



Present: Chairman Cllr Pepper

Members: Cllrs Baker, Bromley, Francis, Gent, Jackson, Lock, Rylance, Wollacott

Also present: Phil Stuckey, National Trust Lead Ranger, Killerton

In attendance: Clerk, Trainee Deputy Clerk, Admin Assistant

Members of public: 0

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

Broadclyst Parish Council Ordinary meeting

Press and Public were welcome to attend.

There were 0 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.

There was an Ordinary Council meeting of Broadclyst Parish Council on **Monday 6th November 2017** at **19:00hrs** in the **Green Room, Victory Hall, Broadclyst** for the purpose of transacting the following business:

Minutes Index

17/187 APOLOGIES	128
17/188 DISCLOSABLE PECUNIARY INTEREST	128
17/189 MINUTES.....	128
17/1790 DISTRICT COUNCIL REPORTS.....	128
17/191 COUNTY REPORTS.....	128
17/192 NATIONAL TRUST REPORT.....	128
17/193 POLICE REPORT	128
17/194 PUBLIC QUESTIONS	128
17/195 ACCEPTANCE OF REPORTS.....	129
17/196 COUNCIL REPORTS.....	129
i. Clerks report.....	129
ii. Pavilions Report	129
17/197 FINANCE	129
i. Bank Reconciliation	129
ii. Payment Schedule	129
17/198 NEIGHBOURHOOD PLAN.....	129
17/199 GOVERNANCE.....	130
17/200 PLANNING.....	130
i. Recent decisions	130
ii. Appeal decisions	130
iii. Validated applications:.....	131
17/201 CORRESPONDENCE.....	131
17/202 AGENDA 4 DECEMBER 2017	131
17/203 CLOSE OF MEETING.....	131

MINUTES (Draft)

17/187 APOLOGIES

Council resolved to accept apologies from Cllrs Massey and Staddon (work commitments)

17/188 DISCLOSABLE PECUNIARY INTEREST

There were no new interests declared.

17/189 MINUTES

To receive and resolve to approve as a correct record the minutes of the Parish Council meeting held on 4th October 2017

RESOLUTION: With the following Amendment to Minute ref 17/174 for clarification – “It is noted that both County and District Ward members are happy to receive business during the month.” Cllr Gent proposed that Council approves the draft Minutes of the Parish Council meeting held on 5th September 2017 as a correct record. This proposal was seconded by Cllr Baker and unanimously agreed.

Standing Orders were suspended:

17/1790 DISTRICT COUNCIL REPORTS

District Ward Members Cllr Pepper and Rylance were present and stated they were happy to receive enquiries from parishioners and Members as issues arise.

17/191 COUNTY REPORTS

County Ward members Cllr Bloxham and Randall-Johnson were not present, however, as County Ward Members, they are glad to receive queries as they arise between meetings.

17/192 NATIONAL TRUST REPORT

Phil Stuckey, Lead Ranger at Killerton, was welcomed to the meeting and invited to give a report from the National Trust. Phil is enjoying getting to know the estate, having been in post since May 2017.

The annual October apple and cider festival was once again a huge success, attracting some 8,000+ people. The roof project is nearly at completion, with scaffolding being removed in time for the house to open on Sat 25th November for Christmas. The theme this year is Wind in the Willows, and it will run until 5th January 2018. There will be a [ticket system](#) for entry to Wind in the Willows, giving visitors a timed entry. Bookings are advised and can be made online; any unreserved tickets will be available on the day on a first come first served basis from reception. Elsewhere on the estate, forest management to thin pines is underway at Ashclyst. It is likely that the longer-term conservation plan will include deciduous planting.

17/193 POLICE REPORT

Council received the Police report for October 2017

17/194 PUBLIC QUESTIONS

There were no Public questions on items on this Agenda

The meeting reconvened under Standing Orders

17/195 ACCEPTANCE OF REPORTS

The reports received from stakeholders were accepted with no actions arising.

17/196 COUNCIL REPORTS

i. **Clerks report**

The Clerks Reports for October 2017 were received, including the conference report and Bowls report, and the following recommendations were considered:

Dog waste: It was proposed by Cllr Wollacott to trial the provision of dog waste bags on the recreation ground to address the low-level but persistent fouling problem. This was seconded by Cllr Jackson

Cllr Wollacott also proposed a future discussion about permissions surrounding dogs on the playing field. This was seconded by Cllr Baker

Bowls report: the soil analysis results were noted which will inform the fertiliser composition. It was noted that the facility was suitable for croquet as well as bowls, although would not suit other grass-surface sports such as lawn tennis.

RESOLUTION: Council was unanimous in its support for the proposals and the reports were accepted.

ii. **Pavilions Report**

The Pavilions Administrators report for October 2017 was received and noted.

17/197 FINANCE

i. **Bank Reconciliation**

Current account £27,747.33; Reserves Account £ 213,260.33. All council's accounts reconcile.

RESOLUTION: It was proposed by Cllr Wollacott to approve the Bank reconciliation to 30 September 2017; seconded by Cllr Gent. Council was unanimous in its agreement.

ii. **Payment Schedule**

To resolve to approve the list of payments for October 2017 for 22,482.06

RESOLUTION: It was proposed by Cllr Wollacott to approve the payments for October 2017; seconded by Cllr Gent. Council was unanimous in its agreement.

It was noted the Finance Committee meets on 23rd November to set the budget.

17/198 NEIGHBOURHOOD PLAN

- i. Council received a report from the Neighbourhood Plan Officer to make a CIL list.

RESOLUTION: It was proposed by Cllr Wollacott that Broadclyst Parish Council compiles a CIL list, which is reviewed annually or as needed. This was seconded by Cllr Jackson; Council was unanimous in its agreement.

- ii. To resolve to adopt a Steering Group Code of Conduct, to apply to all steering group members

RESOLUTION: It was Proposed by Cllr Jackson to adopt the Code of Conduct for Steering Group Members. This was seconded Cllr Wollacott; Council was unanimous in its agreement.

- iii. To resolve to adopt a Steering Group 'Register of Interests' as part of the Code of Conduct, to apply to all steering group members

RESOLUTION: It was Proposed by Cllr Jackson to adopt the ROI Code of Conduct for Steering Group Members. This was seconded Cllr Wollacott; Council was unanimous in its agreement.

17/199 GOVERNANCE

- i. Council received a report on data protection law and the forthcoming EU General Data Protection Regulation 2018 (GDPR), which contained the following recommendations:
 - a. that the report be received
 - b. that the actions identified in the Impact Assessment and action plan to prepare for compliance be resolved
 - c. that any financial implications arising from compliance be considered when the budget-setting
- ii. **RESOLUTION:** It was proposed by Cllr Jackson that Council sets up a Task and Finish Forum to oversee the process of becoming fully compliant with GDPR. Members will be Cllr Jackson, Massey, Chairman and Clerk. The proposal was seconded Cllr Wollacott; Council was unanimous in its agreement.
- iii. It was noted that the Task and Finish Forum will carry out a Privacy Impact Assessment and will prepare Council for GDPR compliance with the new legislative requirements.

17/200 PLANNING

i. Recent decisions October 2017 were noted:

Application ref:	Location:	Proposal:	Decision:
17/1046/LBC	Willow Cottage School Lane Broadclyst Exeter EX5 3EQ	Structural repairs to the Stables and Coach House and exploratory drainage works to the Stables, Coach House and the main house. New rainwater goods to Coach House, Stables and Garage.	Approved with conditions (pdf1046)
17/2055/FUL	6 Longmeadow Broadclyst EX5 3JF	Construction of single storey rear extension.	Approved

ii. Appeal decisions October 2017:

It was noted there have been no appeal decisions announced in October 2017

iii. Validated applications:

It was noted that the Council returned a 'does not wish to comment' response to the applications 17/2305/FUL; 17/2396/AGR; and 17/2205/FUL which were open for consultation in the period between October and November meetings.

There were no validated planning applications received for consultation between the Planning Committee meeting up to the date of this meeting

17/201 CORRESPONDENCE

- i. The correspondence list for October 2017 was received.
- ii. Cllrs Jackson, Pepper, and Rylance will lay the wreath for the Parish Council at the 2018 Remembrance Sunday service which will be held in the Parish Church.

17/202 AGENDA 4 DECEMBER 2017

There were no Agenda Items for the full Council next meeting

17/203 CLOSE OF MEETING

The meeting closed at 20:30hrs.

Signed:.....

Date:.....

**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 and 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 Clerk in advance on 07532 286713

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.