

**Members Present:****Chairman** Cllr Pepper.**Members** Cllrs Baker, Bromley, Francis, Gent, Jackson, Staddon.**In attendance :** Clerk**Members of public:** 0**Also present:** Broadclyst County Ward Member, Cllr Peter Bowden;

Richard Jackson, Killerton Rural Surveyor.

19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org**BROADCLYST PARISH COUNCIL****ORDINARY MEETING**

Members of the Press and Public were welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2)

There was an Ordinary Council meeting of Broadclyst Parish Council on

Monday 5th December 2016 at 19:00hrs

in the **Green Room, Victory Hall, Broadclyst**

at which the following business was transacted:

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MINUTES (Draft)

NB: There were no matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month

16/200 APOLOGIES

Council resolved to accept apologies for absence from Cllr Massey (family commitment) and Vaughan (prior engagement)

16/201 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 Town Clerk in advance of the meeting.

Cllr Henry Gent re-stated his DPI in all matters pertaining to developments in and around Mosshayne farm.

16/202 APPROVAL OF MINUTES

To receive and resolve to approve as a correct record the Minutes of the Parish Council meeting held on 7th November 2016, the Minutes from the Finance Committee's meeting on 15th November 2016, and the Minutes from the Staffing Committee meeting on 17th November 2016.

RESOLUTION: It was proposed by Cllr Gent to accept the Minutes of the full council as a correct record of decisions taken at the meeting; the proposal was seconded by Cllr Baker. Council was unanimous in agreement.

RESOLUTION: It was proposed by Cllr Gent to accept the Finance Minutes as a correct record of decisions taken at the meeting; the proposal was seconded by Cllr Jackson. Council was unanimous in agreement.

RESOLUTION: It was proposed by Cllr Gent to accept the Staffing Committee Minutes as a correct record of decisions taken at the meeting; the proposal was seconded by Cllr Pepper. Council was unanimous in agreement.

Standing Orders were suspended:

16/203 DISTRICT COUNCIL REPORTS

District Ward Member Cllr Pepper has been responding to flood incidents in the aftermath of Storm Angus and will be meeting with developers at Westclyst before Christmas to discuss progress on the Old Park Farm phase 2 site (Saxon Brook).

Cllr Hale is on maternity leave.

16/204 COUNTY REPORTS

County Ward Member Cllr Bowden gave a report.

The autumn statement was largely disappointing; the re-routing of the line through Dawlish would not be impossible but its re-routing would leave the line vulnerable to not being repaired should it be damaged again.

It has been decided that the £20m set aside for flood resilience work has been divided into just 3 projects, leaving a funding deficit for projects in EDDC which have already started. DCC has consented the regularising of the slope to the south of Crannaford crossing. It is likely work will take place in the next financial year.

16/205 NATIONAL TRUST REPORT

Killerton's new Rural Surveyor, Richard Jackson, was welcomed to the meeting and he gave a report on behalf of the Estate. Killerton House is now open for its "Grimm Christmas" theme; there is an online and onsite booking system to enable visitors to reserve a timed slot to view the house and to see Santa.

There are currently 2 live planning applications: one for car park payment meters to enable charges for non-members (£2 for 2hrs; £4 for anything over that) and one for the roof works to the mansion house. This restoration project is anticipated to start in Feb 17 and will take approx. 10 months. There will be publicity on site and via Broadsheet about the project; although there is not that much to actually see the potential for tours is being considered. Killerton has been awarded the [Primary Times](#) best Stately Home award for Devon.

The Lead Ranger has taken the decision to move on; Dave Jolley is Acting Ranger. Richards role has been broadened to improve link between Killerton house and its wider estate; focussing on the protection of estate assets, and looking at the maintenance of the let estate. There are currently 11 empty properties on the estate of which 6 are in the open market rental process.

The Chairman thanked Richard for his report; the Parish Council and Killerton have a long-established excellent working relationship which is to be deepened by regular meetings in order to discuss Estate/Parish matters and as Council progresses its Neighbourhood Plan.

16/206 POLICE REPORT

The Police report for November 2016 was noted.

16/207 PUBLIC PARTICIPATION

There were no requests from members of the public to make representations, take questions or give evidence in respect of the business on the agenda under Standing Orders 3e to 3k.

The meeting reconvened under Standing Orders**16/208 ACCEPTANCE OF REPORTS**

Reports received from stakeholders were accepted.

16/209 COUNCIL REPORTS**i. Clerks report**

To receive the Clerks Report for November 2016 and to resolve to action any matters contained within as necessary

RESOLUTION: it was proposed by Cllr Baker that the Council agrees the recommendations contained within the report, namely:

- a. to resolve that Council expresses its interest in CCTV at Phillip House (this does not constitute a legal binding contract at this stage).
- b. to note that while the Youth Club remains focussed on and committed to promoting and rewarding good behaviour, a level of conduct is expected from young people in and around the club – without exception.
- c. to note that Council's use of herbicides in public open spaces is minimal (1 application of each per year) and is therefore considered that Broadclyst Parish Council conforms to the requirements as set out in Article 5 of 2016/1313.

The proposal was seconded by Cllr Bromley; Members indicated their unanimous agreement.

ii. Neighbourhood Plan

Council received a report from the Neighbourhood Planning Officer which contained the recommendation that Council considers a 'Call for Sites' as it prepares its Neighbourhood Plan. A template of the survey, which will act as an initial 'expression of interest' for local landowners to complete should they want to put forward proposals, was circulated to Members.

The Call for Sites (CFS) and Housing Needs Survey (HNS) will enable the Council to gain a deeper understanding of the needs of its community, and to identify potential locations and types of tenure through which established need could be met. These surveys are pertinent to Broadclyst Parish residents (HNS) and land/land owners (CFS) within the parish.

RESOLUTION: It was proposed by Cllr Jackson that the Council's Officers be given delegation to prepare and undertake a Call for Sites in the New Year. This proposal was seconded by Cllr Baker. All Members present and voting indicated their agreement in an unanimous vote.

iii. Sports Pavilions report

Draft Minutes were received from the SPMC meeting on 3 November 2016.

RESOLUTION: Cllr Gent proposed that the Council resolves to spend no more than £800 on the storage facility: this was seconded Cllr Staddon with a unanimous vote from Members.

iv. Community Emergency Plan

A report was received following the annual desk-based review of the Council's Community Emergency Plan.

RESOLUTION: Cllr Gent proposed to adopt report, noting contact details for the

Evacuation centres had been updated. This proposal was seconded by Cllr Bromley and all Members voted in favour.

16/210 CORPORATE GOVERNANCE AND FINANCE

i. **Bank Rec**

RESOLUTION: It was proposed by Cllr Bromley to approve the bank reconciliation for October 2016, as per the Finance Committee's recommendation. It was seconded by Cllr Baker; Council was unanimous in its agreement.

ii. **Payment Schedule for November 2016**

The Payment Schedule for November 2016 was presented to Council.

RESOLUTION: It was proposed by Cllr Bromley to approve the list of payments made for November 2016, totalling £19,013.22. It was seconded by Cllr Baker; Council was unanimous in its agreement.

iii. **Staff Appraisals**

It was noted that the Staffing Committee will meet shortly to receive a report following autumn staff appraisals

16/211 PLANNING

i. **Planning Decisions:**

To note the following planning decisions made by the Local Planning Authority in November 16:

Application ref:	Location:	Proposal:	Outcome:
16/2182/ADV	Saxon Brook (Old Park Farm Two) West Clyst Exeter	Retention of flags and signage relating to new housing development	Approved
15/0049/V106	Old Park Farm One Pinn Hill Exeter	Variation of the Section 106 agreement accompanying the Old Park Farm planning permission 10/0641/MOUT	Approved

ii. **Appeal decisions November 16:**

It was noted there have been no appeal decisions announced in November 2016

iii. **Validated applications:**

Application ref:	Location:	Proposal:	Comment
16/2703/FUL 16/2704/LBC	Killerton House, Killerton, Exeter, EX5 3LE	Construction of new chimney and enlargement of existing chimney.	Council has no comment to make; defer to Listed Building Officer.

16/212 DCC CONSULTATIONS

- i. Community Composting and Recycling Centres Consultation – it was agreed that the Council would not make a comment to the consultation
- ii. Street Naming Consultation – this will be an agenda item for the next Council meeting.

16/213 CORRESPONDENCE

- i. To receive the November 2016 correspondence list

BLACKHORSE

It was noted that the Royal Mail has finalised the locality change from Clyst Honiton to Blackhorse.

Following their consultation they received 12 objectors from the 72 letters sent out. (16.67%, and Royal Mail required no more than 20% to go ahead according to their code of conduct.) There have been some properties which have been amended in the official postal address file and have been issued with a new postcode.

The District Council has updated all Council Address databases, and notified the Land Registry and the Emergency Services.

EDDC has given the Parish Council a plan with suggested sign locations in order that “Blackhorse” street signage can be put in place. Only signage which has been approved by the County Council is permitted; the Neighbourhood Highway Officer (NHO) will meet on site to discuss preferred location and will arrange for the underground survey to be carried out prior to installation.

HILLSIDE GARDENS

Recent communications from residents at Hillside Gardens indicate a degree of concern and lack of understanding with regard the provision of community infrastructure, including the primary school and retail units, associated with the development.

It was noted that the owner has indicated informally to the parish council that there is a reasonable chance that the retail units will be built and occupied within the next year.

- ii. Actions arising from correspondence:
 - a. It was proposed by Cllr Bromley that he liaises with the Clerk and NHO to progress signage provision. This proposal was seconded by Cllr Francis and unanimously agreed.
 - b. It was proposed by Cllr Francis that she work with DCC, EDDC and the Clerk to prepare a circular/statement which updates residents and answers FAQ's. This proposal was seconded by Cllr Gent and unanimously agreed.

16/214 AGENDA 3rd JANUARY 2017

Agenda Items for 3rd January 2017 will include an update on the proposal to turn the Clyst Room into a small works compound, and an update from Cornerstone Academy Trust about the new Primary School at Westclyst.

Dates for forthcoming meetings this month:

EDDC Cabinet	5.30pm; 7 th December 2016	EDDC Offices, Knowle
DMC	10am; 6 th December 2016	EDDC Offices, Knowle
Broadclyst Parish Council extraordinary meeting (to include planning, staffing, and to resolve the budget and precept for 2017/18)	7pm 15 th December 2016	Broadclyst Sports Pavilions, Holly Close, Broadclyst EX5 3JB

16/215 CLOSE OF MEETING

The meeting closed at 20:40hrs

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST