

Agenda issue date: Friday 24th October 2025
Meeting date: Monday 3rd November 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*



Broadclyst Parish Council
GROWING OUR COMMUNITY

19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

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 3rd November 2025 at 19:00hrs** at Westclyst Primary School, Maddick Road, Westclyst EX1 3YG for the purpose of transacting the following business:

INDEX

25/168 Open Meeting; Members Attendance	2
25/169 Disclosable Pecuniary Interest	2
25/170 Minutes.....	2
25/171 Collaborative Partners	2
National Trust Update	2
25/172 Broadclyst County Division Members Reports.....	2
25/173 Broadclyst Ward Members Reports	2
25/174 Public Questions	2
25/175 Acceptance of External Reports.....	2
25/176 Council Officers Reports.....	2
25/177 Finance and Governance	3
25/178 Planning & Environment	3
25/179 Traffic matters.....	3
25/180 Correspondence	3
25/181 Future Agenda Items	4
25/182 Confidential Items	4
25/183 Recycling Bins Quote	4
25/184 Website and Booking Calendar Update	4
25/185 To Close The Meeting	4

AGENDA

25/168 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.

25/169 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 accordance with Standing Orders and in advance of the meeting.

25/170 MINUTES

- i. To receive and resolve to approve as a correct record
 - the draft minutes of the Full Council extra ordinary meeting on Monday 21st October 2025
- ii. To receive as a report
 - the draft Minutes of the Communications Committee on 17th October 2025
 - the draft Minutes of the Staffing Committee on 16th October 2025

25/171 COLLABORATIVE PARTNERS

National Trust Update

To receive an estate update from a representative from Killerton.

25/172 BROADCLYST COUNTY DIVISION MEMBERS REPORTS

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

25/173 BROADCLYST WARD MEMBERS REPORTS

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

25/174 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.

25/175 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.

25/176 COUNCIL OFFICERS REPORTS

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

25/177 FINANCE AND GOVERNANCE

- i. **Finance: Draft Minutes**
To receive draft Minutes from the Finance & Governance Committee which met on 20 October 2025 as a report.
- ii. **Finance: Q2 accounts**
To receive and resolve to approve Q2 accounts for 25/26, as recommended by the Finance Committee.
- iii. **Finance: Payment Schedule.**
To receive and resolve to approve the payment schedule for October 2025. (NB this will be tabled given date of meeting is 3rd November).
- iv. **Finance: Tithebarn Residents Association Christmas Community Grant.**
To receive, consider, and determine a small grant application for £500 from the Tithebarn Residents Association.
- v. **Finance: Broadclyst VIPs Christmas Community grant.**
To receive, consider, and determine a large grant application from Broadclyst VIPs for £1,034.
- vi. **Governance: Policy work.**
To receive and resolve to approve a revised and updated Council Communications policy and an updated Social Media policy. This is to align both policies, specify core principles, and to incorporate updates around elections / pre-election periods, and moderation.

25/178 PLANNING & ENVIRONMENT

- i. **Enforcements / Appeals record.**
- ii. **Recent decisions**
To receive a report on recent decisions in October 2025
- iii. **Planning Minutes**
To receive the Planning, Environment, Accessibility, & Traffic Committee Minutes from the meeting held on the 14th October 2025 as a report.
- iv. **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. [25/2106/FUL](#) Gateshayes Farm, Whimple, EX5 2PA.
Erection of a cover over two existing silage clamps

25/179 TRAFFIC MATTERS

- i. To receive an officer report from the Traffic Working Group. This includes an informal survey carried out by Cllr Boyles and L Straw. To consider and agree recommendations contained within.
- ii. Councillor motion: On behalf of the Traffic Working Group, Cllr L Straw requests that the Council resolves to submit the Town Hill police road safety report to the Nov 25th, 2025, meeting of East Devon HATOC and ask for costings.
- iii. To consider a request from the Traffic Working Group for agreement to put fliers on car windscreens. Fliers will directly relate to specific issues, i.e. a flier about pavement parking for those cars parked on pavements.

25/180 CORRESPONDENCE

- i. To receive the correspondence list, including a letter from the Tithebarn Residents Association.
- ii. To resolve to action / delegate any matters arising from the correspondence list as appropriate.

25/181 FUTURE AGENDA ITEMS

To receive requests for agenda items for consideration by the Council.

(NB. Council's adopted Standing Orders state that written notice [of motions must be with] the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting).

25/182 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.

25/183 RECYCLING BINS QUOTE

To receive a report, quotes and recommendations for new recycling bins at the Pavilions and on the Broadclyst recreation ground.

25/184 WEBSITE AND BOOKING CALENDAR UPDATE

To consider proposals for upgrading the parish council website, including the addition of an online booking system and migration to a new WordPress platform.

25/185 TO CLOSE THE MEETING

To close the meeting.

**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.