

Agenda issue date: Tuesday 27th May 2025
Meeting date: Monday 2nd June 2025
Meeting time: commences 19:00hrs
Meeting venue: Westclyst Primary School, Maddick Road,
 Westclyst EX1 3YG
Agenda issued by: Angie Hurren, Clerk and RFO
Signed: *Angie Hurren*



To: Broadclyst Parish Council Members.
For Information: District and County Ward Members, Press
 and Public.

Broadclyst Parish Council Ordinary Meeting of the Council

Public Notice of meeting: Press and Public are welcome to attend.
 There is one item for discussion that meet criteria for the 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.

Councillor summons: You are hereby summonsed to an Ordinary meeting of the Broadclyst Parish
 Council on **Monday 2nd June 2025 at 19:00hrs** at Westclyst Primary School, Maddick Road, Westclyst
 EX1 3YG for the purpose of transacting the following business:

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AGENDA

25/090 OPEN MEETING; MEMBERS ATTENDANCE

- i. The Chair to open the meeting. Where the Chair is not present, the Vice Chair will act.
- ii. **Attendance:** to record Members present (all attendees are asked to sign the attendance sheet)
- iii. **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 in advance 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.

25/091 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.

25/092 MINUTES

To receive, and resolve to approve as a correct record, the draft minutes of the Annual Council meeting on Monday 12 May 2025.

25/093 NATIONAL TRUST UPDATE

To receive an update from Richard Jackson, Senior Estate Manager - Devon.

25/094 BROADCLYST COUNTY DIVISION MEMBERS REPORTS

To consider matters for / from County Division Members Cllr Gent and Vanstone.

25/095 BROADCLYST WARD MEMBERS REPORTS

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

25/096 PUBLIC QUESTIONS

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, in accordance with Standing Orders 3e-k. The Chair reserves the right to restrict this item to no longer than 15 minutes, with a maximum of 3 minutes per item. Please see notes on public speaking during meetings on the last page of this agenda.

25/097 ACCEPTANCE OF EXTERNAL REPORTS

To accept reports received from Elected Members and stakeholders and to consider / resolve any actions arising from any of the reports accordingly.

25/098 COUNCIL OFFICERS REPORTS

To receive a report(s) from Officers, and to resolve any recommendations contained within.

25/099 FINANCE AND GOVERNANCE

- i. **Financial Reporting**
To receive and resolve to approve bank reconciliations, balance sheets, and financial statements for April and May 2025.

ii. **Payment Schedule.**

To receive and resolve to approve the payment schedule for May 2025

iii. **VAT**

To note that the VAT reclaim for Q4 2025 for £7,078.16 has been received.

iv. **2025/26 Forward Planning:**

To consider the formation of the following Task and Finish Forums:

- a. Strategic Plan TAFF
- b. Management Company TAFF
- c. CIL Policy TAFF.

v. **Policy update**

To receive a revised policy for the staff use of private vehicles for work.

vi. **Committee Terms of Reference:**

To approve Terms of Reference for Council Committees (item deferred from May 25).

25/100 PLANNING & ENVIRONMENT

i. **Enforcements / Appeals record.**

ii. **Recent decisions**

To receive a report on recent decisions in May 2025

iii. **Planning applications.**

To consider planning applications in Broadclyst Parish that have been published for consultation and to agree the Council's response in line with the Broadclyst Neighbourhood Plan.

[25/0619/MOUT](#) Land At Park Farm (Phase 3) West Clyst Exeter Outline Planning Application for up to 165 residential dwellings, associated access, landscaping and infrastructure. All matters are reserved with the exception of access. These amendments relate to Submission of full Heritage Statement

[25/0953/MFUL](#) - Land At Station Road South Of Cotterell Road Broadclyst. Hybrid application for Full planning permission for the construction of 20 residential dwellings including 7 affordable housing, access, internal roads, parking, and landscaping and Outline planning permission (with appearance, landscaping, layout and scale as reserved matters) for the construction of 5 affordable self-build dwellings.

25/101 CORRESPONDENCE

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

25/102 FUTURE AGENDA ITEMS

To receive requests for agenda items for consideration by the Council

25/103 CONFIDENTIAL ITEMS

To resolve that in accordance with the provision of Schedule 12a of the Local Government Act 1972, the Public Bodies (Admissions to Meetings) Act 1960, and Broadclyst Parish Council's Standing Orders, press and public be excluded from the next item.

Reason: commercially sensitive.

25/104 PLAYGROUND MAINTENANCE

To receive the Annual Inspection report, associated Clerks playground maintenance report and commercially sensitive quote for:

- a) Zip wire landing platform (take off platform already agreed as part of budget setting for 25/26, Min Ref 24/170))
 - b) Roundabout cladding
 - c) Wetpour safer surfacing repairs
- and to resolve additional maintenance works to be done in 25/26.

25/105 TO CLOSE THE MEETING

To close the meeting.

Dated this 27.05.2025

Angie Hurren

Broadclyst Parish Council Clerk & RFO

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

Public speaking during council meetings

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 invite questions from members of the Press and Public on items contained within this Agenda in accordance with Standing Orders 3e-k.

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.

Inclusivity

We appreciate meetings are not easy for everybody to attend. Should you have any special needs or require any reasonable adjustments to help you to make individual contributions, please contact the office in advance on 01392 360269. You may submit questions in advance of the meeting by phone or by emailing clerk@broadclyst.org

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.