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Broadclyst Parish Council Ordinary Meeting of the Council

There was an Ordinary meeting of the Broadclyst Parish Council on **Monday 2nd December 2024** at **19:00hrs** at Westclyst Primary School, Maddick Rd, Westclyst EX1 3YG for the purpose of transacting the following business:

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Minutes (Draft)

24/161 OPEN MEETING; MEMBERS ATTENDANCE

- i. The Chair opened the meeting at 19:00hrs
- ii. **Attendance:** Members present were recorded as Cllr Massey (Chair) and Cllrs Fernley, Gent, Gordon, Pepper, Rhodes, K Straw, L Straw, Taylor, Waldron, Whitmarsh.
- iii. **Apologies:** Council accepted apologies from Cllrs Chamberlain, Rylance, Veliyeth.

24/162 DISCLOSABLE PECUNIARY INTEREST

There were no new DPIs or requests for dispensations. Cllr Gent re-stated his Pecuniary Interest in Planning Application 24/2372/MRES.

24/163 MINUTES

The Council received the draft minutes of the Ordinary Council meeting on Monday 4th November 2024, and draft Staffing Committee minutes from 25.11.2024 as a report.

It was **Proposed** by Cllr Whitmarsh that the council and resolves to approve draft council Minutes as a correct record and staffing committee minutes as a report. This was seconded by Cllr K Straw and unanimously agreed. **RESOLVED.**

24/164 YMCA YOUTH CLUB UPDATE

The council received an update and presentation from the YMCA, including feedback from two youth members of the Youth Club. The presentation included results from a survey and plans for expansion of youth provision across the parish. Challenges of delivery where there are no community buildings were noted; the skate park at Westclyst provides a natural gathering point for young people, however there is no such gathering point in Tithebarn yet.

It was noted that young people in Westclyst and Tithebarn go to different primary and secondary schools; youth club brings together young people in their home communities.

The provision is different across the three villages, with Broadclyst well-established having two sessions (age-split), Westclyst in its infancy but proving popular, and exciting proposals too launch street-based youth engagement work in the new year at Tithebarn.

24/165 WARD MEMBERS REPORTS

i. Broadclyst County Division Members

The Council received a written report from Cllr Randall-Johnson.

Cllr Gent reported that Devon County Council (DCC) has made a bid for three projects in this area. These are (in order of priority): 1st London Road, Cranbrook (£1.5M, DCC will make up to £1.7m). Tithebarn Primary School (£4.5m, DCC make up to £6m), 3rd Cranbrook to Exeter multi-use trail (£1.8m, DCC will make up to £4.5m).

There were no other matters for / from County Division Members Cllrs Gent and Randall-Johnson.

ii. Broadclyst District Ward Members

Cllr Fernley circulated an update. Cllrs Chamberlain and Rylance were not present.

Cllr Gent raised a question to Cllr Fernley around the name of 'Tithebarn' as different agencies seem to call different parts by different names.

Action: Clerk to check with Post Office the name of all developments south of the railway.

24/166 PUBLIC QUESTIONS

Cllr Gent raised that the southern bund at Westclyst is graded on one side but has a very steep drop of c.20' to the M5 side. Its maintenance will fall under the responsibility of the Management

Company. The fence along the top is low enough to easily climb over. The Westend Infrastructure Group has raised this matter with Bloor Homes (the developer) who has said it will review once build-out has been completed.

24/167 ACCEPTANCE OF REPORTS

It was **proposed** by Cllr Whitmarsh that the council accept reports received from Elected Members and stakeholders and the action for the Clerk. This was seconded by Cllr Gent and unanimously agreed. **RESOLVED**.

24/168 COUNCIL REPORTS

i. Assistant Clerk Report

The council received the report from the Assistant Clerk, which raised that the project to install a basketball / goal unit may run over-budget. It was proposed by Cllr K Straw that a 10% discretionary contingency be given if needed; this was seconded by Cllr Whitmarsh and unanimously agreed. **RESOLVED**. There were no other recommendations.

ii. Community Connector Report

The council received a report following the Community Consultation survey that took place during the summer. It contained the following recommendations:

- To **NOTE** the report outlining the outcomes from the Community Consultation.
- To **NOTE** the discussions had regarding Management Companies, as per Council resolution on 2nd September 2024 (Minute 24/109).
- To **NOTE** the consultation's positive engagement surrounding the Broadsheet.
- To **NOTE** the underspend from budgeted funds on the consultation.
- To **NOTE** the consultation's discussions surrounding accessibility of the Council.
- To **NOTE** the strength of feeling surrounding community spaces and sports facilities, especially in Tithebarn and Westclyst, and **RESOLVE** any recommendations as Council sees fit.
- To **RESOLVE** to use the results of this consultation to inform its emerging Strategic Plan and Work Programme, and any other work as the Council sees fit.
- To **RESOLVE** to allocate staff time, via the Community Connector, to explore establishing a rural social group, similar to projects delivered through the Accidental Counsellors programme.
- To **RESOLVE** to incorporate suggested improvements to the consultation process into any future consultation ran by the Council.
- To **RESOLVE** any other recommendations resulting from the consultation's outcomes as Council may see fit.

Council considered the above recommendations and it was proposed by Cllr K Straw that the council accepts these; this was seconded by Cllr L Straw and received a majority vote (1 abstention). **RESOLVED**.

24/169 FINANCE AND GOVERNANCE

i. Finance Committee Minutes

The council received draft Minutes from the Finance and Governance Committee's meeting on 14th November 2024 as a report.

It was **Proposed** by Cllr Gordon that the council and resolves to approve draft finance and governance committee minutes as a report. This was seconded by Cllr Taylor and unanimously agreed. **RESOLVED**.

ii. Payment Schedule.

The council received and resolve to approve the payment schedule for November 2024, and to note the October 24 payment schedule as approved by Finance Committee. It was **Proposed** by Cllr Taylor that the council resolves to approve the payment schedule for

November 2024, and to note the amended October 24 payment schedule. This was seconded by Cllr Gordon and unanimously agreed. **RESOLVED.**

iii. **Q2 24/25 accounts.**

The council received Q2 accounts to 30.09.2024 for approval, as recommended by the Finance Committee. It was **Proposed** by Cllr Taylor that the council resolves to approve the Q2 accounts to 30.09.2024. This was seconded by Cllr Whitmarsh and unanimously agreed. **RESOLVED.**

24/170 BUDGET 2025/26

- i. The council received the draft budget with figures as recommended by the Finance and Staffing Committees and accompanying report for 2025/26
- ii. It was proposed by Cllr Gent to set the Council's budget for 2025/26 at £481,184 (this includes a return of excess reserves of £23,587). This was seconded by Cllr Taylor and unanimously agreed. **RESOLVED.**

24/171 PRECEPT 2025/26

It was proposed by Cllr Gent to set a balancing Parish Precept for 2025/26 at £463,946. This was seconded by Cllr Taylor and unanimously agreed. **RESOLVED.**

This, subject to confirmation of the Tax Base for 25/26, gives a 25/26 Band D Parish Tax of c.£157.80 per property, a 1% increase on 24/25 (£156.22).

24/172 PLANNING & ENVIRONMENT

i. **Draft Minutes**

The council received draft Planning & Environment Committee Minutes from 12th November 2024 as a report. It was proposed by Cllr Gordon that the council accepts the draft Minutes as a report. This was seconded by Cllr Fernley with a majority vote. **RESOLVED.**

ii. **Enforcements / Appeals / TPO updates etc.**

There was no new information announced since the last meeting.

iii. **Recent decisions**

The council received a report on recent decisions in October 2024.

iv. **Planning applications.**

The council considered planning applications in Broadclyst Parish and agree the Council's response. *Cllr Henry Gent left the room (DPI).*

[24/2372/MRES Land North Of Old Tithebarn Lane Clyst Honiton Reserved matters application \(access, appearance, landscaping, layout and scale\) for the construction of a Sports Pavilion, Sports Pitches, Car Park and associated landscaping. Subsequent application to outline permission 17/1019/MOUT which was accompanied by an Environmental Statement.](#)

It was agreed to defer consideration of this application to Jan 2025.

Cllr Gent rejoined the room.

[24/2364/FUL Sunnyhayes Broadclyst Station EX5 3AX Two storey rear extension.](#)

The council agreed to support the application.

[24/1846/VAR Land Adjacent To Sandycote Blackhorse Exeter EX5 2FT Variation of condition 2 \(approved plans\) and 18 \(acoustic fencing\) of 21/3235/MFUL \(Construction of 44 no. dwellings, means of access and associated works\) - amendments to the design and layout of the scheme](#)

The council agreed that it did not wish to comment on the application.

24/173 SCHOOL TRAFFIC AND ENVIRONMENT WORKING PARTY

NB This item was considered and agreed after the revised committee structure had been resolved (24/178)

The council received draft Terms of Reference (ToR) for the School Traffic and Environment Working Party. Minor adjustments were made.

It was proposed by Cllr L Straw that the council adopts amended ToR; this was seconded by Cllr Fernley and majority vote (1 abstention). **RESOLVED.**

The adopted ToR document is appended.

24/174 CORRESPONDENCE

- i. The council received the correspondence list.
- ii. There were no actions arising.

24/175 FUTURE AGENDA ITEMS

The council received two requests for agenda items for consideration by the Council

1. Cllr K Straw requested a Motion of no-confidence in EDDC planning in respect of over-riding of the Broadclyst Neighbourhood Plan and the increased strategic allocation for development at Winter Gardens in the emerging East Devon Local Plan.
2. Cllr Massey requested a Motion for council to receive for adoption the re-drafted CIL policy.

23/176 COUNCIL MEMBERSHIP

The council considered applications from members of public to fill **one** vacant seat.

It was **proposed** by Cllr K Straw that the council co-opts to fill its vacant seat. This was seconded by Cllr Pepper, majority vote. **RESOLVED.**

It was **proposed** by Cllr K Straw that the council co-opts Sarah Keeping. This was seconded by Cllr L Straw, majority vote. (4 abstentions) **RESOLVED.**

24/177 CONFIDENTIAL ITEMS

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

24/178 COMMITTEE STRUCTURES

- i. Exclusion of press and public. It was proposed by the Chairman that press and public are excluded from this item. Reason: to receive a member-only report from council's advisors. **RESOLVED.**
- ii. The council received a confidential report from Devon Association of Local Councils on committee structures.
- iii. The meeting resumed with inclusion of press and public.
- iv. The council agreed structures as follows (**proposed** Cllr K Straw, seconded Cllr Pepper, majority vote (2 abstentions):
Standing Committees: Finance & Governance; Planning & Environment; Staffing; Community.
Standing Sub-Committees: CIL, Emergency Plan; Comms; Youth; Traffic; Events.
Advisory Committees (aka Working Groups): School Traffic & Environment Group; Broadclyst Fun Day; Westclyst Community event; Tithebarn Community Event.
 Terms of Reference to be brought back to council for all new committees/sub committees except Traffic (resolved 24/173)
RESOLVED.

24/179 PREFERRED SUPPLIER

The council received anonymised quotes for a new preferred supplier for all council's commercial gas works. It was noted that four suppliers had been approached but only two had submitted quotes for the work.

It was proposed by Cllr K Straw to appoint Quote B, (Devon Energy) as the preferred supplier for council's commercial gas works. This was seconded by Cllr L Straw with a majority vote (2 against). **RESOLVED.**

24/180 TO CLOSE THE MEETING

The meeting closed at 9pm.

Signed:

Print:

Date:

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

Broadclyst Parish Council

Terms of Reference for the School Traffic and Environment Working Party

1. Purpose

The purpose of the School Traffic and Environment Working Party is to assess, propose, and facilitate solutions to traffic issues for Parishioners, including local schools within Broadclyst Parish: Broadclyst Primary, Clyst Vale Community College, Westclyst Primary School. The group aims to ensure safe and active travel to and from local schools, leading to efficient traffic flow, positive environmental impacts and enhance safety for all pedestrians, especially children, during school commuting hours.

2. Objectives

The Working Party will:

- Identify and evaluate the key traffic issues affecting the vicinity of the three schools, including congestion, parking, pedestrian safety, and road usage.
- Encourage active travel across the whole parish.
- Develop actionable recommendations for traffic management improvements to alleviate congestion and increase safety.
- Collaborate with schools, local authorities, law enforcement, parents, and community groups and external agencies to address these issues.

3. Scope of Work

The scope of work for the Working Party includes:

- Engaging school representatives, the parish council, and other relevant stakeholders to discuss and prioritise traffic concerns.
- Consulting with traffic experts and using tools such as community toolkits for school zone safety to conduct safety assessments around school zones.
- Proposing and testing potential solutions, such as designated drop-off/pick-up zones, improved signage, speed control measures, and pedestrian pathways and other active travel options, where feasible.
- Coordinating with law enforcement to ensure effective enforcement of traffic and parking regulations around school areas.

- Reviewing progress and making adjustments as necessary based on observed results and stakeholder feedback.
- Educational and publicity campaigns and events to promote solutions, including PR across all platforms, to include:
 - o Flyers, posters, vidoes and social media campaigns to encourage the goals, with oversight from the Clerk and utilising the existing budget provision.
- Identify and apply for funding opportunities to assist with achieving the goals of the group, with the assistance of Officers.

3. Membership

The Working Party shall consist of:

- One representative from each school (Broadclyst Primary, Clyst Vale Community College, and West Clyst Primary School).
- One link parish council member, per-school, including one from the Planning and Environment Committee, who will act as the primary liaison with the council (3 in total).
- Optionally, to provide insights on broader traffic policies and support:
 - One representative from Devon County Council
 - One representative from East Devon District Council
- Up to 4 members of the community, to represent from a local road safety or environment perspective.
- Guests on a case by case basis, as per group requirements, in an advisory capacity.

4. Roles and Responsibilities

- Chairperson: A parish council member will chair the Working Party, ensuring the agenda aligns with council objectives and that meetings progress effectively.
- DCC and EDDC Representatives: Act as liaisons with the superior bodies.
- School Representatives: Act as points of contact for each school, providing school-specific concerns and disseminating information back to school communities and the parish council.
- School link councillors: Act as liaisons for each school, provide support to the School representatives
- Community Representative: Shares insights on community perceptions, safety concerns, and supports communication between residents and the Working Party.

5. Meeting Schedule

The Working Party will set its own meeting schedule. Meetings will be scheduled to accommodate school representatives and allow ample time for feedback from broader school communities and wider community groups.

6. Reporting

- The Working Party will report to the Parish Council, providing updates on project progress, identified issues, and proposed solutions.
- An annual report will summarise activities, achievements, challenges, and provide recommendations for future work.

7. Duration and Review

The Working Party will operate for an initial term of three years, after which the Parish Council will review its effectiveness and determine the need for continuation or modification of its mandate, with annual review.

8. Approval

This Terms of Reference document is effective upon approval by the Broadclyst Parish Council and is subject to annual review and adjustment as deemed necessary.

Approved by Broadclyst Parish Council