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Broadclyst Parish Council

Ordinary Meeting of the Council

Public Notice of meeting: Press and Public were welcome to attend.
There were 4 items for discussion that met criteria for the 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 Ordinary meeting of the Broadclyst Parish Council on **Monday 2nd September 2024** at **19:00hrs** at Broadclyst Primary School, School Lane, Broadclyst EX5 3JG for the purpose of transacting the following business:

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Minutes

24/101 OPEN MEETING; MEMBERS ATTENDANCE

i. The Chair opened the meeting at 19:00hrs.
ii. **Attendance:** Members present were recorded as: Chairman Cllr Massey;
Members Cllrs Chamberlain, Fernley, Gent, Pepper, K Straw, L Straw. Cllrs Aggleton and Veliyeth joined the meeting after their co-option (24/104)
In attendance: Clerk, Assistant Clerk NC.
Members of public: 7
iii. **Apologies:** The council accepted apologies from Cllrs Rylance, Taylor, Waldron, Whitmarsh.

24/102 DISCLOSABLE PECUNIARY INTEREST

There were no new DPIs declared nor requests for dispensations.

24/103 MINUTES

i. The council received the following Minutes en bloc: the Ordinary Council meeting on Monday 3rd June 2024; the extraordinary meeting on Monday 10th June and 14th August 2024. It was proposed by Cllr K Straw that the council resolves the draft minutes to be a correct record of the meetings. This was seconded by Cllr Gent and unanimously agreed. RESOLVED.
ii. The Council received Staffing Committee Minutes from 13 June and draft Minutes from 21 August staffing committee meetings as a report.

24/104 COUNCIL MEMBERSHIP

i. The Council noted that the resignation of Cllrs Coton (June 24) and Jackson (August 24) have been submitted to the Chairman. Thanks are recorded to both for their service and dedication to the community during their tenure.
ii. The Council noted that the period during which any ten electors can give notice requiring an election to fill the vacant seat created by Cllr Jackson's resignation will expire on the 3rd day of September 2024. The vacant seat cannot be filled before this period has expired.
iii. The council has **three** vacant seats; two of which have arisen through resignations, and one unfilled seat from the 2023 elections.
The council had received letters of applications from candidates wishing to be considered for the vacant seats; these persons were also present at the meeting and gave a brief introduction to themselves and their reasons(s)
The Council voted to co-opt **two** Members to fill **two** vacant seats.
Vote: vacancy 1 Fran Aggleton co-opted; vacancy 2 Alwyn Veliyeth co-opted. The chairman thanked all applicants for coming forward. Both co-opted Members signed their Declaration of Acceptance of Office and took their seats at the table.

WARD MEMBERS REPORTS

i. Broadclyst County Division Members

There were no written reports received from County Division Members Cllrs Gent and Cllr Randall-Johnson, nor matters for / from Division Members

ii. Broadclyst District Ward Members

There were no matters for / from District Ward Members Cllr Chamberlain, Fernley, and Rylance.

24/105 PUBLIC QUESTIONS

One member of the public spoke in relation to Agenda Item 24/110, in accordance with Standing Orders 3e-k.

24/106 ACCEPTANCE OF REPORTS

There were no reports to accept.

24/107 COUNCIL REPORTS

i. **Clerks Report**
The council received a report from the Clerk, containing one recommendation around Terms of Reference for advisory committees / working groups.
It was proposed by Cllr Pepper to accept the report and recommendations as written; seconded by Cllr Chamberlain and resolved by majority vote (1 abstention).

ii. **Assistant Clerk Report**
The council received a report from the Assistant Clerk (no recommendations). It was proposed by Cllr K Straw to accept the report; seconded by Cllr L Straw and resolved unanimously.

iii. **Community Connector Report**
The council received a report from the Community Connector that contained the following recommendation:

1. That Council resolve to approve the installation of a new backless bench on the concrete slab in front of the Tithebarn Little Free Library and Noticeboard, using remaining unallocated funding from the Persimmon grant. **Proposed** Cllr K Straw, seconded by Cllr Pepper, unanimously agreed.
2. That Council delegate authority to the Parish Clerk, in conjunction with the Community Connector, to implement spend on the bench project - including its design, build and installation – within grant funding limits. **Proposed** Cllr K Straw, seconded by Cllr Pepper, unanimously agreed.

Proposal: It was proposed by Cllr Pepper to accept the Community Connector's report; seconded by Cllr L Straw and resolved unanimously.

24/108 FINANCE AND GOVERNANCE

i. **Accounts.** To receive and approve the accounts for June and July (financial statement, bank rec, balance sheet). This item was deferred.
ii. Following council's committee restructure to receive and resolve to accept Terms of Reference for Working Groups. This item was deferred in accordance with the agreed recommendation in the clerks report.

24/109 COUNCILLOR MOTION:
TO RESEARCH FUTURE ROLE OF MANANGEMENT COMPANIES AT TITHEBARN AND WESTCLYST

The Council received a motion from Cllr Paula Fernley to request for some officer time to bring forward a paper on whether adoption of public amenities by the parish council is feasible for Tithebarn (T) and potentially Westclyst (W).

A discussion was held around the depth/detail of the report to be produced. It was noted that a detailed report could take anything up to 6 months to prepare; it was also noted that NCIL money could be used to engage a project manager prepare a feasibility report.

Proposal: Cllr Gent proposed removal of the word "potentially" from the motion, seconded by Cllr Fernley. Majority vote. RESOLVED.

Proposal: Cllr Fernley proposed a revised motion as follows:

There is a growing movement within the country that Management companies are not great for communities and their pockets. This has been highlighted by the Competition and Mergers Authority (CMAS). Their housebuilding market study, final report recommends mandatory adoption by Parishes.

Motion: I propose a request for Officer time of up to 16 hours to bring forward a high-level paper to the November meeting on whether this is feasible for Tithebarn (T) and Westclyst (W). Movement of the amended motion was seconded by Cllr Gent.

Vote on the amended motion: 7 in favour, 2 against, majority vote: motion carried. **RESOLVED**.

24/110 COUNCILLOR MOTION:

NEIGHBOURHOOD COMMUNITY INFRASTRUCTURE LEVY (NCIL) EXPENDITURE POLICY

i. **Draft NCIL policy**: The council received a motion from Cllr Karl Straw, Chair of Finance and Governance regarding the Adoption of the Neighbourhood Community Infrastructure Levy (NCIL) Expenditure Policy. The draft policy was moved by Cllr K Straw, seconded by Cllr L Straw.

ii. **Amendments**: Before moving to vote on the draft policy, the Chairman invited amendments to the draft policy. These were considered individually and are listed in the table below:

Draft policy ref	**Proposed amendment**	**Prop.**	**2nd**	**Vote**
4.3	To remove the third bullet point.	KS	HG	6 in favour, majority vote. **Carried.**
1 (first para)	To remove reference to the Broadclyst Neighbourhood Plan and Strategy.	HG	PF	3 votes to remove, 3 against removal. 2 abstentions. Casting vote used, majority vote to keep line in. **Not carried**
1 (second para)	For 'Tithebarn' to be referred to as a village in the policy.	HG	PF	In favour 4; against 3. Two abstentions. **Carried.**
3	Proposal for additional wording and to strike out reference to the parish strategy.	HG	PF	4 in favour. Against 3. **Carried.**
4.1, (3rd bullet point)	Proposed amendment of first sentence, adding in allocations to go to the greatest need.	HG	PF	4 in favour, 0 against. 4 abstentions. **Carried.**
4.1 (3rd bullet point)	Cllr Gent withdrew second sentence.	-	-	**Withdrawn**
4.2 (3rd bullet point)	Proposal to remove reference to Broadclyst Neighbourhood Plan and Broadclyst Strategic Plan	HG	PF	3 votes in favour of deletion; 4 votes in favour of retaining. Majority vote to retain. Proposal **not carried.**

4.2 (4th bullet point)	Proposal to strike out "ensuring balanced development" and "and provision"	HG	PF	5 votes in favour, 0 votes against. Majority vote (3 abstentions). **Proposal carried.**
5.1	Proposal to add: "The residents of the parish will be consulted on this draft NCIL Expenditure Policy by publishing it, or a summary, in the Broadsheet. The final adoption of the policy will be voted on after receiving responses to the Consultation. The proposed Policy will be published on the parish council website at least a month in advance of the meeting which adopts the Policy."	HG	PF	6 votes in favour. 3 votes against. Majority vote to defer. **Proposal carried.** NB. As this is a deferral motion (rather than an amendment to the policy), this decision marks the end of the discussion around policy amendments.

iii. **Draft policy:** As council had resolved to defer for consultation (5.1 above), it was proposed by Cllr Massey to defer adoption of the draft policy as presented by Cllr K Straw. This was seconded Cllr Chamberlain and majority vote to support. (3 abstentions). RESOLVED.

iv. Cllr K Straw stated, as author of the draft NCIL policy, that he withdrew his permission for the council to further use it or amend the policy in any form. NOTED.

24/111 PLANNING

i. The Council received draft Minutes from the Planning Committee meeting on 25th June, 8th July, 17th July 2024 as a report/update.

ii. The council considered the following applications:

  a. **24/1466/FUL**. Land On The North Side Of Blackhorse Lane Exeter EX5 2FS (Exeter Science Park) Construction and operation of a micro energy storage facility.
  Comment: Supported (majority vote, 1 abstention)

  b. **24/1651/PDQ.** Land To East Of Haymans Farm Broadclyst. Prior approval (Class Q) for a change of use of a building as an agricultural unit to 4no. dwellinghouses (Use Class C3) Majority vote to support.
  Comment: It was noted that the entrance and part of the access lane flood. Supported (majority vote, 2 abstentions)

24/112 COMMUNITY WORKING GROUPS – ITEM DEFERRED AS PER CLERKS REPORT

i. To receive a report from the Fun Day working group

ii. To consider matters for the Traffic working group

iii. To consider matters for the Comms working group

iv. To consider matters for the Youth working group

24/113 CORESPONDENCE

i. The council received the correspondence list.

ii. There were no actions arising

iii. e-bike battery correspondence was received. The council voted to agreement to publish article in the Broadsheet and to tie in a social media awareness campaign with fire prevention week in October (Action Assistant Clerk GC). It was agreed not to write to MP.

24/114 FUTURE AGENDA ITEMS

The council noted that requests for agenda items for consideration by the Council must be received by the clerk no less than 10 clear working days.

23/115 CONFIDENTIAL ITEMS

The council resolved 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

24/116 COUNCILLOR MOTION: CARBON LITERACY TRAINING

The council received quotes for different options for Carbon Literacy Training (via Cllr Gent).
An additional quote was verbally presented in the meeting.
It was agreed to defer this item in order to receive the additional quote in writing at future meeting.

24/117 STAFFING UPDATE

The council received an update with regard the Assistant Clerk vacancies.
It was noted that the Staffing Committee, in accordance with its delegation, has restructured the office staff, with two new FTE posts of Assistant Clerk being created. These replace the now redundant Deputy Clerk post and expired temporary Committee Clerk post. Mrs Natasha Curwood holds one post, with the second being offered to and accepted by Mrs Gemma Cole.
The Clerk recorded her thanks to Cllr K Straw for his support and advice during the restructure and recruitment process.

24/118 OFFICE EXPANSION

i. The council received a confidential report for office expansion, along with draft Heads of Terms and authorisation for the Clerk to sign the lease once agreed.
ii. Proposed: Cllr L Straw proposed that the council enters an updated lease for Office 3 & 10, Phillip House. This was seconded Cllr K Straw, with a majority vote to agree (1 abstention). RESOLVED.
iii. Funding: there will be a shortfall in the office accommodation line in the 24/25 budget. It was proposed by Cllr K Straw that the unbudgeted expenditure for the lease, kitchenette, minor alterations, and additional office furniture is taken from reserves / contingency. This was seconded and agreed. (8 votes, 1 abstention, majority vote)

24/119 PLAY AREA WORKS ESTIMATE 2025

The council received a quote from the playground contractor regarding potential work to be carried out in 2025 that does not fall in the scope of the maintenance contract MC2303. The council was broadly supportive; however, it was agreed to defer this to the Finance Committee as part of the budget setting process this autumn with further quotes and an estimate from AG for 2026 for the landing platform.

24/120 TO CLOSE THE MEETING

The meeting closed at 21:00hrs.

Print: Signed: Date:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST