

Agenda issue date: Tuesday 30th September 2025
Meeting date: Monday 6th October 2025
Meeting time: commences 19:00hrs
Meeting venue: Broadclyst Primary School, School Lane,
Broadclyst, EX5 3JG
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.

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

Broadclyst Parish Council Ordinary Meeting of the Council

Public Notice of meeting: Press and Public are welcome to attend.
There are no items 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 6th October 2025 at 19:00hrs** at Broadclyst Primary School, School Lane, Broadclyst EX5 3JG for the purpose of transacting the following business:

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AGENDA

25/144 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.

25/145 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.

25/146 MINUTES

To receive, and resolve to approve as a correct record, the draft minutes of the Full Council meeting held on Monday 1st September 2025.

25/147 COLLABORATIVE PARTNERS

i. **National Trust Update**

To receive a routine update from the Killerton estate team.

25/148 BROADCLYST COUNTY DIVISION MEMBERS REPORTS

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

25/149 BROADCLYST WARD MEMBERS REPORTS

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

25/150 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.

25/151 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.

25/152 COUNCIL OFFICERS REPORTS

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

25/153 FINANCE AND GOVERNANCE

i. **Finance: Payment Schedule.**

To receive and resolve to approve the payment schedule for September 2025.

- ii. **Finance: Community Grant**
To receive a small community grant from PTFA at Clyst Vale Community College for a Start-up Project.
- iii. **Governance: Policy work**
 - a. **Community Grant Policy review**
To seek Council approval to amend the Discretionary Community Grants Policy (rev. 2025) and the Community Grant Guidance Notes (rev. 2025) to explicitly state that public grant funding cannot be used for the purchase of alcohol.
 - b. **Bring Your Own Device (BYOD) Policy review**
To adopt a BYOD policy that sets clear rules for using personal devices to access Council systems and information, ensuring compliance with UK GDPR/Data Protection Act 2018 and good cyber security practice.
- iv. **Governance: Councillor Membership**
For Council to consider changes of members to Committees/Working Groups.
- v. **Governance: External Audit Report**
To receive Council's Annual Governance and Accountability Return.

25/154 COUNCIL STRATEGIC PLAN

- i. To receive a draft Strategic Plan for 2025-2035 following councillor comment prior to community consultation this autumn.
- ii. To agree a consultation period, methods.

25/155 PLANNING & ENVIRONMENT

- i. **Enforcements / Appeals record.**
 - ii. **Recent decisions**
To receive a report on recent decisions in September 2025
 - iii. **Planning Minutes**
To receive the Planning, Environment & Traffic Committee Minutes from the meeting held on the 23rd of September 2025 as a report.
 - iv. **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.
1. [25/1059/FUL](#) Holly Lodge, Clyst Honiton Devon EX5 2DY. Proposed two storey side extension.

25/156 CRANBROOK TOWN COUNCIL GOVERNANCE REVIEW.

- i. To prepare a response to the consultation of the Cranbrook Governance Boundary Review. Consultation closes on 24th October 2025.

25/157 COUNCILLOR MOTION CLLR K STRAW

- i. To receive a motion from Cllr K. Straw for the allocation of CIL funds towards feasibility and delivery of a Community / Sports Hall at Tithebarn

25/158 CORRESPONDENCE

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

25/159 FUTURE AGENDA ITEMS

- a To receive requests for agenda items for consideration by the Council. (NB. Council's adopted Standing Orders state that written notice [of motions be with] the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting).

25/160 TO CLOSE THE MEETING

To close the meeting.

Dated this 30th September 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.