

Agenda issue date: Tuesday 26th August 2025
Meeting date: Monday 1st September 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 three 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 1st September 2025 at 19:00hrs** at Westclyst Primary School, Maddick Road, Westclyst EX1 3YG for the purpose of transacting the following business:

INDEX

25/123 Open Meeting; Members Attendance	2
25/124 Disclosable Pecuniary Interest	2
25/125 Minutes	2
25/126 Collaborative Partners	2
i. National Trust Update	2
ii. Active Travel Update	2
25/127 Broadclyst County Division Members Reports	2
25/128 Broadclyst Ward Members Reports	2
25/129 Public Questions	2
25/130 Acceptance of External Reports	2
25/131 Council Officers Reports	3
25/132 Finance and Governance	3
25/133 Council Strategy & NCIL	3
25/134 Planning & Environment	3
25/135 Active Travel	4
25/136 Parish Scheme of Allowances 2025	4
25/137 Correspondence	4
25/138 Future Agenda Items	4
25/139 Confidential Items	4
25/140 Hedge Cutting Contract	4
25/141 Legal Update	4
25/142 Pavilions Fire System updates	4
25/143 To Close The Meeting	4

AGENDA

25/123 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.

25/124 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 advance of the meeting.

25/125 MINUTES

To receive, and resolve to approve as a correct record, the draft minutes of the Full Council meeting on Monday 7th July 2025.

25/126 COLLABORATIVE PARTNERS

i. National Trust Update

Emma Smith from Killerton will brief members on the current community consultation as part of a feasibility study for an accessible railway crossing between Broadclyst and Cranbrook.

ii. Active Travel Update

Paul Osborne, EDDC Green Infrastructure Project Manager, will brief members on the B3181 active travel improvements and take questions relating to the feasibility study (Agenda item 25/135)

25/127 BROADCLYST COUNTY DIVISION MEMBERS REPORTS

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

25/128 BROADCLYST WARD MEMBERS REPORTS

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

25/129 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.

25/130 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.

25/131 COUNCIL OFFICERS REPORTS

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

25/132 FINANCE AND GOVERNANCE

- i. **Finance: Draft Minutes**
To receive draft Minutes from the Finance & Governance Committee which met on 21 July 2025 as a report.
- ii. **Finance: Payment Schedule.**
To receive and resolve to approve the payment schedule for July & August 2025. (NB August will be tabled give date of meeting is 1st September).
- iii. **Finance: VAT.**
To note the VAT reclaim for Q1 25/26 has been received and entered into the VAT control account.
- iv. **Finance: CCLA Investment**
To note the review of CCLA mandate and signatories has been undertaken through the summer and is now complete.
- v. **Governance:** To receive and resolve to approve an updated Health & Safety policy
- vi. **Governance:** BYOD policy. To receive and resolve to approve a BYOD policy, appended to council's IT policy (adopted by Finance Committee on 21st July).

25/133 COUNCIL STRATEGY & NCIL

- i. To receive a draft Strategic Plan for 2025-2035 for council comment prior to community consultation this autumn.
- ii. To agree a consultation period and methods.
- iii. To receive a draft Neighbourhood CIL (NCIL) Policy for consideration and adoption.

25/134 PLANNING & ENVIRONMENT

- i. **Enforcements / Appeals record.**
- ii. **Tree Preservation Order**
To receive a briefing note regarding a new TPO that has been applied to the hedgeline adjacent to the BMX track and Footpath 14, and to consider/agree recommendations contained within.
- iii. **Recent decisions**
To receive a report on recent decisions in July & August 2025
- iv. **Planning Minutes**
To receive the Planning, Environment & Traffic Committee Minutes from the meeting held on the 28th July as a report.
- v. **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.
 - a. [25/0953/MFUL](#) Land At Station Road South Of Cotterell Road, Broadclyst. AMENDED PLANS. Hybrid application for full planning permission for the construction of 20 residential dwellings including 12 affordable dwellings, access, internal roads, parking, and landscaping and outline planning permission (with appearance, landscaping, layout and scale as reserved matters) for the construction of 5 self-build dwellings.
 - b. [25/1724/TRE](#). 11 Oak Tree Close, Broadclyst, EX5 3NB. Oak : prune southern, lateral branches by approximately 1.5m. crown lift by approximately 1.5m; crown thin by 15-20%, predominantly removing epicormic growth and deadwood.

- c. [25/1694/MRES](#) Land North And South Of Anning Road Exeter Science Park. Reserved matters application in respect of landscaping. The proposal seeks consent for the installation of landscaping on Phase 1a of the development approved under planning permission 18/2797/MOUT, which was accompanied by an Environmental Impact Assessment

25/135 ACTIVE TRAVEL

- i. To receive an update on Active Travel improvements along the B3181 and to consider a request to co-fund a feasibility study.
- ii. If a co-funding contribution is agreed, to identify source of funding (the report suggests using Neighbourhood CIL funds).
- iii. National Trust 25/135iii Broadclyst & Cranbrook Community Rail Crossing consultation. To respond to the consultation, following the presentation earlier in the agenda (25/126)

25/136 PARISH SCHEME OF ALLOWANCES 2025

- i. To receive EDDC's Parish Scheme of Allowances 2025 and accompanying briefing paper.
- ii. To consider and resolve whether to adopt the Parish Scheme of Allowances 2025.

25/137 CORRESPONDENCE

- i. To receive the correspondence list, including correspondence in relation to Exeter City Council's proposals for Local Government Reorganisation.
- ii. To resolve to action / delegate any matters arising from the correspondence list as appropriate.

25/138 FUTURE AGENDA ITEMS

To receive requests for agenda items for consideration by the Council

25/139 CONFIDENTIAL ITEMS

To resolve 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 items.

Reasons: contractually and commercially sensitive; to receive legal advice.

25/140 HEDGE CUTTING CONTRACT

To discuss arrangements for Council hedge-cutting for

- a) Autumn 2025
- b) 26/27 onwards.

25/141 LEGAL UPDATE

- i. Pinn Court Allotment land transfer
- ii. Broadclyst car park

25/142 PAVILIONS FIRE SYSTEM UPDATES

- i. To receive a quote for replacing the Fire alarm panel and to install smoke detectors at the Pavilions.

25/143 TO CLOSE THE MEETING

To close the meeting.

Dated this 26th August 2025

Angie Hurren

Broadclyst Parish Council Clerk & RFO

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

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.