



Broadclyst Parish Council
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Broadclyst
Exeter
EX5 3EX
www.broadclyst.org

Broadclyst Parish Council Ordinary Meeting of the Council

Public Notice of meeting: Press and Public were welcome to attend.

There were two 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. Virtual attendance for members of public was possible via a Teams link published in the agenda.

There was an Ordinary meeting of the Broadclyst Parish Council on **Monday 13th April 2026** at **19:00hrs** at Westclyst Primary School, Maddick Road, Westclyst EX1 3YG for the purpose of transacting the following business:

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MINUTES (Draft)

26/039 OPEN MEETING; MEMBERS ATTENDANCE

- i. The Chair opened the meeting at 19:01hrs; the Teams link was opened.
- ii. **Members present:** Cllr Massey (Chairman); Cllrs Chamberlain, Fernley, Gordon, Keeping, Pepper, Rhodes, Pepper, K Straw, L Straw, Veliyeth.

In attendance: Clerk, Assistant Clerk (NC).

Also present: Tim Harris, Acting General Manager, Killerton estate; Toby Russell, Devon Air Ambulance Project Manager.

Members of public: 0 in person, 0 virtually.

- iii. **Apologies:** The council accepted apologies from Cllr Boyles, Rylance and Taylor. The Chairman noted that regretfully he had received a letter of resignation from Cllr Whitmarsh.

26/040 DISCLOSABLE PECUNIARY INTEREST

There were no new DPIs declared or requests for dispensations.

26/041 MINUTES

- i. The council received the draft minutes of the Ordinary Council meeting on Monday 2nd March 2026. **PROPOSAL:** It was proposed by Cllr K Straw to resolve to approve as a correct record; this was seconded by Cllr Keeping with one abstention. Majority vote agreed. **RESOLVED.**
- ii. The council received the Minutes of Communications Committee meetings on 07 May 25, 18 July 25, and 17 Oct 25, and draft Minutes from 16 Jan 26 as a report. It was noted that the 7 May 25 record comprises inquorate notes rather than Minutes.
PROPOSAL: It was proposed by Cllr Fernley to resolve to approve the as a correct record; this was seconded by Cllr Keeping and agreed (majority vote, 2 abstentions). **RESOLVED.**

26/042 COLLABORATIVE PARTNERS

- i. Devon Air Ambulance Trust (DAAT)

The council welcomed Toby Russell from DAAT who gave an update regarding the new Headquarters and Airbase project at Exeter Airport. The Trust hopes to be submitting a planning application later this year.

- ii. National Trust Update

The council welcomed Tim Harris, Acting Killerton General Manager, who gave the following report:

- New General Manager Matthew Bell will be joining the team at Killerton starting in July
- Cranbrook community railway crossing has had the final reports completed including the write up from the stakeholder engagement evening, we will be sharing these documents in the next week or so.
- Clyston Mill will be open for Heritage Open Days in September. We are collaborating with local printmakers Double Elephant to host some art workshops around the heritage of milling. These will be Wednesday 6th May and Saturday 9th May, these are free to attend so please do share locally.
- Caravans in Danes Wood. We have been working with the local Police and NT legal team. We now believe that the 2 caravans have been abandoned and are working to have them removed.

26/043 WARD MEMBERS REPORTS

- i. **Broadclyst County Division Members**

Two reports from County Division Member Cllr Henry Gent had been circulated prior to the meeting, one specific to matters in Broadclyst Village. Cllr L Straw spoke to the section of the report about Town Hill; the report can be found at Appendix A of these Minutes.

- ii. **Broadclyst District Ward Members**

District Ward Member Cllr Fernley reported that provisional dates in May for works to the Broadclyst car park have been confirmed; works are likely to take 2-3 days.

26/044 PUBLIC QUESTIONS

There were no public questions.

26/045 ACCEPTANCE OF REPORTS

PROPOSAL. It was proposed by Cllr Veliyeth to accept reports received from Elected Members and stakeholders; seconded by Cllr Rhodes and unanimously agreed. There were no actions arising from any of the reports. **RESOLVED.**

26/046 COUNCIL OFFICERS REPORTS

The council received reports from Officers, and considered recommendations contained within.

- i. **Westclyst Pitch.** Cllr Rhodes gave a verbal update on the Westclyst pitch following a site meeting with Ben Denison from BND Groundworks and Ben Bishop from Cornerstone, explaining the layout of the drainage across the pitch and that it drains into a soakaway at the northwest corner of the pitch, adjacent to the machinery entry gate. It was noted that the chamber is approx. 15ft deep with no built-in ladder. This was flagged as a H&S issue with an immediate action to put some fencing around it in the interim period. Costs are awaited from exploratory holes to assess the effectiveness of the drainage.
PROPOSAL. It was proposed by Cllr K Straw to authorise the Clerk to spend up to £1500 to do exploratory work and add a heavy-duty manhole cover. Seconded Cllr Rhodes and unanimously agreed. Funding to come from general reserves. **RESOLVED.**
- ii. **Red Lion cobbles:** Cllr L Straw volunteered to progress declassifying / downgrading the cobbles from a HMPE. This was proposed by Cllr Pepper, seconded Cllr Rhodes and unanimously agreed. **RESOLVED.**
- iii. **Clerks report. PROPOSAL:** It was proposed by Cllr Pepper to accept rest of Clerks reports; this was seconded by Cllr Rhodes. **RESOLVED.**
- iv. **B3181 shared path update.** Council received an update following the conclusion of the Phase 1 feasibility study. The outcome included identifying preferred routes. **Action:** to add proposal to co-fund phase 2 of the study from NCIL to the 11 May 2026 agenda.
- v. **BMX track report:** the council received a report following a meeting with local young people and their parents about improvements and a request for seating.
PROPOSAL: It was proposed by Cllr K Straw that seating is provided (type to be chosen in agenda item 26/054 later in this meeting), with delegation to the Assistant Clerk to progress alterations to the track. If the estimate for the alterations exceed the clerks delegation, then refer to Finance & Governance Committee, funds to come from the BMX EMR. This was seconded by Cllr Pepper. **RESOLVED.**
- vi. All reports: **PROPOSAL:** It was proposed by Cllr Pepper to accept all officers' reports. This was seconded by Cllr Keeping. Unanimously agreed. **RESOLVED.**

26/047 FINANCE AND GOVERNANCE

- i. **Minutes**
The council received draft Minutes from Finance Committee Meeting on 9th March and 23rd March 2026 as a report. **PROPOSAL:** It was proposed by Cllr Pepper that the council agrees draft Minutes as a report. This was seconded by Cllr Gordon and unanimously agreed. **RESOLVED.**
- ii. **March 26 payment Schedule**
PROPOSED: It was proposed by Cllr Pepper that the council approves the March 26 payment schedule, totalling £39,534.31. This was seconded by Cllr Gordon and unanimously agreed. **RESOLVED.** It can be found at Appendix B.
- iii. **Internal Audit Governance Report**
The council received the Internal Audit report from Griffins Accountants following their visit on 03 March 2026. **PROPOSAL:** It was proposed by Cllr Massey that the council accepts the Internal Audit report, noting that there were no action points or matters arising. This was seconded by Cllr Pepper and unanimously agreed. **RESOVLED.**
- iv. **Community Grant policy**
Further to the council's community grant policy review in December 25, to confirm the addition of 5.1 regarding repeat applications from 01.04.2026.
PROPOSED It was proposed by Cllr L Straw to approve the policy, including section 5.1 for repeat funding. This was seconded by Cllr Gordon and unanimously agreed. **RESOLVED.** It was further proposed by Cllr L Straw to tighten wording in 1.9 to clarify 'financial' year as

opposed to 'calendar' year. This was seconded by Cllr Pepper and unanimously agreed.
RESOLVED.

v. **Community grant application**

The council received an application from Broadclyst Football Club for £2,000 to align the Club with new requirements for U6 and U7 football. **PROPOSED** It was proposed by Cllr Massey to award the grant; this was seconded by Cllr Gordon. Unanimously agreed.

RESOLVED.

vi. **Community grant application**

The council received an application from Tithebarn Titans Football Club for £2,000 to support the club's establishment and recompense the chairman for his net deficit incurred in the 25/26 season. It was noted that unfortunately grants cannot be awarded retrospectively. It was agreed this is a very worthwhile cause for the community and the council wished to support the new team.

Officers' recommended to

- Support the club to prepare a prospective income and expenditure plan for the 2026/27 season, setting out projected subscription income against anticipated running costs and demonstrating how the club intends to meet ongoing costs sustainably;
- Prepare an itemised breakdown of the proposed use of the grant, with particular emphasis on capital items; and
- To ensure supplier quotations support any capital elements of the application.

PROPOSED: It was proposed by Cllr Fernley that the council supports the club to prepare a budget for 26/27, with a subsequent revised grant application to go to the Finance and Governance Committee. This was seconded by Cllr Veliyeth and unanimously agreed.

RESOLVED.

vii. **Draft Schedule of Meetings**

The council received and agreed a draft schedule of meetings for the next council year.

26/048 YMCA SLA REVIEW

The council deferred receipt of the report until the year-end report was available from the YMCA (May 26?).

26/049 PLANNING & ENVIRONMENT

i. **Draft Minutes**

The council received draft Minutes from the Planning and Environment Committee meeting on 17th March 2026 as a report. **PROPOSED:** It was proposed by Cllr Gordon that the council accepts the Minutes as a report. This was seconded by Cllr Veliyeth and unanimously agreed. **RESOLVED.**

ii. **Appeals record.**

Appeal notice ref 6003339 (Mosshayne Farm Partnership). It was noted that during the ongoing review of the Broadclyst Neighbourhood Plan, support for agricultural residential development is an area identified to be tightened.

iii. **Planning applications.**

The council considered the following planning applications in Broadclyst Parish that have been published for consultation and agreed the Council's response in line with the Broadclyst Neighbourhood Plan.

26/0529/AGR Land To The East Of Elbury Farm Broadclyst EX5 3BH. Prior notification of the formation of private ways on land used for forestry.

Representation: The council agreed that it does not wish to comment.

26/0489/AGR Jarvishayes Farm Broadclyst Exeter EX5 3AD Construction of a new silage pit.

Representation: The council agreed that it does not wish to comment

26/0632/AGR Sprydun Budlake Exeter EX5 3JN Formation of ways for forestry.

Representation: The council agreed that it does not wish to comment

[24/2372/MRES](#) Land North Of Old Tithebarn Lane (Pavilions and pitches amendments).

It was agreed that this application will be deferred to the planning committee on 21st April 2026.

26/050 CORRESPONDENCE

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

26/051 FUTURE AGENDA ITEMS

There were no requests for agenda items for consideration by the Council.

26/052 CONFIDENTIAL ITEMS

PROPOSAL: It was proposed by Cllr Massey that the council resolves that in accordance with the provision of Schedule 12A of the Local Government Act 1972, the Public Bodies (Admission to Meetings) Act 1960, and Broadclyst Parish Council's Standing Orders, press and public be excluded from the meeting for the following two items of business on the grounds that they involve the likely disclosure of exempt information, namely:

(i) information relating to a particular individual, and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings (Schedule 12A, paras 1 and 5) and

(ii) information relating to the financial or business affairs of persons other than the Council, disclosure of which would or would be likely to prejudice those affairs (Schedule 12A, para 3).

(iii) commercially sensitive information.

This was seconded by Cllr Pepper and unanimously agreed. **RESOLVED.**

Members of press and public were asked to leave the meeting at this point; the virtual link ended.

26/053 LEGAL ADVICE

The Council considered a confidential report from the Clerk in respect of a correspondence matter. The report was exempt from publication in accordance with Schedule 12A to the Local Government Act 1972, on the grounds that it contained information relating to a particular individual and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

The Council approved the recommendations set out in the confidential report..

26/054 BENCH QUOTES

Further to agenda item 26/046 regarding benches at the BMX track, the council received quotes for new benches. It was noted that the previous supplier was no longer trading.

PROPOSED It was proposed by Cllr Keeping that the council purchases the bench identified as option 3, NBB Recycled Furniture, at a price of £500 for two benches. It was further proposed to add the new supplier (NBB Recycled Furniture) to the Council's preferred supplier list. This was seconded by Cllr Fernley and unanimously agreed. **RESOLVED.**

26/055 TO CLOSE THE MEETING

The meeting closed at 20:35hrs

Signed:

Print:

Date:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

Appendix A

Broadclyst Town Hill update from Cllr Henry Gent, County Division member. 13 April 2026

I remain committed and supportive of the recommendation to reduce the speed limit to 20 mph which is now supported by both the police safety officer and DCC officers.

I have asked why officers were unpersuaded by the other recommendations of the police safety officer in relation to Town Hill and have received the following reply. I don't think the reply dealt with all the recommendations that have been rejected and have asked for more information. The reply was:

We can provide access protection bar markings (APMs) when there is a recognised problem at a:

- *private vehicular access for a disabled Blue Badge holder (there must be a dropped kerb access to a driveway or garage)*
- *single private vehicular access for a number of properties to maintain access for emergency services*
- *direct pedestrian access from a property to the carriageway, for example, where there is no pavement*
- *dropped kerb provided for the benefit of pedestrians or wheelchair users*

If the scenarios above are not met then an APM is unlikely to be provided.

APMs can also be provided where there is an overriding traffic management or road safety reason for keeping an access clear. That is not the case in this scenario.

APMs will never be marked opposite a driveway or garage.

In terms of virtual footways, while intended to improve safety, they can give a false sense of security to pedestrians, as they do not offer physical protection from vehicles, particularly in areas where cars or Heavy Goods Vehicles (HGVs) need to pass each other in narrow spaces. They are no longer supported by the DfT.

I hope this is of assistance

Henry Gent 08.04.2026

PAYMENTS SCHEDULE - March 2026
Parish Council Current Account

	BACS	Payee	Service/Goods Provided	Total
1	BACS 542	Alpha Cleanse	Office & toilets cleaning Feb26 (2 inv)	£669.60
2	"	Volunteer mileage	Mileage reimbursement (KL)	£27.00
3	"	SLCC	Asst. Clerk CiLCA registration	£247.50
4	"	Thirsty Work	Office Water 13/02/26-12/03/26	£33.00
5	"	Fleet line marker	Football line paint	£159.12
6	"	Binit	Mar refuse collection excess weight credit applied	£0.00
7	"	Brightsea Print	Broadsheet Spring 26 & road safety fliers (3 inv)	£1,610.00
8	"	PPL/PRS	Music Licence	£411.70
9	"	DALC	Biodiversity & CiLCA training	£264.00
10	"	Mr A Ricketts	Mileage/exp Feb 26	£103.64
11	RP	Martinsfield Farm LLP Ltd.	Lengthsman works	£114.00
12	"	Mrs A Hurren	Mileage Feb 26	£90.00
1	BACS 543	Greenhams	Grit bins	£208.66
2	NEW	DGJ Plant Services	Mower breakdown / hydraulic hose repair	£729.55
3	NEW	K J Howard Civil Engineering Ltd	Gulley emptying	£1,213.13
4	"	MNR Mowers	Misc parts (inc. file, funnel, fuel mixing pot)	£48.18
5	"	Mrs N Curwood	Mileage Feb 26	£37.35
6	"	Volunteer mileage	Mileage reimb(KL, MD, OC)	£240.00
7	"	Tozers	Planning support	£444.00
1	BACS 544	Broadclyst Fund	Community Grant (Min Ref F26/022i)	£2,827.00
2		Brightsea Print	Road Safety fliers	£64.00
3		Griffins Accountancy	IA invoice (1 of 2)	£720.00
4		Devon Energy	Gas safety works and alterations	£764.16
5		Exe Estuary Pest Control	Pest Control	£51.00
6		NMR Mowers	Triple mower service	£702.02
7		SM Jones	Supply and fit new toilets and waste	£612.00
8		TCAT	Hall hire Sep 25-Mar 26	£400.00
9		Mrs N Curwood	Mileage March 26	£51.75
	BACS 545	Staff	March 26 salaries, HMRC and Pension	£18,700.59
1	BACS 546	Volunteer mileage	Mileage reimb(GK, CC)	£48.42
2	"	Sportsmark Group Ltd.	Bowls green maint (from EMR, prev agreed)	£4,097.52
3	"	Mr A Ricketts	Mileage/exp Mar 26	£78.80
4	"	Mrs G Cole	Jan-Mar 26 mileage	£27.90
1	BACS 547	Martinsfield Farm LLP Ltd.	Food bank electric 25.11.25-31.03.26	£580.72
2	"	Pyne Electrical	Electrical works & sprinkler system start-up	£420.31
			Total BACS March 2026	£36,796.62

DEBIT CARD

Mar-26	Amazon reconciliation	PPE	£142.20
	Amazon	Office	£55.45
	Amazon	Pavilions	£119.57
	Amazon	Maintenance	£42.23
	Amazon	Food bank operational	£59.46
	Amazon	Public toilets	£115.74
02.03.26	Apple	Phone storage	£0.99
02.03.26	My Workwear	Staff workwear	£120.97
02.03.26	Open Ai	Monthly sub	£18.35
02.03.26	Tesco	Fuel	£60.50
03.03.26	Halfords	Oil	£22.99

03.03.26	Wolseley Ltd	Cistern handle	£25.80
09.03.26	Post office	Broadsheet postage	£48.72
11.03.26	Back market	Council mobile & case	£465.48
11.03.26	Sainsburys	Food bank	£62.30
11.03.26	Wickes	Drain pipe & clips	£10.50
13.03.26	Adobe	Software licence	£238.75
16.03.26	Post office	Postage	£5.40
17.03.26	EA Waste Exemption	Waste Exemption licence (3 years)	£476.00
18.06.26	Tesco	Food bank	£150.94
24.03.26	Exeter City Council	Car parking	£4.50
26.03.26	South West Water	Refund of credit	-£1,555.73
26.03.26	Tesco	Food bank	£70.65
26.03.26	Sainsburys	Food bank	£97.41
30.03.26	Fleet line markers ltd	Spray feed boom	£315.00
30.03.26	Agrovista	Seeds & fertilizer	£307.67
30.03.26	Tesco	Food bank	£6.40
30.03.26	OpenAi	Monthly sub	£18.60
		CARD TOTAL March 2026	£1,506.84

STANDING ORDERS

02.03.2026	Mr A Ricketts	Garage storage rent	£90.00
27.03.2026	Administrator	Working from home allowance	£26.00

DIRECT DEBITS**Monthly/Bi-monthly**

DD	British Gas	Gas at Pavilions (15.01.26-14.02.26)	£183.33
DD	Simon Martin	Payroll services	£50.00
DD	O2	Telephone (Due 09.03.26)	£19.20
DD	Octopus energy	Public toilets electric (01.02.26-28.02.26)	£50.63
DD	O2	Telephone (Due 20.03.26)	£57.49
DD	British Gas	Electricity at Pavilions (09.01.26-08.02.26)	£98.23
DD	Focus	Telephony & b/band servs (Due 27.03.26)	£248.47
DD	Lloyds Bank	Bank Charges	£11.50

Quarterly/Bi-annual

DD	National Trust	Allotment Rent	£0.00
Annually			
DD	DVLA	Van Tax (August)	£0.00
DD	EMAP Publishing	LGC subscription (auto-renews in March)	£396.00
DD	ICO	Data Protection Registration (November)	£0.00
DD	TV Licence	Broadclyst Sports Pavilions Licence (Dec)	£0.00
		DIRECT DEBITS TOTAL March 2026	£1,230.85

TOTAL EXPENDITURE in March 2026 **£39,534.31**