404.42	
4260	Fun Day	150	Public Relations	3,331.11	
4275	Little Free Library	120	Grants/projects	296.40	
4280	Youth footie	120	Grants/projects	1,036.30	
4295	VIP support	120	Grants/projects	338.00	
4310	Highways Grass Cut DCC	160	Maintenance	4,576.32	
4320	Handyman budget	160	Maintenance	1,231.79	
4321	Equipment service/repair	160	Maintenance	513.96	
4325	Parish Vehicle lease	160	Maintenance	3,378.15	
4326	Parish vehicle op budget	160	Maintenance	1,153.41	
4330	Lengthman (contracted)	160	Maintenance	2,398.00	
4350	Allotments Expenditure	160	Maintenance	600.00	
4360	P3 Footpaths	160	Maintenance	415.46	
4370	Dog Bins	160	Maintenance	418.18	
4380	Refuse Disposal	160	Maintenance	554.58	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4420	Utilities	110	Administration	557.71	
4420	Utilities	170	Public Toilets	1,040.88	
4420	Utilities	190	Sports Pavilion	2,457.68	
4440	Maintenance/Repairs	170	Public Toilets	802.94	
4440	Maintenance/Repairs	190	Sports Pavilion	2,499.24	
4440	Maintenance/Repairs	200	Play Area	1,961.75	
4440	Maintenance/Repairs	210	Bowls Green	219.65	
4450	Products	170	Public Toilets	411.56	
4450	Products	190	Sports Pavilion	234.25	
4460	Rates	130	Accomodation	2,651.40	
4460	Rates	170	Public Toilets	2,381.35	
4460	Rates	180	Clyst Room	197.00	
4470	Community Grants	120	Grants/projects	1,272.94	
4480	Emerging Communities	120	Grants/projects	343.03	
4510	Pavilions (running maint)	190	Sports Pavilion	582.91	
4520	Service Costs	190	Sports Pavilion	221.46	
4530	Football Pitch	190	Sports Pavilion	6,611.43	
4535	Westclyst Sports Pitch	250	Westclyst Sports Pitch	9,333.36	
4540	POS. grass cutting	160	Maintenance	3,548.64	
4560	Play Inspection	200	Play Area	895.00	
4565	New play equipment	200	Play Area	10,000.00	
4570	Play Service	200	Play Area	615.82	
4610	Bowls Water Meter	210	Bowls Green	1,231.99	
4620	Seeds/Fertilizers	210	Bowls Green	169.40	
4630	Bowls Green Contractor	210	Bowls Green	4,845.00	
4680	BMX	200	Play Area	92.75	
4750	Neighbourhood Planning	230	Neighbourhood Planning	5,653.27	
4900	Parish Together expenditure	240	Parish Together projects	3,210.39	
6000	Transfer from EMR	110	Administration		7,500.00
6000	Transfer from EMR	120	Grants/projects		74.11
6000	Transfer from EMR	160	Maintenance		1,376.32
6000	Transfer from EMR	180	Clyst Room		3,846.20
6000	Transfer from EMR	230	Neighbourhood Planning		768.44
Trial Balance Totals :				581,481.06	581,481.06
Difference				0.00	

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income	217	409,272	407,557	(1,715)			100.4%
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	217	409,272					
110	Administration	6	78	50	(28)			156.7%
	Expenditure	10,509	110,203	170,850	60,647	65,000	(4,353)	102.5%
	Net Income over Expenditure	(10,503)	(110,124)	(170,800)	(60,676)			
	plus Transfer from EMR	0	7,500					
	Movement to/(from) Gen Reserve	(10,503)	(102,624)					
120	Grants/projects	873	3,287	18,000	14,713		14,713	18.3%
	plus Transfer from EMR	0	74					
	Movement to/(from) Gen Reserve	(873)	(3,213)					
130	Accommodation	114	11,395	15,550	4,155		4,155	73.3%
150	Public Relations	0	420	2,200	1,780			19.1%
	Expenditure	46	7,346	12,500	5,154		5,154	58.8%
	Net Income over Expenditure	(46)	(6,927)	(10,300)	(3,373)			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	(46)	(6,927)					
160	Maintenance	0	0	2,963	2,963			0.0%
	Expenditure	3,690	28,006	53,800	25,794		25,794	52.1%
	Net Income over Expenditure	(3,690)	(28,006)	(50,837)	(22,831)			
	plus Transfer from EMR	0	1,376					
	Movement to/(from) Gen Reserve	(3,690)	(26,630)					
170	Public Toilets	0	0	1,400	1,400			0.0%
	Expenditure	467	7,430	12,850	5,420		5,420	57.8%
	Net Income over Expenditure	(467)	(7,430)	(11,450)	(4,020)			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	(467)	(7,430)					
180	Clyst Room	0	197	1,200	1,003		1,003	16.4%
	plus Transfer from EMR	0	3,846					
	Movement to/(from) Gen Reserve	0	3,649					
190	Sports Pavilion	390	4,185	6,200	2,015			67.5%
	Expenditure	1,100	16,612	28,000	11,388		11,388	59.3%
	Net Income over Expenditure	(710)	(12,427)	(21,800)	(9,373)			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	(710)	(12,427)					
200	Play Area	2,369	3,170	4,250	1,080		1,080	74.6%
	plus Transfer from EMR	0	0					

Summary Income & Expenditure by Budget Heading 30/11/2019

Month No: 8

IE 01.11.2019 to 30.09.2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
	Movement to/(from) Gen Reserve	<u>(2,369)</u>	<u>(3,170)</u>					
210	Bowls Green							
	Income	0	1,800	1,800	0			100.0%
	Expenditure	162	6,430	12,850	6,420		6,420	50.0%
	Net Income over Expenditure	<u>(162)</u>	<u>(4,630)</u>	<u>(11,050)</u>	<u>(6,420)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(162)</u>	<u>(4,630)</u>					
230	Neighbourhood Planning							
	Expenditure	1,993	21,780	34,320	12,540		12,540	63.5%
	plus Transfer from EMR	0	752					
	Movement to/(from) Gen Reserve	<u>(1,993)</u>	<u>(21,028)</u>					
240	Parish Together projects							
	Income	0	2,169	0	(2,169)			0.0%
	Expenditure	0	3,210	0	(3,210)		(3,210)	0.0%
	Net Income over Expenditure	<u>0</u>	<u>(1,041)</u>	<u>0</u>	<u>1,041</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(1,041)</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
250	Westclyst Sports Pitch							
	Expenditure	1,167	8,167	14,000	5,833		5,833	58.3%
260	Contingency							
	Expenditure	0	727	24,000	23,273		23,273	3.0%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(727)</u>					
	Grand Totals:- Income	612	417,924	422,170	4,246			99.0%
	Expenditure	22,490	227,960	402,170	174,210	65,000	109,210	72.8%
	Net Income over Expenditure	<u>(21,877)</u>	<u>189,964</u>	<u>20,000</u>	<u>(169,964)</u>			
	plus Transfer from EMR	0	13,549					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(21,877)</u>	<u>203,513</u>					

PAYMENTS SCHEDULE - JANUARY 2020
Parish Council Current Account

BACS	Payee	Service/Goods Provided	Total
258	Plandscape	Maintenance December 2019	£465.90
"	Broadclyst Victory Hall	Hire of meeting rooms Dec 2019	£12.00
"	Ricketts	Rent for garage (for Jan 2020 - due 01.01.2020)	£75.00
"	Tradeuk	Replacement parts for Broadclyst Play park	£2.99
"	Idverde	Grounds maintenance for 3rd quarter (Dec 2019)	£2,100.00
259	Nikki Cassap	Holiday cover for Public toilets	£105.00
260	Staffing	January 2020 staff salaries, HMRC and Pension	£13,034.36
261	The Payroll Bureau	Professional services for 1.10.19 - 31.12.19	£131.76
"	Pattersons	Toilet cleaning supplies	£86.54
"	Cornerstone Academy	Hall hire	£100.00
"	Tor Water	26th Nov - 31st December Water Bill	£174.22
"	YMCA	Broadclyst Youth Club 4th quarter 2019/20	£2,500.00
"	Exe Turf Care	Maintenance for Westclyst/Broadclyst pitches	£1,291.67
	A Hurren	Expenses	£57.60
	N.Curwood	Expenses	£22.50
	H. Cutting	Expenses	£6.99
	J. Edbrooke	Expenses	£34.20
	Broadclyst VIP's	Community event reimbursement Minute ref 19/164i 04.11.2019	£498.00
		BACS TOTAL FOR MONTH	£20,698.73

DEBIT CARD

06.01.2020	Amazon	CCTV signs for Westclyst pitch	£6.99
14.01.2020	Shell	Diesel	£67.89
21.01.2020	Brewers Fayre	Meeting refreshment	£19.00
22.01.2020	Broadclyst Post Office	Signed for 2nd class	£1.81
23.02.2020	Amazon	HDMI adapter	£15.99
		CARD TOTAL FOR MONTH	£111.68

DIRECT DEBITS

Monthly/Bi-monthly

DD	O2	Telephone (NP Officer)	£20.40
DD	BT Business	Office Phone and Broadband	£115.19
DD	Lloyds bank	Bank Charges 10th Nov - 9th Dec 2019	£7.15
DD	O2	Telephone (Officers)	£43.81
DD	Ford Lease Hire	Ford Lease	£450.42
DD	British Gas	Electricity at Public Toilets (10 Dec 2019 - 9 Jan 2020)	£26.21

Quarterly/Bi-annual

DD	British Gas	Gas at Pavilions (1 Dec 2019 - 31 Dec 2019)	£85.54
DD	British Gas	Electricity at Sports Pavilions (9 Nov - 8 Dec 2019)(due 06.02.2020)	
DD	National Trust	Allotment Rent (bi-annually April + November)	£0.00
Annually			
DD	EMAP Publishing	LGC subscription (auto-renews in March)	£0.00
DD	ICO	Data Protection Registration (Annual - November)	£0.00
DD	TV Licence	Broadclyst Sports Pavilions Licence (annual January)	£0.00
		DIRECT DEBITS TOTAL FOR MONTH	£748.72

TOTAL EXPENDITURE in January 2020 £21,559.13



Present: Chairman Cllr Massey
Members: Cllrs Chamberlain, Gent, Harris,
Pepper, E Rhodes, K Straw, L Straw.
In attendance: Clerk, Deputy Clerk;
Members of public: 11

19, New Buildings
 Broadclyst
 Exeter
 EX5 3EX
www.broadclyst.org

Broadclyst Parish Council Ordinary meeting

Press and Public were welcome to attend.

There were no items for discussion under part B (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 Extraordinary Council meeting of Broadclyst Parish Council on **Monday 20th January 2020**, commencing **19:00hrs** in the **Broadclyst Primary School Hall, Broadclyst, EX5 3JG** for the purpose of transacting the following business:

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MINUTES (Draft)

20/015 MEMBERS APOLOGIES

Apologies were tendered and accepted from Cllrs Baker, Jackson, Rylance, Staddon, and Waldron.

20/016 DISCLOSABLE PECUNIARY INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members were required to declare any interests that are not currently entered in the member's register of interests, or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.

20/017 MINUTES

The Council received the minutes of the Full Council meeting on 6th January 2020.

Resolution: It was proposed by Cllr Gent to approve the draft Minutes as a correct record, seconded Cllr Chamberlain and unanimously agreed.

RESOLVED: That the draft Minutes be adopted.

Standing Orders were suspended:

20/018 PUBLIC QUESTIONS

The Chairman explained that to encourage public participation, he would allow questions from the floor throughout the meeting when each budget section is discussed, indicated by raising of hands. It was noted that this is not normal practice.

The meeting reconvened under Standing Orders

20/019 BROADSHEET PAPER OPTIONS

The Council received samples of recycled paper and discussed the carbon and financial merits and demerits of using recycled and recyclable paper for the Broadsheet. It was agreed to set a budget of £5,500 to print 2,750 A4 full colour copies quarterly of the parish magazine, seeking further quotes for a more “recyclable-friendly” finish. It was noted that printing onto recycled paper is generally more expensive, so carbon reductions can still be achieved by making the Broadsheet fully recyclable once read.

20/020 DCC GRASS VISIBILITY SPLAY CUTTING GRANT 2020/21

DCC has offered a grant of £1,455 towards visibility splay cutting, an increase of 3% on 2019/20. The Council considered if to accept the grant and to enter into DCC’s Urban Highway Grass Cutting Agreement for 2020/21.

Resolution: It was proposed by Cllr Chamberlain to accept the grant and enter the Agreement.

This was seconded by Cllr K Straw and unanimously agreed.

RESOLVED: That the Council enter DCC’s Urban Highway Grass Cutting Agreement for 2020/21, with a grant subsidy of £1,455 towards costs.

20/021 BROADCLYST PARISH COUNCIL 2020/21 BUDGET

i. The Council received draft Minutes from the Staffing Committee meeting, from which 2 motions arose:

- a. To set a salary budget of £138,000, as recommended by the Staffing Committee
- b. To set a salary budget of £115,000 (reducing HMRC and NIC contributions accordingly) and reduce staff structure to fit this budget.

The Council debated and then voted on the two motions, with the vote 5:2 in favour of the Staffing Committee’s recommendation for a salary budget of £138,000.

The Council further debated and agreed recommendations S20/04 i (b), i (c), ii (b), ii (c) contained within the Minutes, with a further vote on the staff training budget (S20/04 ii (a)) of £6,000. This was carried with a vote of 5:2 in support of the recommendation.

RESOLVED: to set a staffing budget of £180,216 for 2020/21 as described in S20/04 staffing minutes and above, with an additional £16,500 for training, contingency, and payroll costs.

- ii. The Council received draft Minutes from the Finance Committee meeting, and noted the following amendment:

F19/35 ix: to note that a further £15,000 be added to general reserves subject to an equal amount of savings being made elsewhere in the budget;

F19/35 x: that the Fun Day overheads be off-set by attracting advertising/sponsorship;

Proposal: Cllr K Straw proposed that the draft Minutes be accepted as an accurate record of the meeting with the inclusion of the above amendments; seconded Cllr Rhodes and agreed by Finance Committee Members present.

RESOLUTION: That the Council accepts the Finance Committee's draft Minutes as an accurate record of the meeting.

- iii. The Council continued its consideration of the draft budget as prepared by the Finance Committee at its meeting on 17th December 2019, finalising the discussions around grants and maintenance.

The following points were discussed and considered:

- a. **Maintenance:** Cllr K Straw gave a non-tabled verbal report, explaining that he has made initial enquiries into using a DLO (Direct Labour Organisation) with 3 Local Authorities to see if/how Broadclyst can enter into a Service Level Agreement for maintenance services. The Council also considered potential merits and demerits of this structure, including response times for urgent matters, travel costs/time, and supporting local employment.

LA's need to consult their Members; further reports and discussion to be had.

Council also noted that another option is for Broadclyst PC to sell its maintenance services to neighbouring councils.

For 2020/21, Council to set the maintenance budget as per the draft proposal, with any changes implemented for the 2021/22 budget if it is a cheaper option.

- b. **Grants:** The Council considered its current grant structure which comprises two general 'pots' to which existing and new community groups/organisations can apply, with specific direct support being given to VIP's, Broadclyst Youth Football, and Broadclyst Twinning. The social value and benefits of community groups was noted; the Football Chairman explained how this vital grant was very much relied upon, enabling subs to be kept low and therefore inclusive to youth players, and that the cashflow of the Club depended on them knowing that the money was there year-on-year.

The unlikelihood of new community groups forming and being able to apply was noted; it was felt that it was down to the Members to support their community and encourage this to happen.

Cllr K Straw proposed an option where a 'single-pot' grant fund be available to all community groups, including those who currently receive direct support.

RESOLUTION: A single community grant fund pot of £14,000 with a separate £1,000 to Broadclyst Youth Football was voted on: 5 voted in favour of adopting this structure, with 1 against and 1 abstention. Motion carried.

It was noted that the Council's current grants policy and procedures will need to be reviewed and updated to reflect the new structure. Finance Committee will consider applications at its quarterly meeting, so there will be 4 rounds of funding per year.

- c. **Bowls:** The cost of running the Bowls Green and its usage was discussed at length; it was noted that the Green is a Council-owned/operated facility which the Bowls Club hires for a fee per season. Decisions around the future of this public amenity should therefore be informed through public consultation, which will take place at the

Annual Parish meeting (provisionally booked for 27th April 2020 at Westclyst Primary School Hall).

RESOLUTION: For the 2020/21 budget, the following motion was proposed: that the Green be funded for 6 months with a budget of £5,000; the continuation thereafter be determined by Council after public consultation. Should the decision to continue be made, then the autumn/winter/spring works be funded through the grants fund. Vote: 6 in favour with 1 abstention. Motion carried.

- d. **Neighbourhood Plan:** Concern was raised at the length of time and therefore amount of money that the Plan was costing. The staffing budget for the Plan for 2020/21 has been agreed, with operational costs being funded from EM reserves or Locality technical support grants. It was agreed that this will be an agenda item for the next Full Council meeting, with a proposal to cut all staffing for the Plan and have it as a truly community-only led Plan.

- iv. To resolve to set the budget for 2020/21 at £390,286

Proposal: It was proposed by Cllr Harris and seconded by Cllr Chamberlain to set the budget for 2020/21 at £390,286. This was unanimously agreed.

RESOLVED: That the budget for 2020/21 be set at £390,286

20/022 BROADCLYST PARISH COUNCIL 2020/21 PRECEPT

Proposal: It was proposed by Cllr Harris and seconded by Cllr Chamberlain, to resolve to set the Parish Precept for 2020/21 at £374,731 This figure equates to a Band D equivalent Parish Council Tax of £190.22 per property per annum (£3.66 per week), a reduction of £54.29 per Band D property per annum. This was unanimously agreed.

RESOLVED: That the precept for 2020/21 be set at £74,731

NB: budget and precept figures in 20/021iv and 20/022 above are subject to final formula check; draft Minutes of this meeting to Full Council for ratification on 3rd February 2020 for Precept demand to be submitted on 4th February 2020 as per extension to deadline agreed with EDDC.

20/023 TO CLOSE THE MEETING

The meeting closed at 21:30hrs

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

BROADCLYST PARISH COUNCIL

BUDGET 2020/21

1st Draft Finance Committee 17/12/2019 Minute ref: F19/35

2nd draft Extraordinary Full Council 20/01/2020 Minute ref: 20/021

Presented to Council 03/02/2020; Minute ref: 20/032v

Precept agreed 30/02/2020; Minute ref: 20/032vi

100

INCOME

Item	Year end 31.03.2019	19-20 Budget	Actual to 30.09.2019	20-21 Draft budget
1076 Precept	350,969.00	407,357.00	407,357.00	391,898.60
1080 Interest	116.00	100.00	69.00	100.00
1085 Investment Interest	89.00		494.00	900.00
1090 Top Up Grant re Precept	399.00	-	0.00	-
1100 Little Free Library Donation			500.00	
1140 Sale of Council assets			250.00	
1230 Neighbourhood Plan	195.00			
1240 Parish Together		-	2,169.00	
1300 Miscellaneous	5,400.00	100.00	137.00	100.00
1320 Telephone rebate	72.00	50.00	33.00	50.00
1480 Event deposit refund	169.00			
1500 Advertising	2,725.00	2,000.00	90.00	2,000.00
1510 Fun Day income	104.00	200.00	330.00	200.00
1700 Toilets rates grant	1,409.00	1,400.00		1,450.00
1600 P3 grant	1,500.00	1,000.00	0.00	1,000.00
1610 DCC Grass cutting grant	1,372.00	1,413.00	0.00	1,455.00
1620 Broadclyst Allotments	350.00	350.00	0.00	600.00
Westclyst Allotments		200.00	0.00	200.00
1900 Bookings at Sports Pavilion	6,152.00	6,200.00	3,568.00	6,500.00
1910 Bowls Club	1,800.00	1,800.00	1,800.00	1,832.40
1920 Westclyst Sports Pitch				500.00
Handyman work				500.00
TOTAL	372,821.00	422,170.00	416,797.00	409,286.00

2 EXPENDITURE		Year end	19-20	Actual to	20-21
Item		31.03.2019	Budget	30.09.2019	Draft budget
110	<u>ADMINISTRATION</u>				
4000	Staffing (officers)	53,192.00	72,000.00	27,574.00	74,000.00
4020	Pension and HMRC on-costs for all staff	58,067.00	55,000.00	33,053.00	42,000.00
4050	Officers' expenses	2,527.00	2,500.00	760.00	2,500.00
4070	Council mobile phone	720.00	750.00	327.00	700.00
4075	Landlines/Broadband bundle	1,469.00	2,050.00	1,380.00	2,000.00
4080	Banking & CCLA	96.00	150.00	48.00	150.00
4085	Investments	25,000.00	-	0.00	-
4090	Payroll	470.00	500.00	283.00	500.00
4100	Stationery	1,949.00	2,000.00	557.00	2,000.00
4110	I.T.	1,437.00	2,500.00	2,432.00	2,000.00
4115	Finance software	1,479.00	1,200.00	621.00	1,200.00
4120	Hall Hire	439.00	500.00	169.00	1,200.00
4130	Subscriptions	3,708.00	3,000.00	2,861.00	3,000.00
4135	Legal fees/professional advice	1,645.00	1,250.00	0.00	1,500.00
4135	Legal support		3,000.00		3,000.00
4140	Audit costs	1,817.00	2,000.00	1,300.00	2,000.00
4150	Youth Worker	5,000.00	10,000.00	10,000.00	10,000.00
4160	Youth Club operation and inclusion	1,738.00	2,500.00	0.00	2,500.00
4180	Statutory training	1,603.00	1,000.00	0.00	1,000.00
4185	Professional development	5,622.00	5,500.00	3,244.00	6,000.00
	Sector development		500.00		500.00
4190	Insurance	3,414.00	4,000.00	3,080.00	4,000.00
120	<u>GRANTS FUND / SLA's</u>				
4275	Little Free Library		-	97.00	-

	4280	Youth footie	946.00	1,000.00	1,036.00	1,000.00
	4295	VIP operational support 1 year	217.00	500.00	338.00	-
	4470	Community projects grants 'pot'	1,788.00	3,000.00	400.00	-
	4480	Emerging communities	3,000.00	3,000.00	328.00	-
	4250	Twinning	2,406.00	1,500.00	0.00	-
NEW		Single grant 'pot'				14,000.00

130 ACCOMMODATION

	4170	Office rent/insurance	7,731.00	8,500.00	6,517.00	8,500.00
	4171	Office moving costs	1,105.00	500.00	0.00	-
	4175	Office running costs	3,626.00	1,000.00	781.00	1,200.00
	4300	CHPC exp	994.00	-	0.00	-
	4420	Office utilities	492.00	1,000.00	496.00	1,000.00
	4460	Rates	1,722.00	3,500.00	2,651.00	3,000.00

150 PUBLIC RELATIONS

	4220	Broadsheet	5,058.00	5,000.00	1,317.00	5,500.00
	4230	Public consultation	810.00	2,000.00	1,328.00	2,000.00
	4240	Crime/traffic/TRO	-	1,500.00	0.00	500.00
	4260	Fun Day	1,361.00	2,000.00	3,331.00	2,500.00
	4270	Arts, culture and entertainment	464.00	500.00	0.00	500.00

160 MAINTENANCE

	4000	Handymen	16,183.00	18,000.00	8,091.00	21,000.00
	4290	Community helipad / defibrillator	4,563.00	500.00	0.00	1,100.00
	4310	Safety/visibility grass cutting	4,247.00	7,000.00	2,826.00	7,000.00
	4320	Maintenance operational budget	1,827.00	2,000.00	107.00	2,000.00
	4321	Equipment service/repair	-	1,000.00	221.00	1,000.00
	4325	Parish vehicle lease	4,129.00	4,500.00	2,252.00	4,500.00
	4326	Parish vehicle operational costs	2,149.00	3,000.00	815.00	3,000.00
	4330	Lengthsman work	4,560.00	6,000.00	521.00	5,000.00
	4340	Parish clock : service	-	250.00	0.00	250.00
	4350	Allotments	300.00	700.00	300.00	700.00

4350	Westclyst Allotments	-	250.00	0.00	250.00
4360	P3 footpaths	1,814.00	1,000.00	407.00	1,000.00
4370	dog waste	3,952.00	5,000.00	418.00	5,600.00
4380	Refuse	493.00	600.00	508.00	600.00
4490	Bus shelters		10,000.00	0.00	500.00
4535	Westclyst football pitch	15,188.00	14,000.00	5,833.00	14,000.00
4540	POS grass cutting	4,232.00	4,500.00	2,384.00	4,500.00

170 PUBLIC TOILETS

4000	Cleaner's salary	4,320.00	5,000.00	2,257.00	5,000.00
4420	Utilities	1,359.00	1,500.00	711.00	1,600.00
4440	Maintenance	1,413.00	3,000.00	803.00	2,000.00
4450	Products	599.00	500.00	146.00	500.00
4460	Rates	2,328.00	2,500.00	2,381.00	2,500.00
4520	Service costs (new budget line)		350.00	0.00	350.00

180 CLYST ROOM

4460	Rates	175.00	200.00	197.00	220.00
4440	Clyst room maintenance/conversion	3,846.00	1,000.00	0.00	500.00

190 SPORTS PAVILION

4000	Staffing	7,608.00	9,000.00	3,435.00	9,216.00
4420	Utilities	3,454.00	4,000.00	1,534.00	4,000.00
4440	Pavilions (building maint.)	2,236.00	5,000.00	2,285.00	5,000.00
4450	Cleaning Products	409.00	500.00	224.00	500.00
4510	Pavilions (running maint.)	1,983.00		428.00	3,000.00
4520	Service costs	1,283.00	2,000.00	221.00	2,000.00
4075	Broadband	-	-	0.00	-
4530	Broadclyst football pitch	2,530.00	2,000.00	6,208.00	2,700.00
4550	Tennis Courts	-	500.00		500.00

200 PLAY AREAS

4440	Informal Play repairs	649.00	2,000.00	93.00	2,000.00
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	4560	Informal Play inspection	903.00	1,000.00		1,000.00
	4570	Informal Play service	616.00	750.00	615.00	750.00
	4680	BMX	-	500.00	93.00	500.00
210		BOWLS GREEN				
	4440	Materials and repairs	-	500.00	220.00	
	4440	Sprinkler head replacement	-	-		
	4610	Bowls water meter	472.00	1,000.00	675.00	
	4620	Bowls seeds/fertilizers	1,046.00	2,500.00	0.00	
	4630	Bowls green (contractor)	7,826.00	8,350.00	2,423.00	
	4640	Sprinkler service	400.00	500.00	0.00	
		total bowls budget				5,000.00
230		<u>NEIGHBOURHOOD PLANNING</u>				
	4000	Staffing	15,828.00	29,320.00	12,231.00	23,000.00
	4750	Operational budget	5,471.00	5,000.00	4,856.00	-
240		<u>PARISH TOGEHER PROJECTS</u>		-		
	4900	Parish Together expenditure	100.00		3,210.00	-
250		<u>CLIMATE EMERGENCY BUDGET</u>				
NEW		Operational				1,000.00
260		<u>CONTINGENCY</u>				
	4010	Staffing	-	8,000.00	0.00	5,000.00
	4105	I.T.	849.00	1,000.00	727.00	2,000.00
	4355	Allotment land	-	2,000.00	0.00	2,000.00
	4390	Car park	-	2,000.00	0.00	2,000.00
	4410	Buildings maintenance	4,604.00	5,000.00	0.00	5,000.00
	4200	Election costs	-	-	0.00	
	4460	Rates	685.00	4,000.00	0.00	-
	4575	Play equipment replacement fund		2,000.00	0.00	2,000.00
4515 (190)		Andrews water heater	753.00	5,000.00	0.00	5,000.00

NEW

General Reserves	20,000.00	0.00	35,000.00
Maintenance emergency			5,000.00

TOTAL	340,494.00	422,170.00	176,965.00	409,286.00
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Summary	Expenditure	Income	Balancing Precept
Staff and administration	157,466.00	1,150.00	
Office and Pavilions	30,200.00	6,500.00	
Maint	52,720.00	500.00	
public relations	11,000.00	2,200.00	
public conveniences	11,950.00	1,450.00	
P3, rec, sports prov	31,950.00	4,132.40	
Grants SLA's	27,500.00	1455.00	
NP	23,000.00		
General - contingency	63,500.00		
	409,286.00	17,387.40	391,898.60

Tax base 1970
Band D £198.93

1920-2021 change	Per annum	PCM	Per Week
(per band D property)			
20/21	£198.93	£16.58	£3.83
19/20	£244.51	£20.38	£4.70
Increase	-£45.58	-£3.80	-£0.88

Broadclyst Parish Council

Communications Summary January 2020

County Council

1. Devon County - Trading Standards – Small Business Guide to Cyber Security.
2. Connect me – Care and Wellbeing – Permits for care and health workers – An increase of £23.7 million for adult care and health and £11.5 million more for children services if Devon County Council approve.
3. Connect me – Business and Economy – Do you have a micro business? Devon County Council need your help by taking part in a research trial to create future packages of support to businesses run more efficiently. [Devon County Council's News centre](#). Farmers bovine TB support packs launched. A new information pack gives farmers all the information they need to safeguard their herd.
4. Devon Funding News; People's Postcode Trust – Postcode Community Trust More details about funding on the Devon County Council website
<https://www.devon.gov.uk/fundingnews/fund/enterprise-development-programme-2/>
5. Connect me – Environment – Places on a free cookery course are going like hot cakes! Learn to cook and save on food waste to help save our planet. Places are going quick, to book please use this link - <https://www.devonnewscentre.info/learn-to-cook-and-help-save-the-planet/>

District Council

6. East Devon – Reducing Parental conflict roadshows - Roadshow Dates:
Monday 9th March 2020 - Newton Abbot Racecourse, Newton Abbot 9 – 9.30am (Roadshow registration) – 4pm (Close)
Tuesday 10th March 2020 - Tiverton Hotel, Tiverton. 9 – 9.30am (Roadshow registration) – 4pm (Close)
7. Invitation to Professionals – Turning Corners Project briefing; Turning Corners is a project, piloted in three areas across Devon and Torbay in reaction to the escalating occurrence of youth crime and organised group behavior.
8. Invitation to the Anti-Slavery Partnership annual event on 19th March 2020. To register please contact the office.
9. Wild East Devon January Newsletter – Happy first birthday Wild Exmouth – Weave a willow basket – Bluebell Day and new management for Holyford Woods – Enjoy a walk-through East Devon's largest woodland. (Ashclyst forest)
10. East Devon Affordable Housing Supplementary planning document (SPD) – Draft document has been published if you wish to comment further - The Draft Affordable Housing SPD and accompanying documents can be seen on our website:
<http://eastdevon.gov.uk/planning/planning-policy/housing-issues/affordable-housing/>

If you would like to comment on the Draft Affordable Housing SPD and/or the accompanying documents (Environmental and Habitats screening reports, Equalities Impact Assessment), please

email us at planningpolicy@eastdevon.gov.uk or post comments to Planning Policy, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

The consultation period runs from **Tuesday 14 January until Friday 28 February (at 5pm)**.

11. East Devon Planning News – Issue 1 (January 2020) Latest news regarding affordable housing guidance – East Budleigh Heritage Project pilot scheme gets under way – The future expansion of Cranbrook – Helping our communities to make plans.
12. District Councils wants your help to make ‘Careful Choices’ to protect services customers care about most. Please take part by completing a questionnaire about the services. Consultation will close 5pm Monday 9th March 2020 www.eastdevon.gov.uk/community-engagement/careful-choices If you’d prefer a printed version of the questionnaire or need a copy in any other format, please contact Jamie Buckley on 01395 517569 or e-mail jbuckley@eastdevon.gov.uk

Other Agencies

13. The Trussell Trust – Newsletter
14. DALC – Newsletter about the new governing document, notification of the sad passing of Lesley Smith MBE, former County Secretary.
15. Photo competition to provide funds for cash-strapped rural community halls. Top prize is £1,000 to the village hall and £500 to the photographer. For more details; <https://villagehallsurvey.com/survey/photo-competition> Competition closing date is 15/03/2020
16. DALC – Newsletter about Councillor training available locally.

Public

17. Several telephone calls were received regarding the large pothole on Town Hill. Several reports were made to the Highway department on their report a pothole website.
18. Requests for additional dog bin in Saxon Brook
19. Reports of streetlights u/s

In order to keep the volume of communications to a reasonable level, newsletters/circulars are only forwarded to Councillors or members of public on request. Please contact the Clerk should you wish to receive electronic copies of external agencies publications.