

**Agenda issue date: Tuesday 25<sup>th</sup> November 2025**  
**Meeting date: Monday 1<sup>st</sup> December 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 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 1<sup>st</sup> December 2025 at 19:00hrs** at Westclyst Primary School, Maddick Road, Westclyst EX1 3YG for the purpose of transacting the following business:

NB: Members of public can join virtually via this link:

**Microsoft Teams** [Need help?](#)

[Join the meeting now](#)

Meeting ID: 331 824 399 982 79

Passcode: zB6f3dJ6

## **INDEX**

|                                                        |   |
|--------------------------------------------------------|---|
| 25/186 Open Meeting; Members Attendance .....          | 2 |
| 25/187 Disclosable Pecuniary Interest .....            | 2 |
| 25/188 Minutes .....                                   | 2 |
| 25/189 Eagle One .....                                 | 2 |
| 25/190 Collaborative Partners.....                     | 2 |
| 25/191 Broadclyst County Division Members Reports..... | 2 |
| 25/192 Broadclyst Ward Members Reports.....            | 2 |
| 25/193 Public Questions .....                          | 2 |
| 25/194 Acceptance of External Reports .....            | 2 |
| 25/195 Council Officers Reports .....                  | 3 |
| 25/196 Finance and Governance .....                    | 3 |
| 25/197 BUDGET 2026/27 .....                            | 3 |
| 25/198 PRECEPT 2026/27 .....                           | 3 |
| 25/199 Planning & Environment.....                     | 3 |
| 25/200 Correspondence.....                             | 3 |
| 25/201 Future Agenda Items.....                        | 4 |
| 25/202 To Close The Meeting .....                      | 4 |

# AGENDA

## 25/186 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.

## 25/187 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 accordance with Standing Orders and in advance of the meeting.

## 25/188 MINUTES

To receive and resolve to approve as a correct record the draft minutes of the Full Council meeting on Monday 3<sup>rd</sup> November 2025 and draft minutes of the Full Council extra ordinary meeting on Monday 21<sup>st</sup> October 2025

## 25/189 EAGLE ONE

To welcome Paul Withers, Director, Eagle One, to receive a high-level proposal regarding the 'Creche site' at Tithebarn. (NB. Paul will be joining the meeting via Teams).

## 25/190 COLLABORATIVE PARTNERS

### National Trust Update

To receive an estate update from Richard Jackson, Killerton Senior Estate Manager.

## 25/191 BROADCLYST COUNTY DIVISION MEMBERS REPORTS

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

## 25/192 BROADCLYST WARD MEMBERS REPORTS

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

## 25/193 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.

## 25/194 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.

## **25/195 COUNCIL OFFICERS REPORTS**

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

## **25/196 FINANCE AND GOVERNANCE**

- i. **Finance: Draft Minutes**  
To receive draft Minutes from the Finance & Governance Committee meeting from 24<sup>th</sup> November 2025, which recommends the 2026/27 budget and precept to Full Council for consideration and approval.
- ii. **Finance: Payment Schedule.**  
To receive and resolve to approve the payment schedule for November 2025. (NB this will be tabled given date of meeting is 1<sup>st</sup> December).
- iii. **Governance: Policy work.**  
To receive and resolve to approve a new section 'Repeat applications' in the Council Community Grant policy which stipulates that "To ensure fair distribution of funding and to encourage project sustainability, no more than two consecutive annual grants will be awarded for the same purpose.". This will apply from 01.04.2026.

## **25/197 BUDGET 2026/27**

- i. To receive the draft budget with figures as recommended by the Finance and Governance Committee and accompanying report for 2026/27.
- ii. To resolve to set the Council's budget as recommended for 2026/27 at £494,839 (this includes a return of excess reserves of £21,715).

## **25/198 PRECEPT 2026/27**

To resolve to set a balancing Parish Precept for 2026/27 at £465,752. This, subject to confirmation of the Tax Base for 26/27, gives a Band D Parish Tax of c.£152.71 per property, a 3.33% decrease on 25/26 (£157.97). To note that this has been achieved largely through reallocation of ear-marked reserves rather than a reduction in service delivery.

## **25/199 PLANNING & ENVIRONMENT**

- i. **Enforcements / Appeals / TPO record.**  
TPO Tree Preservation Order 25/0023/TPO Land south of Cotterell Road and West of St Peters Church, Broadclyst has been confirmed.
- ii. **Recent decisions**  
To receive a report on recent decisions in November 2025.
- iii. **Planning Minutes**  
To receive the Planning, Environment, Accessibility, & Traffic Committee Minutes from the meeting held on the 18<sup>th</sup> November 2025 as a report and to consider recommendations contained within.
- 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.

## **25/200 CORRESPONDENCE**

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

**25/201 FUTURE AGENDA ITEMS**

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

(NB. Council's adopted Standing Orders state that written notice [of motions must 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).

**25/202 TO CLOSE THE MEETING**

To close the meeting.

**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](mailto: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.