



SIDMOUTH TOWN COUNCIL

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To: All Members of the Town Council
Town Clerk

4 August 2020

For information:
District Councillor for Sidmouth not on the Town Council

Dear Sir/Madam,

Virtual Meeting of Sidmouth Town Council Monday 10 August 2020 at 6.30pm

You are called upon to attend the above meeting where it is proposed that the matters set out on the agenda below will be considered and resolution or resolutions passed as the Town Council considers appropriate. Due to the current COVID-19 situation, the Town Council will meet virtually via the Zoom software platform. This is as authorised by the Regulations set out in Clause 78 of the Coronavirus Act 2020. Please note the start time of the meeting.

Those members of the public wishing to view the meeting or speak on an agenda item are required to register by emailing towncouncil@sidmouth.gov.uk at least 24 hours before the start time of the meeting, after which virtual meeting details will be sent out to speakers/attendees.

The Chair of the Council has the right and discretion to control questions to avoid disruption, repetition and to make best use of the meeting time. Individual contributions will be limited to a maximum period of three minutes.

Yours faithfully,

Christopher E Holland
Town Clerk

A G E N D A

PART 'A'

Page/s

1 Apologies

To receive any apologies for absence.

2 Minutes

To confirm the minutes of the meetings of the Town Council held on Monday
2 March 2020.

5 – 6

3 **Declarations of Interest**

To receive any Members' declarations of interest in respect of items on the agenda.

Note: You must also declare the nature of any personal or disclosable pecuniary interests in an item whenever it becomes apparent that you have an interest in the business being considered.

4 **Matters of Urgency or Report from the Chair**

To consider any items that in the opinion of the Chair should be dealt with as matters of urgency because of special circumstances. (Note: such circumstances need to be recorded in the minutes).

5 **Exclusion of the Public**

To agree any items to be dealt with after the public (including the press) have been excluded. There are no items which the Town Clerk recommends should be dealt with in this way.

6 **Public Open Question Time**

In accordance with Sidmouth Town Council Standing Orders Item 1 (d) – (i) Members of the Public are invited to put a question (one per person), to the Council through the Chair (taking no more than 3 minutes each and for a total of 15 minutes). Please note that in accordance with standing order 1(d), a question shall not require a response or debate.

Councillors also have the opportunity to ask questions of the County and District Members during this item whilst giving priority to Members of the public.

(Members and members of the public are reminded to notify the Town Clerk and Councillor concerned of questions to be raised. This arrangement is in place to enable a considered response at the meeting.)

7 **Police Report**

a) To receive the July 2020 Police Report.

(Members are asked to notify the Town Clerk of questions to be raised in advance of the meeting where possible.)

b) Office of the Police and Crime Commissioner – Councillor Advocate Scheme
Sidmouth Town Council has been invited to nominate a representative of the Council to join the Councillor Advocate Scheme. The scheme works by offering:
Face to face discussions:

Access to a quarterly meeting with the police at a local level; Councillor advocate themed seminars each year; a named contact within the commissioner's office.

Written materials:

A bespoke advocate information directory; Quarterly key topic briefing documents specifically for advocates; Quarterly newsletter from the commissioner; Monthly Citizens in Policing newsletter; Notification of press releases issued by the police and the commissioner.

Campaigns and events:

Access to police campaign materials (e.g. posters and leaflets); Prior notification of and invitation to police arranged community engagement activities.

8 Committee/Working Group Reports**8.1 Planning Committee Reports**

To receive the reports of the Planning Committee meeting held on Wednesdays 4 March; 10 and 24 June; 8 and 22 July 2020.

7 – 19

8.2 Tourism & Economy Committee Reports

To receive the report of the Tourism & Economy Committee meetings held on Mondays 9 March and 20 July 2020.

20 – 25

8.3 Environment Committee Report

To receive the report of the Environment Committee meeting held on Monday 13 July 2020.

26 – 29

8.4 Other Reports from Working Groups

To receive any notified reports from Chairs of Working Groups, if required.

9 Reports from Members with Special Responsibilities**9.1 Finance Report**

a) In accordance with section 2.2 of the Town Council's Financial Regulations Members are asked to note that the Member with Special Responsibility for Finance has verified the bank reconciliations, for all accounts, as at the end of March and June 2020.

b) To receive the Finance Report for the year ending 31 March 2020 together with a breakdown of Earmarked Reserves, Holding/Working Accounts and Other Reserves as at 31 March 2020.

30 – 34

c) To receive the Finance Report for the first quarter April to June 2020

35 – 38

d) To ratify the 'In principle' decision made during Covid-19 Lockdown, to allocate up to £10,000 if required, from General Reserves for the 3-month town centre traffic scheme put in place to enable safe social distancing for pedestrians. It is hoped that this will be part funded out of existing County and District Council grants. The scheme will run from 22 June to 30 September.

e) To confirm the 'In principle' decision made during Covid-19 Lockdown, to allocate £1,728 from General Reserve for the unplanned maintenance and replacement of the Port Royal webcam.

9.2 Other Reports from Members with Special Responsibilities

To receive other notified reports from other Members.

10 Financial Regulations

To review and confirm the proposed changes to Sidmouth Town Council's Financial Regulations, as per the enclosed document. Changes are to replace Chairman/men with Chair and amendments to items 2.2, 4.1, 5.2 and 6.4 to enable appropriate financial controls throughout Covid-19 Lockdown and any other circumstances that require working from home.

Document
enclosed**11 Internal Audit**

To confirm that there are no changes to the copy of Sidmouth Town Council's Internal Audit Schedule 2019 as issued to Members in May 2019.

12 Risk Assessment

To confirm that there are no changes to the copy of Sidmouth Town Council's Risk Assessment 2019 as issued to Members in May 2019.

	Page/s
13 Annual Return – Internal Audit Report 2019/20	
The Council’s Internal Auditor, Mr. Martin Cordy, has undertaken the audit of the Council’s accounts. Attached with the agenda is a copy of Mr Cordy’s letter and the Internal Audit Report for Members consideration.	39 – 40
14 Annual Return – Governance Statement 2019/20	
Members are asked to consider and approve the Annual Governance Statement, copy attached, which will require approval by Council prior to signing by the Chair and Town Clerk.	41
15 Annual Return – Accounting Statements 2019/20	
Members are asked to consider and approve the Accounting Statements which have been duly certified and signed by the Town Clerk/RFO. Following approval by Council, the Accounting Statement will be signed by the Chair.	42
16 Review of Council Resources	
To confirm the appointment of Councillors Barlow, Dent, Lockyer and Turner to the newly formed Council Resources Review Working Group which shall examine and review and report to Council on all aspects of the Council’s responsibilities, workings and resource levels.	
17 Council Meeting Dates	
Due to Government restrictions during the Covid-19 pandemic all Council and Committee meetings will continue to be held via Zoom until further notice; see attached meeting dates list for September 2020 to May 2021.	43
18 Ash Dieback Survey for Sidmouth Town Council	
To consider the attached Sidmouth Arboretum report regarding a proposed Ash Dieback survey to be carried out on trees on Council land in Sidmouth.	44 -47

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of Sidmouth Town Council
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 2 March 2020 at 6.30pm

Ward	Councillors Present:
Sidmouth North	Charissa Evans
	Stuart Hughes
	Dawn Manley
	Jenny Ware
Sidmouth South	Denise Bickley
	Kelvin Dent
	Chris Lockyear
	John Rayson
	Paul Wright (Vice-Chair)
Sidmouth West	Louise Cole
Primley	Deirdre Hounsom
	Emma Murdoch
	Jeff Turner
Sidford	Jack Brokenshire
Sidbury	John Loudoun
Salcombe Regis	Ian Barlow (Chair)
Apologies:	David Barratt, Marianne Rixson, Louise Thompson

The meeting started at 6.30pm and finished at 7.05pm.

PART 'A'

126 Minutes

The minutes of the meeting of the Town Council held on Monday 3 February 2020 were signed as a true and accurate record.

127 Declarations of Interest

There were no declarations of interest received for items on this agenda.

128 Matter of Urgency or Report from the Chair

- The Informal meeting will be held at 6.30pm on Monday 30 March 2020.
- The Pre-Budget meeting date will be moved from 19 October to 26 October.
- The Chairman reported that the Town Council had received much praise for the street cleansing contract being carried out by their contractor and Members were asked to notify the Town Clerk of any areas which should receive focus.

129 Public Open Question Time

There were no questions from members of the public.

130 Police Report

Sgt Andy Squires presented the February police report which showed a decrease of 34% from 47 crimes in February 2019 to 31 in February 2020.

The Chair thanked Sgt Squires for all his hard work over the years and the service he and his unit have given to Sidmouth and wished him well in his retirement.

Sgt Squires was presented with a gift from the Town Council.

131 Committee/Working Group Reports

131.1 Planning Committee Reports

Councillor Dent, Chair of Planning Committee, the presented the reports of the Planning Committee meetings held on Wednesdays 5 and 19 February 2020.

RESOLVED: That the Planning Committee reports be noted.

131.2 Tourism & Economy TaFF

Councillor Cole, Chair of the Tourism & Economy Committee, reported on the Invitation to Tender for Marketing & Tourism Promotion process.

RESOLVED: That the Tourism & Economy TaFF report be noted.

131.3 Sidmouth in Bloom

Councillor Ware reported on her attendance at a recent Sidmouth in Bloom committee meeting when members conveyed their thanks for the additional funding awarded from the Town Council.

RESOLVED: That the Sidmouth in Bloom Committee report be noted.

132 Reports from Members with Special Responsibilities

132.1 Finance Report

a) In accordance with section 2.2 of the Town Council's Financial Regulations Members were asked to note that the Deputy Member with Special Responsibility for Finance had verified the bank reconciliations, for all accounts, as at the end of December 2019.

b) Member with Special Responsibility for Finance, Councillor Wright, presented the Finance Report for January 2020.

RESOLVED: 1) that in accordance with section 2.2 of the Town Council's Financial Regulations, Members noted that the Deputy Member with Special Responsibility for Finance had verified the bank reconciliations, for all accounts, as at the end of December 2019.

2)that the Finance Report for January 2020 be noted and agreed.

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CHAIR OF THE COUNCIL

**Minutes of the meeting of
Sidmouth Town Council's Planning Committee
Held at the Council Chamber, Woolcombe House, Sidmouth,
Wednesday 4 March 2020**

Councillors present: - Kelvin Dent (Chair)
Jeff Turner (Vice-Chair)
Ian Barlow
Jenny Ware
John Rayson
Deidre Hounsom
Louise Thompson
John Loudoun

The meeting started at 6.30pm and finished at 7.15pm.

187 Declarations of Interest - None

188 District Council Members

It was formally noted that the participation of those Councillors who are also members of the East Devon District Council in both the debate and subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town/Parish Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

189 Applications for consideration

Resolved That in respect of the Planning Applications set out below and attached, representations to the manner in which they should be determined, be made known to the East Devon District Council in accordance with schedule 16 of the Local Government Act 1972.

Applications for consideration

- | | | | |
|------------|-----------------------------|------------------------|--|
| 190 | 20/0315/LBC
East Ward | Mr Jon Powell | 2 Albany Villas Salcombe Road, Sidmouth, EX10 8PW. Replace 1no. bay window at ground floor, 2no. windows at first floor and 2no. windows at second floor on front (south) elevation. |
| | SUPPORT | | |
| 191 | 20/0272/FUL
Primley Ward | Mr James Wright | 73 Primley Road, Sidmouth, EX10 9LB. Construction of veranda to the rear. |
| | SUPPORT | | |
| 192 | 20/0397/FUL
Primley Ward | Mr And Mrs D R Shields | 3 Coombe Hayes, Sidmouth, EX10 9XX. Construction of single storey extension (alternative to approved application 19/0665/FUL). |
| | SUPPORT | | |
| 193 | 20/0373/FUL
Sidbury Ward | Mr S Goss | Little Sweetcombe Farm, Sidbury, Sidmouth, EX10 0QR. General purpose agricultural building. |
| | SUPPORT | | |
| 194 | 20/0318/FUL
South Ward | Miss Tina Legg | 2A Alexandria Road, Sidmouth, EX10 9HB. Construction of single storey extension to provide annexe. |
| | SUPPORT | | |

195	20/0352/FUL South Ward	Mrs Ruth Ray	Cedar Shade Cottage, 75 All Saints Road, Sidmouth, EX10 8EX. Extensions and alterations including raising of ridge to create suitable first floor accommodation.
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NOT SUPPORTED

For the following reasons:

- Members considered the application to be contrary to Policie 6 of the Sid Valley Neighbourhood, Policy 6 Infill Development, Extensions and Trees: Development should be designed so as not to adversely impact on the amenities of its neighbours and should seek to protect any existing trees that contribute to the overall amenity of the area, as well as being appropriately landscaped.
- The proposed changes would be out of keeping with the design of the existing building.
- The proposed design would be over development for the size of the area.
- The proposed design would be detrimental to the street scene of the area and contrary to the policy of local design and distinctiveness.
- The proposed design would be overbearing to neighbouring properties.
- Members also felt that there would be insufficient parking provision for the property.

196	20/0339/FUL West Ward	Mr Mark Laurenti	Woolbrook Reservoir, Balfours, Sidmouth, EX10 9EF. Alterations to existing entrance elevation as follows: Removal of the existing timber garage doors and replacement with continuous glazing set in powder coated aluminum frames; replacement of the existing timber entrance door with a new timber door incorporating glazing; timber cladding added to the existing masonry pier adjacent and to the LHS of the entrance door; formation of a flat roofed porch over the entrance; the addition of stone faced cladding over the existing facade; existing entrance ramp to front door widened to improve access.
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SUPPORT

197 Tree Applications for Decision

The Town Council is authorised to make a decision on the following tree applications.

a)	20/0045/TRE Sidford Ward	Mr Elaine Marshall	Brown Gables, 9 Packhorse Close, Sidford, Sidmouth, EX10 9RR. T1 Horse Chestnut, reduce crown back to previous pruning points, by removing regrowth up to 2m in length; crown raise to 5m above ground level, MDC 75mm. Reason: to maintain tree to appropriate site and prevent future branch failure.
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The Council hereby GRANTS permission to carry out work subject to the conditions set out by the EDDC Aboricultural Officer.

198 Prior notification of proposed works to trees in a Conservation Area (Section 211 Notice)

The Town Council has been given the required notification of the following tree works and may comment accordingly.

- a) 20/0192/TCA Mrs Gita Rae Garden Flat 7, Fortfield Terrace, Sidmouth, EX10 8NT.
South Ward Self-sown Goat (pussy) Willow: Fell because too close
to Grade 11* listed wall.

WORKS NOTED

199 **Tree Exemption Reports and Tree Preservation Orders**

No Tree Exemption Reports were received.

New Tree Preservation Orders were notified as being made for:
20/0020/TPO – Land at Sidbury Mill Burnt Oak, Sidbury, Devon.

200 **Unsupported Decisions**

Planning Application 19/0391/FUL

22 Fore Street, Sidmouth, EX10 8AL.

Demolition of the rear part of the shop and reconstruction with 7 no. Two storey dwellings above.

Town Council

District Council

Support

Refused

201 **Appeal Decisions**

Appeal A Ref: 19/0674/FUL

Mead, Fortescue Road, Sidmouth, Devon, EX10 9QG. The development proposed is the construction of a dwelling in the garden including demolition of existing garage and provision of parking spaces and replacement fence with extension to stone boundary wall (amended description).

Appeal B Ref: 19/0675/LBC

Mead, Fortescue Road, Sidmouth, Devon, EX10 9QG. The works proposed are the construction of a dwelling in the garden including demolition of existing garage and provision of parking spaces and replacement fence with extension to stone boundary wall (amended description).

Appeal A is dismissed, and appeal B is allowed. Listed building consent is granted for the proposed connection to the existing stone boundary (garden) wall at Mead, Fortescue Road, Sidmouth, Devon, EX10 9QG. The consent is granted in accordance with the terms of the application Ref. 19/0675/LBC, dated 29/3/19 and subject to the conditions in the attached Schedule.

202 **Enforcement Letters**

No Enforcement letters were received.

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CHAIR OF THE PLANNING COMMITTEE

**Matters considered by
Sidmouth Town Council's Planning Committee
Original Planning Committee Date: 10 June 2020**

(Due to the current COVID-19 situation, the Planning Committee met virtually
as authorised by the Regulations set out in Clause 78 of the Coronavirus Act 2020.)

Councillors present: - Kelvin Dent (Chair)
Jeff Turner (Vice-Chair)
Ian Barlow
Jenny Ware
Deidre Hounsom
John Loudoun

Apologies: - John Rayson

The meeting started at 10am and finished at 10.40 am.

285 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
CLlr Deidre Hounsom and CLlr Kelvin Dent	20/0652/FUL 6 Willoughby House, Peak Hill Road, Sidmouth, EX10 0NW	Personal Interest	Remained in the Chamber during discussion and did vote.	Acquainted with an objector.

286 District Council Members

It was formally noted that the participation of those Councillors who are also members of the East Devon District Council in both the debate and subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town/Parish Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

287 Applications for consideration

Resolved That in respect of the Planning Applications set out below and attached, representations to the manner in which they should be determined, be made known to the East Devon District Council in accordance with schedule 16 of the Local Government Act 1972.

Applications for consideration

- 288** 20/0652/FUL Lily and Violeta 6 Willoughby House, Peak Hill Road, Sidmouth, EX10 0NW.
South Ward Lunan Proposed Terrace, Access bridge and balustrade. Alteration and new Door and new roof lights to north elevation.

UNABLE TO SUPPORT

- The development would have a harmful effect on the visual impact of the local area being part of the AONB and near the coastal path.
- The development would conflict with Strategy 46 of the local plan.
- The development would conflict with neighbourhood plan Policy 6 Infill Development, Extensions and Trees: Development should be designed so as not to adversely impact on the amenities of its neighbours.
- East Devon Local Plan strategy 23.2 Flat conversions can often have undesirable effects such as external stairways etc. that can damage the character and amenity of the area.

- Neighbourhood Plan Policy 7 Local Distinctiveness. Development proposals will be expected to have regard to the character of the immediate area ... reflecting the height, scale, massing, fenestration, materials, landscaping etc.

- 289** 20/1019/VAR Mr James Slade House Farm, (Slade Farm Donkey Fields) Weston.
Salcombe Newman (The Variation of condition 2 of planning permission 19/1033/FUL
Regis Donkey (existing timber sheds to be replaced with an isolation
Sanctuary) reception unit with associated concrete and sand yards) to
change the shape and orientation of the isolation unit and
reduce the external yard area.
- SUPPORT
- 290** 20/1014/FUL Mr Alan Dyer Land at Knapp Copse, Sidbury. Erection of a 6m x 4m x 2.5m
Sidbury Ward polytunnel for the storage of logs.
- SUPPORT
- Note: Members advise a temporary permission for up to 3 years only.
- 291** 20/0966/FUL Mrs Denise Land South of Sand Farm, Sidbury, Sidmouth, EX10 0QN.
Sidbury Ward Lyon Construction of stables and change of use of surrounding land
for mixed use for equestrian use and grazing of livestock.
- SUPPORT
- Subject to the building having a legal tie placed on it to be ancillary use the main farm only and
that the area is not used for commercial equestrian use.
- 292** **Tree Applications for Decision**
No tree applications were received.
- 293** **Prior notification of proposed works to trees in a Conservation Area (Section 211 Notice)**
No proposed tree works were received.
- 294** **Unsupported Decisions.**
No Unsupported decisions.
- 295** **Tree Exemption Reports**
No Tree Exemption Reports were received.
- 296** **Enforcement Letters**
No Enforcement letters were received.

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CHAIR OF THE PLANNING COMMITTEE

**Matters considered by
Sidmouth Town Council's Planning Committee
Original Planning Committee Date: 24 June 2020**

(Due to the current COVID-19 situation, the Planning Committee met virtually
as authorised by the Regulations set out in Clause 78 of the Coronavirus Act 2020.)

Councillors present: - Kelvin Dent (Chair)
Jeff Turner (Vice-Chair)
Ian Barlow
Jenny Ware
Deidre Hounsom
John Loudoun

The meeting started at 10am and finished at 10.45 am.

297 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Kelvin Dent	20/1120/LBC Flat 1, Banwell House, Old Fore Street, Sidmouth, EX10 8LP.	Personal Interest	Remained in the meeting during discussion and did not vote.	Acquainted/ neighbour of the applicant.
Cllr Kelvin Dent	20/0992/TRE Longwood Bickwell Valley, Sidmouth, EX10 8SG.	Personal Interest	Remained in the meeting during discussion and did not vote.	Acquainted with the applicant.

298 District Council Members

It was formally noted that the participation of those Councillors who are also members of the East Devon District Council in both the debate and subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town/Parish Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

299 Applications for consideration

Resolved That in respect of the Planning Applications set out below and attached, representations to the manner in which they should be determined, be made known to the East Devon District Council in accordance with schedule 16 of the Local Government Act 1972.

Urgent items or Amended Plans Received After Formulation of the Agenda.

To receive a report from the Planning Clerk of any urgent planning items or amendments to planning applications received after formulation of the agenda.

- 300** 20/0615/FUL Mr Mark Woolbrook Reservoir, Balfours, Sidmouth, EX10 9EF.
Laurenti Demolition of existing manhole, removal of bank and construction of 2 no. timber holiday lodges, 1 no. timber hobby room, car port, enlargement of the existing parking area and associated landscaping.

UNABLE TO SUPPORT

Member do not see that the additional information provided by the visual impact assessment addresses the issues the council had originally, so they are not able to support this application for the following reasons.

Members considered that the application was contrary to Policy 4, 6 and 7 of the Sid Valley Neighbourhood Plan and that the application contravenes the following parts of the local plan:

- Policy 4 Green Corridors, The Environment Agency Flood Zone 3 of the River Sid and tributaries; the Glen Goyle and Woolbrook Stream in the Neighbourhood Area are defined as Green Corridors as shown on Map 10. Development within the Green Corridors will be required to maintain and where possible enhance the biodiversity of the corridor and allow uninterrupted passage of wildlife.
- Policy 6 Infill Development, Extensions and Trees: Development should be designed so as not to adversely impact on the amenities of its neighbours and should seek to protect any existing trees that contribute to the overall amenity of the area, as well as being appropriately landscaped.
- Policy 7 Infill Development, Extensions and Trees: Development should be designed so as not to adversely impact on the amenities of its neighbours and should seek to protect any existing trees that contribute to the overall amenity of the area, as well as being appropriately landscaped.
- The development would also have a harmful effect on the character and appearance of the area which would be in conflict with strategy 6 and policies D1, D3 and EN1 of the local plan.
- Members also felt that there was insufficient parking provision provided.

Applications for consideration

301	20/1120/LBC East Ward	Mr and Mrs Barker	Flat 1, Banwell House, Old Fore Street, Sidmouth, EX10 8LP. Replacement of 1no. large UPVc window with 3no. timber windows on side south west elevation.
	SUPPORT		
302	20/1187/FUL Primley Ward	Pam Harrison	21 Primley Mead, Sidmouth, EX10 9LQ. Construction of single storey rear extension and garage/store extensions.
	SUPPORT		
303	20/1069/FUL Sidbury Ward	Mr & Mrs Gater	Glenhills, 2A Davids Close, Sidbury, Sidmouth, EX10 0QS. Construction of single storey side and rear extensions; detached garage to front of the property.
	SUPPORT		
304	20/1071/LBC Sidbury Ward	Chris Rosling	Copplestones, Ridgeway, Sidbury, Sidmouth, EX10 0SF. Retention of ongoing structural work to support the failing roof including the removal of wall and chimney breast between kitchen and dining room and at first floor between Bedroom 2 & 3, the insertion of extended structural beams and additional posts, the revised installation of new floor joists above the kitchen, and new stud walls.
	SUPPORT subject to the views of the Conservation Officers.		
305	20/0989/FUL Sidbury Ward	David Monro Higgs	Mincombe Post Farm, Mincombe Post, Sidbury, Sidmouth, EX10 0QW. Construction of conservatory to rear.
	SUPPORT		
306	20/1129/FUL Salcombe Regis	Mr & Mrs Hignett	Greystones, Salcombe Regis, Sidmouth, EX10 0JQ. Construction of two storey side extension, incorporating first floor extension to existing single storey rear lean-to, and single storey front extension. Removal of existing garden buildings.

UNABLE TO SUPPORT

Members were unable to support for the following reasons;

- The proposed changes would be out of keeping with the design of the existing building.
- The proposed development would adversely affect the street scene and be out of keeping with the character of the area.
- The proposed development was considered over development of the site.
- The proposed would be contrary to the policy 7 of the Neighbourhood plan local distinctiveness.
- The proposed would be contrary to the policy 6 of the Neighbourhood plan Infill Development, extension and trees.
- The proposed would be contrary to the policy 9 of the Neighbourhood plan Residential Development.

307 20/1079/FUL Mr And Mrs Uplands, Boughmore Road, Sidmouth, EX10 8SJ. Construction of replacement garden room with roof terrace over.
South Ward Cooper

SUPPORT

308 Tree Applications for Decision

No tree applications were received.

a) 20/0992/TRE South Ward Dr Robert Adams Longwood Bickwell Valley, Sidmouth, EX10 8SG. Remove approximately 35m length of C. leylandii hedge.

APPROVE

309 Prior notification of proposed works to trees in a Conservation Area (Section 211 Notice)

No proposed tree works were received.

a) 20/0410/TCA South Ward Mr Vaughan Irons 1 The Laurels, Sidmouth, EX10 8UX. T28 Oak Remove first two branches property side. T47a Cypress Remove first two branches over garage roof.

WORKS NOTED

310 Unsupported Decisions.

No Unsupported decisions.

311 Tree Exemption Reports

No Tree Exemption Reports were received.

312 Enforcement Letters

No Enforcement letters were received.

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CHAIR OF THE PLANNING COMMITTEE

**Matters considered by
Sidmouth Town Council's Planning Committee
Original Planning Committee Date: 8 July 2020**

(Due to the current COVID-19 situation, the Planning Committee met virtually
as authorised by the Regulations set out in Clause 78 of the Coronavirus Act 2020.)

Councillors present: - Kelvin Dent (Chair)
Jeff Turner (Vice-Chair)
Ian Barlow
Jenny Ware
Deidre Hounsom
John Loudoun
Dawn Manley

The meeting started at 10am and finished at 10.45 am.

313 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr John Loudoun	20/0885/FUL14 Davids Close, Sidbury, Sidmouth, EX10 0QS.	Personal Interest	Remained in the meeting during discussion and not vote.	Acquainted with the applicant.
Cllr Jenny Ware	20/1107/FUL 10 Hawthorn Drive, Sidmouth, EX10 9XW.	Personal Interest	Remained in the meeting during discussion and did not vote.	Acquainted with the neighbour applicant.

314 District Council Members

It was formally noted that the participation of those Councillors who are also members of the East Devon District Council in both the debate and subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town/Parish Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

315 Applications for consideration

Resolved That in respect of the Planning Applications set out below and attached, representations to the manner in which they should be determined, be made known to the East Devon District Council in accordance with schedule 16 of the Local Government Act 1972.

Urgent items or Amended Plans Received After Formulation of the Agenda.

To receive a report from the Planning Clerk of any urgent planning items or amendments to planning applications received after formulation of the agenda.

- 316** 20/1148/TCA Mrs Frost Edgmond, Boughmore Road, Sidmouth, EX10 8SJ. T1 purple plum - reduce and re-shape to previous level and remove deadwood to leave a natural form.

NOTED

- 317** 20/1083/TCA Mr McDonald Carolcrest, Bickwell Valley, Sidmouth, EX10 8SQ. T1: Drimys Winteri - reduce by approximately 2m and re-shape.

NOTED

Applications for consideration

- 318** 20/1277/FUL Govier & Son Ltd 55 High Street, Sidmouth, EX10 8LN. Replacement windows and external doors, facade works, new flat roof covering and installation of door canopy.
- SUPPORT
- 319** 20/1278/LBC Govier & Son Ltd 55 High Street, Sidmouth, EX10 8LN. Replacement windows and external doors, facade works, new flat roof covering, installation of door canopy, internal alterations to the listed building.
- SUPPORT subject to the view of the Conservation Officer
- 320** 20/1107/FUL Mr G Purkiss 10 Hawthorn Drive, Sidmouth, EX10 9XW. Construction of single storey rear extension.
- UNABLE TO SUPPORT
- Members were unable to support for the following reasons.
- The proposed would be contrary to the policy 6 of the Neighbourhood plan Infill Development, extension and trees.
 - The proposed development was considered over development of the site.
 - The proposed changes would adversely affect the amenity of the neighbouring property by reason of loss of light.
- 321** 20/1151/FUL Ms Jacki Rodikis Elmsdown, Kestell Road, Sidmouth, EX10 8JJ. Construction of first floor home office/studio over existing garage including external steps and cladding.
- Salcombe
Regis Ward
- SUPPORT subject to the building having a legal tie placed on it which states that the home office/studio must only be used ancillary to the main house.
- 322** 20/1164/FUL Mr and Mrs Woodhay Cottage, Salcombe Hill Road, Sidmouth, EX10 8JS. Partial demolition of existing annexe and construction of single storey rear and side extension; lean-to carport with covered walkway, front dormer window with balcony, canopy to replace porch, provision of cladding, double door replacing existing first floor window and balcony, alteration of annexe roof to provide a flat roof (Revision to permission 19/2726/FUL).
- Salcombe Chatwin
Regis Ward
- SUPPORT
- 323** 20/0885/FUL Saunders 14 Davids Close, Sidbury, Sidmouth, EX10 0QS. Construction of single storey front, rear and side extension.
- Sidbury Ward
- SUPPORT
- 324** 20/1259/FUL Mr Nigel Brown 1 Coreway Close, Sidford, Sidmouth, EX10 9SX. Construction of rear, side and front extensions and replacement garage.
- Sidford Ward
- SPLIT decision
- Members SUPPORTED the rear, side and front extensions but were unable to make a decision about the garage and will revisit this at the next meeting.
- 325** **Prior notification of proposed works to trees in a Conservation Area (Section 211 Notice)**
- No proposed tree works were received.
- a)** 20/1282/TCA Mr Chedgy 2 Abiff Place, Church Lane, Sidmouth, EX10 8LG. G1 - Fell East Ward 2 x Western Red Cedar.
- NOTED: The council would like to see a smaller replacement tree planted.

- b)** 20/1290/TCA Katy Cawkwell Westwards, Bickwell Valley, Sidmouth, EX10 8RF. T1 Oak:
South Ward Reduce by 4m in height and reduce side branches by 1-2m
to reshape.
- Postponed to next meeting.
- 326 Unsupported Decisions.**
No Unsupported decisions.
- 327 Tree Exemption Reports**
No Tree Exemption Reports were received.
- 328 Enforcement Letters**
No Enforcement letters were received.

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CHAIR OF THE PLANNING COMMITTEE

**Matters considered by
Sidmouth Town Council's Planning Committee
Original Planning Committee Date: 22 July 2020**

(Due to the current COVID-19 situation, the Planning Committee met virtually
as authorised by the Regulations set out in Clause 78 of the Coronavirus Act 2020.)

Councillors present: - Kelvin Dent (Chair)
Jeff Turner (Vice-Chair)
Ian Barlow
Deidre Hounsom
John Loudoun

Apologies; Jenny Ware.

The meeting started at 10am and finished at 11.15 am.

328 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
CLlr Kelvin Dent	20/1147/TRE Bickwell Gardens, Stadway Meadow, Sidmouth, EX10 8TB	Personal Interest	Remained in the meeting during discussion and did vote.	Acquainted with the applicant.

329 District Council Members

It was formally noted that the participation of those Councillors who are also members of the East Devon District Council in both the debate and subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town/Parish Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

330 Minutes

Agreed and delegate to the Chair of the Planning Committee to sign as a true and accurate record, the Minutes of the Planning Committee meeting of 24 June and 8 July 2020.

331 Applications for consideration

Resolved That in respect of the Planning Applications set out below and attached, representations to the manner in which they should be determined, be made known to the East Devon District Council in accordance with schedule 16 of the Local Government Act 1972.

Urgent items or Amended Plans Received After Formulation of the Agenda.

To receive a report from the Planning Clerk of any urgent planning items or amendments to planning applications received after formulation of the agenda.

- 332** 20/1259/FUL Mr Nigel 1 Coreway Close, Sidford, Sidmouth, EX10 9SX. Construction of rear, side and front extensions and replacement garage.
Sidford Ward Brown
SUPPORT

Applications for consideration

- 333** 20/1327/FUL Mr & Mrs A Long Acre, Sid Road, Sidmouth, EX10 9AH. Demolition of existing extension and construction of two storey extension (Resubmission of 19/2817/FUL).
Salcombe Letty
Regis Ward
SUPPORT
- 334** 20/1400/FUL Mr Langdown Salcombe Regis Camping and Caravan Park, Salcombe Regis, Sidmouth, EX10 0JH. Demolition of existing storage sheds, and construction of new storage shed.
Salcombe
Regis Ward
SUPPORT

- 335** 20/1351/FUL Rachael Sidford Ward Mackinnon Briarfield, Higher Brook Meadow, Sidford, Sidmouth, EX10 9SS. Construction of single storey extension and raising of garage roof to create annexe.
- SUPPORT
- 336** 20/1090/VAR Mr G Bess South Ward Witheby Cottage, Witheby, Sidmouth. Variation of Conditions 2 (plans condition) and 3 (parking arrangements) of planning application 18/0441/FUL (Division of single dwelling into two dwellings) to alter the layout of the ground floor windows and doors of Unit 2 and revise the parking layout. Condition Number(s): 2 and 3 Conditions(s) Removal: condition 2 - unit 2 ground floor windows and doors varied from approved plan. Condition 3 - parking spaces layout varied from approved plan. Condition 2 layout of unit 2 ground floor windows and doors revised. Condition 3 layout of parking spaces revised.
- Members were unable to support the changes to Condition 3 for the following reasons but are happy to support the changes to Condition 2.
- The proposed would be contrary to the policy 7 of the Neighbourhood plan, Local Distinctiveness.
 - The proposed fence is out of keeping with the openness of the area.
- 337** 20/1283/FUL Mrs Rachel South Ward Evans White Fourways, Glen Road, Sidmouth, EX10 8RW. Detached garden room to be used for visits.
- SUPPORT
- 338** 20/1265/FUL Mr David West Ward Andrews Capri, Ice House Lane, Sidmouth, EX10 9DS. Construction of single storey rear extension and insertion of 3 x side facing roof lights.
- SUPPORT
- 339 Tree Applications for Decision**
- The Town Council is authorised to make a decision on the following tree applications.
- a)** 20/1147/TRE Mr Bramley Bickwell Gardens, Stadway Meadow, Sidmouth, EX10 8TB. T1 - multi-stemmed ash - dismantle and fell to as near ground level as possible (tree is adjacent to Stintway Lane and one stem is showing signs of ash die-back).
- APPROVED subject to replanting.
- 340 Prior notification of proposed works to trees in a Conservation Area (Section 211 Notice)**
- b)** 20/1290/TCA Katy Cawkwell South Ward Westwards, Bickwell Valley, Sidmouth, EX10 8RF. T1 Oak: Reduce by 4m in height and reduce side branches by 1-2m to reshape.
- NOTED
- 341 Unsupported Decisions.**
- No Unsupported decisions.
- 342 Tree Exemption Reports**
- Tree works considered an exception to the conservation Area Legislation – CA/SIDBV Craiglands, Convent Road, Sidmouth, EX10 8RD.
- 343 Enforcement Letters**
- No Enforcement letters were received.

**Minutes of a Meeting of Sidmouth Town Council's
Tourism and Economy Committee
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 9 March 2020 at 6.30 pm**

Councillors present: Ian Barlow
Denise Bickley
Louise Cole
Deirdre Hounsom
Chris Lockyear
Dawn Manley
John Rayson
Marianne Rixson
Louise Thompson

Apologies: David Barratt, Charissa Evans, Stuart Hughes, Paul Wright

The meeting started at 6.30pm and finished at 8.10pm

PART 'A'

31 Minutes

The Minutes of the Tourism & Economy Committee meeting held on Monday 9 December 2019 were signed as a true and accurate record.

32 Declarations of Interest

There were no declarations of interest received for items on this agenda.

33 Information Centre Manager's Report & Financial Report

Jeff Bailey, Information Centre Manager, presented the Information Centre's report and the Finance Report for the period to January 2020 in respect of the Sidmouth Information Centre.

RESOLVED: That the Sidmouth Information Centre Reports be noted.

34 Tourism & Promotion Strategy Task and Finish Forum (TaFF)

Councillor Cole, Chair of the Tourism & Promotion Strategy TaFF presented the report of the work carried out by the group so far.

RESOLVED: That the Tourism & Promotion Strategy TaFF report be noted.

35 Street Trading

In September 2019 Members considered the report of the EDDC licensing manager in respect of Street Trading in Sidmouth. At that meeting it was decided to discuss this further in the Tourism & Promotion TaFF; Councillor Hounsom reported on the meetings that she had convened with festival groups.

RESOLVED: That the Council would continue discussions with East Devon District Council and to gather evidence in order to review Street Trading in Sidmouth in the future.

36 Air Display 2020

Members were asked to consider maximising usage of the space on The Esplanade created by the annual Air Display.

RESOLVED: That the Chamber of Commerce would email their members to enquire whether there was an individual who would be willing to organise an event prior to the air display.

37 Matters Raised by Invited Representatives

The following matters were raised by the Chamber of Commerce representatives:

- The Chamber of Commerce raised concerns regarding the impact on businesses of the Coronavirus; members were reporting reduced bookings and many cancellations. Sid Valley HELP were co-ordinating support for elderly or isolated individuals who may be affected by the virus. The Chair reported that the Town Council would follow any advice and instructions issued by Public Health England.
- An email regarding the Beach Management Plan was read to members.
- Councillor Barlow was thanked for his attendance at the Chamber of Commerce AGM.
- Jo Butler of Visit South Devon would be the speaker at the Chamber of Commerce breakfast to be held on Wednesday 11 March.
- The Chamber were awaiting confirmation that Simon Jupp MP would attend the May breakfast which would be moved to Thursday 7 May to accommodate his diary.

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CHAIR OF THE TOURISM & ECONOMY COMMITTEE

**Minutes of a Meeting of Sidmouth Town Council's
Tourism and Economy Committee
on Monday 20 July 2020 at 6.30 pm**

(Due to the current COVID-19 situation, the Tourism and Economy Committee met virtually
as authorised by the Regulations set out in Clause 78 of the Coronavirus Act 2020.)

Councillors present: Ian Barlow

Denise Bickley

Louise Cole

Deirdre Hounsom

Stuart Hughes

Chris Lockyear

Dawn Manley

Invited Reps: Chamber of Commerce – Richard Eley and Sally Mynard

Ignyte Ltd – Tina Veater

SW Tourism Alliance – Alistair Handyside

TIC Manager – Jeff Bailey

Apologies: David Barratt, Jack Brokenshire, Marianne Rixson, Jeff Turner, Paul Wright

The meeting started at 6.30pm and finished at 8.25pm

PART 'A'

38 Appointment of the Vice-Chair of the Tourism & Economy Committee

It was proposed by Councillor Lockyear and seconded by Councillor Barlow that Councillor Hounsom be appointed Vice-Chair of Sidmouth Town Council's Tourism & Economy Committee for the forthcoming year. There being no other nominations, Councillor Hounsom was duly appointed Vice-Chair of Sidmouth Town Council's Tourism & Economy Committee for the forthcoming year.

39 Minutes

The Minutes of the Tourism & Economy Committee meeting held on Monday 9 March 2020 were approved as a true and accurate record.

40 Declarations of Interest

There were no declarations of interest received for items on this agenda.

Councillor Chris Lockyear left the meeting during the following item.

41 Tourism & Promotion Strategy TaFF

Councillor Cole, Chair of the Tourism & Promotion Strategy TaFF presented the report of the work carried out by the group so far and asked Members to focus especially on the list of Recommended Next Priorities.

RESOLVED: That:

1. The Tourism & Promotion Strategy TaFF report be noted.
2. A small-scale digital visitor survey and handout visitor questionnaire, with competition, be carried out during the 2020 summer holiday period, with a view to conducting a larger scale survey in 2021.

3. Ian Barlow and Richard Eley, with input from Deirdre Hounsom and Louise Cole, be tasked with creating an appropriate survey questionnaire format.
4. Ignyte's Cognito subscription would be utilised to conduct the survey online and printed copies would be handed out to all customers in shops, cafes, hotels etc throughout Sidmouth.
5. The questionnaire would also be included in the Visit Devon newsletter issued by Ignyte Ltd.

42 Tourism & Promotion Budget update

Councillor Cole reported the current level of spend and committed expenditure for the Tourism & Promotion budget. Of the original £50,000 budget £42,496 had been either spent or committed, including £3,500 that had been allocated towards the build of the new Live Sidmouth website. This figure would now be moved out of the Tourism & Promotion budget to be shown within the Office Expenses section.

RESOLVED: That the Tourism & Promotion budget update report be noted.

43 Tourism & Promotion Contract Update

Tina Veater, Ignyte presented an update of the progress of the Tourism & Promotion contract between Sidmouth Town Council and Ignyte Ltd. This included a preview presentation of the layout and content of the new Visit Sidmouth website, which was being prepared for a soft launch on 4 August 2020.

RESOLVED: That the Tourism & Promotion contract update report be noted.

44 Information Centre Manager's Report & Financial Report

a) Jeff Bailey, Information Centre Manager, reported that access to the Information Centre was reliant on LED and EDDC who owned the swimming pool building and controlled access through the foyer. The TIC had been made fully Covid safe ready for the expected opening date of Monday 6 July; this had then been delayed by government to Saturday 25 July.

However, the Information Centre Manager had been advised by LED that the Sidmouth swimming pool would not be reopening unless the District Council were willing to subsidise LED's anticipated loss of income.

An initial review of the feasibility of using the Jurassic Coast Interpretation Centre as an interim TIC had raised a number of issues/problems that would need to be resolved, so the preferred option would be to obtain access to the LED swimming pool building.

b) The Finance Report for the Financial Year End to March 2020 in respect of the Sidmouth Information Centre had been attached to the agenda for Members information.

RESOLVED: That:

1. The Sidmouth Information Centre Reports be noted.
2. District Councillors Bickley, Hughes and Manley would raise the issue of obtaining access to the TIC with the appropriate EDDC officers.
3. Further discussion between the TIC Manager, Chair of the Council, Chair and Vice Chair of Tourism & Economy would be held endeavouring to discover a means of reopening the Information Centre and/or the Interpretation Centre as soon as possible.

45 Manstone Skatepark

Councillor Cole reported on the progress and development of the new Wheeled Sports facility at Manstone Recreation Ground; the concept design was complete, and the Town Council now awaited confirmation of the allocation of match funding from the EDDC S106 Tourism Fund.

RESOLVED: That the Manstone Skatepark report be noted.

46 Live Sidmouth Website

Councillor Cole reported that plans for the Council's main .gov website had been brought forward from the Autumn. This resident facing website would be a completely different design to the Visit Sidmouth website, the contract had been given to Zonkey Website Developers who had experience building WordPress websites for Town Councils. A small working group had been set up to take this project forward; members were Cllrs Wright, Evans, Murdoch and Town Council staff.

RESOLVED: That the Live Sidmouth website report be noted.

47 Blue Flag Beach and Other Future Campaign Ideas

Councillor Cole reported that Blue Flag Beach status had been achieved for Sidmouth. Other campaign ideas would be discussed under the Post Covid Recovery item on the agenda.

RESOLVED: That the Blue Flag Beach report be noted.

48 Matters Raised by Invited Representatives

The following matters were raised by Alistair Handyside, South West Tourism Alliance:

- The government's Summer Safe funding campaign was underway with a difficult application procedure; it was hoped that Sidmouth would benefit from their relationship with Visit Devon who were applying for funds on behalf of the Devon tourism industry.
- There would be a 'Covid Guidelines' inspection visit to Sidmouth on Thursday 23 July using Dukes and Oakdown Holiday Park as examples; Cllrs Barlow and Cole would also be in attendance.
- The restriction of two households/bubbles only able to holiday together was causing problems for accommodation providers in the South West; it was hoped that this PM/Chief Medical Officer ruling would be relaxed in the near future.
- Coach Company Operators were experiencing severe financial difficulties and were concerned that the relaxation of the social distancing rules that had been allowed for air travel had not been extended to travelling by coach.
- The VAT reduction would act as a real financial boost to the tourism economy as there was no requirement to pass this reduction on to customers and it would also apply to forward bookings.
- It was hoped that with live music events beginning to open up that this would increase visitors and enhance the local economies.
- Although much had been done to support the tourism industry for the summer period it was vitally important to encourage visitors to the South West from September through to winter, especially for hotels and guest houses who had experienced the worst impact of the Covid reduction intrade.

The following matters were raised by Sally Mynard and Richard Eley, Sidmouth Chamber of Commerce:

- The Chamber of Commerce had sponsored Sidmouth resident Amy Roles who had created a Sidmouth Scarecrow competition; this had been very successful with many entries and was attracting a lot of social media coverage. It was anticipated that this would become an annual event.
- The Chamber of Commerce had held regular meetings to support local businesses throughout the Covid lockdown and Councillor Barlow was thanked for also attending.
- There had been much positive feedback on the road closure/restrictions to enable socially distanced pedestrian access to the town.

- Although there were concerns that the requirement to wear facemasks in shops and enclosed environments may reduce discretionary browsing and spending it was also hoped that customer confidence would increase over a period of time as we all get used to wearing masks.

49 Post Covid Recovery – Opportunities and Challenges and 2020/21 Events

Members were asked to report on the challenges and opportunities surrounding easing of lockdown rules and the running of events in the future. The following projects and events were reported on:

- Red Arrows – the 2020 had been cancelled due to the high upfront spend with no security of the event being able to take place. A bigger event was to be planned for August 2021.
- Folk Week – although the 2020 had been cancelled early in April the Folk Week board had been raising funding through crowd funding to ensure that the 2021 event would definitely go ahead.
- Science Festival – the October 2020 would be held as a ‘virtual’ festival.
- All Chamber of Commerce events were ‘on hold’ for the time being with continuous ongoing review.
- There should be good news coverage on the website and social media reporting the fact that Sidmouth born Dominic Bess was playing for the England Cricket Team in the current test matches.
- Other projects mentioned were – Manstone Skatepark, transfer of Knowle Parkland, Park & Walk scheme from the Knowle car park, DCC flood defence scheme creating and amphitheatre performance space, new Alma Bridge opening, S106 money for play parks, replanting borders at The Ham, refurbishment of the car park wall at The Ham and the Exeter Regeneration Scheme which would lead to additional housing in settlements outside Sidmouth where new potential visitors may be found.

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CHAIR OF THE TOURISM & ECONOMY COMMITTEE

SIDMOUTH TOWN COUNCIL
Minutes of a Meeting of Sidmouth Town Council's
Environment Committee
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 13 July 2020 at 6.30 pm

Councillors present: Denise Bickley (Chair)
Chris Lockyear (Vice Chair)
Ian Barlow
Emma Murdoch

Invited Reps: Jon Ball, Sidmouth Arboretum
Dave Bramley, Sidmouth Science Festival
Richard Eley, Sidmouth Chamber of Commerce
Graham Hutchinson, Sidmouth Arboretum
Rachel Perram, Sidmouth Plastic Warriors
Richard Thurlow, Sid Vale Association & Sidmouth Arboretum
Jeremy Woodward (Vision Group of Sidmouth)

Apologies: Charissa Evans, Di Fuller (Sid Vale Association), Stuart Hughes, Marianne Rixson
Peter Endersby & Lynette Talbot (Sidmouth in Bloom),
Diana East (Sidmouth Arboretum)

The meeting started at 6.30pm and finished at 7.56pm

PART 'A'

33 Minutes

The minutes of the Environment Committee meeting held on Monday 13 January 2019 were confirmed and agreed as a true record.

34 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Denise Bickley	All items	Personal	Remained in the Meeting during discussion and voting	Member of Sidmouth Extinction Rebellion Member, Surfers Against Sewage SW Representative and Chair of Sidmouth Plastic Warriors and Sidmouth Biodiversity Group
Cllr Chris Lockyear	All items	Personal	Remained in the Meeting during discussion and voting	Member of Sidmouth Biodiversity Group

35 Matters of Urgency and Report

The Chair of the Committee asked Members to consider the planned planting for the Knowle Parkland which was due to be implemented as part of the Devon County Council scheme to create increased surface water flooding resilience. It was also agreed that planting should not prevent or hinder the future extension of the grasscrete car park.

RESOLVED: that East Devon District Council's Streetscene team would advise DCC on the appropriate planting mix particularly around the swale area and that this would be the formal response of Sidmouth Town Council. It was also agreed that planting around the amphitheatre and amphitheatre slopes needed to be of hardwearing grasses to cope with audiences walking.

36 Exclusion of the Public

There were no items required to be dealt with under Part B.

37 Vehicle Charging Points Project

Members considered the report of Councillor Chris Lockyear detailed below:

Origin Plan

To install 2 charging points in the car park of Woolcombe House as quick win

Activity

Contacted

- Chargemaster
- EO Charging
- EV Charger
- Sungift Energy

Some providers were not interested as their business model requires large turnover of users

Had site visit by Chargemaster to survey Woolcombe House and Knowle Car Park

- Woolcombe House was not suitable as the Consumer Unit did not have sufficient capacity
- Knowle Car Park – Cost estimate of £21,438 (ex VAT) for two 7kW charging units installed
- Also organised for Chargemaster to visit the Royal Glen and Harbour Hotels who were interested in installing charging units – outcome unknown

Next steps

Need a strategic review of location of charging points in Sidmouth in conjunction with EDDC

Cllr Lockyear also pointed out that there was a website available which attempted to document the position of charging points in the United Kingdom: www.zap-map.com

Members agreed that a far more strategic approach to the implementation of charging points in the town and that the Devon County Council survey of users being carried out would be a useful and more accurate way to establish need: www.devonnewscentre.info/drivers-can-help-shape-devons-low-carbon-future-in-electric-vehicle-questionnaire/

RESOLVED: that the results of the DCC survey of electric car users be used as a basis for a more strategic approach to determining need in the Sid Valley.

38 Carbon Footprint Project

Members considered the report of Councillor Chris Lockyear detailed below:

Origin Plan

- 10 week campaign raising awareness of individual carbon footprints starting at the beginning of August.
- Encourage people to measure their carbon footprint and report this to a central organisation.
- Each participant gets a raffle ticket for a prize draw to be drawn during the Science Festival. Significant cash prizes to be awarded (e.g. 1st £250, 2nd £100, 3rd £20).
- Ask individuals how they personally could reduce their footprint and collate these answers.
- Each week take the message on one area (e.g. food, transport, housing, clothing) to organisations in Sidmouth who meet regularly (e.g. Churches, Sports Clubs, U3A, SVA, National Trust, Women's Institute, Scouts) giving a presentation on how to reduce carbon footprint in this area.
- Provide resources in the Library to help people measure carbon footprint and give links to our preferred calculator.

Activity

Project put on hold as a result of Covid 19

Next steps

Review whether cut down version of this plan would be of value at Science Festival

39 Biodiversity Group

Members considered the report of Councillor Chris Lockyear as detailed below:

Sid Valley Biodiversity Group – created June 2020

Aims

- To understand, preserve and enhance the biodiversity of all of the Sid Valley's disparate habitats through the development and implementation of a local Biodiversity Action Plan,
- To work with the people of the Sid Valley, to educate and inform about local and wider biodiversity issues, and
- To encourage more members of the community to take an active part in conservation and biodiversity enhancement.

Structure:

- Sub-groups responsible for specific stages and areas of the Project:
- Mapping the biodiversity of the Sid Valley: The Investigation Phase (see below)
- Producing a programme of surveys: The Intervention Plan (see below)
 - Integrating Horticulture into all stages and areas
- Engaging the public through Publicity and Outreach activities, at all stages and areas
- Funding

Plan

Investigation Phase to produce a base line evaluation of current activity and species

Biodiversity Intervention Phase:

- To develop and document a Biodiversity action plan to preserve or enhance habitats and biodiversity of the Sid Valley and secure funding to deliver the plan.
- To put survey results, plans and reports in the public domain.
- To engage the major land owners.
- To engage volunteers to support the aims including planting and managing habitats

40 Litter and Street Cleansing

Members considered an update from Sidmouth Plastic Warriors who had recently declared their disappointment with particularly beachgoers and the dropping of litter in large amounts by temporarily ceasing their clear ups in protest. The Committee expressed their desire for EDDC to increase the number of litter bins available, particularly in areas where these had been removed and to increase general street cleansing. It was agreed that the STC contractors had improved much of the town with regard to weeds but could not be expected cover all areas which were experiencing an increase in littering.

It was accepted that the litter issue was exacerbated by a minority of visitors and residents but that something needed to be done to help keep the Sid Valley tidy. Members were supportive and it was agreed that a renewed campaign to not only help clear up litter but to help re-educate and change people's behaviour was needed.

RESOLVED: that a small independent Working Group be convened to help encourage and coordinate the clearing of litter with EDDC and volunteers and to help re-educate and change people's behaviour. Initial Working Group membership to be: Cllrs Denise Bickley and Ian Barlow with Rachel Perram, Jeremy Woodward, Dave Bramley and Richard Thurlow.

41 Pedestrianisation / Temporary Traffic Restriction Order Update

Members considered the recently emergency measures put in place by Devon County Council Highways working with Sidmouth Town Council and Sidmouth Chamber of Commerce. It was agreed that the scheme had worked very well so far and that comments from some had been that the scheme did not go far enough. However, it was also acknowledged that the scheme had resulted in a number of negative comments and a huge amount of work for officers to implement. It was agreed that if anything was to be done of a similar nature in future to alleviate parking problems and to improve traffic flow, it could only be effective long term after a much promised and vital comprehensive traffic study of the town was carried out by Devon County Council Highways. Such a study was urgently needed.

A comprehensive and full-scale Traffic Plan had been promised after the completion of the Neighbourhood Plan now long complete, however it was understood that a was not likely to be implemented by Devon County Council in the near future after they had experienced serious problems with the implementation of a scheme in Totnes and due to limited resources. However, it had recently been suggested by the County Council that a 'Round Table discussion' leading to a possibly traffic study could be organised and this was very much welcomed by the Committee.

RESOLVED: that Devon County Council Highways be asked to convene a 'Round Table' discussion regarding traffic in Sidmouth as a matter of urgency.

42 Items raised by invited representatives

Members noted that Sidmouth Plastic Warriors would be carrying out a large-scale Beach Clean on 18/19 July 2020.

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CHAIR OF THE ENVIRONMENT COMMITTEE

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2020

Council Services

	Actual Year to Date	Current Annual Budget	Budget Variance	Cummulative To + / From - EMReserves
Public Conveniences	30,019	31,000	981	0
Youth Service Support	37,500	40,000	2,500	2,500
Flower Beds, Planters & Watering	15,343	18,000	2,657	2,657
Christmas Lighting & Events	12,060	13,500	1,440	0
Donation to Christmas Lighting (Income)	-1,500	-1,500	0	0
Tourism Promotion	14,271	6,500	-7,771	-7,866
Verge Cutting, Town Maintenance & Weeding	13,026	9,500	-3,526	-3,526
Verge Cutting DCC Grant (Income)	-4,427	-4,300	127	4,427
Street Furniture	546	2,000	1,454	1,455
Sidmouth Information Centre	24,000	24,000	0	0
Water Fountains & Defib Mtce	472	100	-372	0
Dog Hygiene Bins	1,000	1,000	0	0
Annual Report Printing/Distribution	0	800	800	0
War Memorials	36	100	64	0
Parish Paths Partnership Payments	3,130	0	-3,130	-3,130
Parish Paths Partnership (Income)	-500	0	500	500
	£144,976	£140,700	-£4,276	-£2,983

Discretionary Expenditure

Grants	16,062	16,000	-62	-62
Sidmouth Folk Festival	32,000	32,000	0	0
Sidmouth Town Band	5,000	5,000	0	0
Sidmouth in Bloom	4,000	4,000	0	0
South West Museum Development	800	800	0	0
Air Display	22,372	10,000	-12,372	-2,141
Donation to Air Display (Income)	-10,231	0	10,231	0
Sidmouth Hopper Bus	29,253	8,000	-21,253	-6,603
Donation to Hopper Bus (Income)	-14,650	0	14,650	0
SVNP Community Actions	0	10,000	10,000	10,000
Sid Valley Neighbourhood Plan	1,886	0	-1,886	0
Environment Committee	2,318	0	-2,318	0
Covid-19 Expenses	1,356	0	-1,356	0
Swimming Platform	4,240	5,000	760	0
Port Royal Regeneration	3,948	0	-3,948	-3,948
Community Infrastructure Levy Payments	7,498	0	-7,498	-7,498
Community Infrastructure Levy (Income)	-6,608	0	6,608	6,608
Woolley Bequest Payments	5,000	0	-5,000	-5,000
Woolley Bequest (Income)	-176	0	176	176
	£104,068	£90,800	-£13,268	-£8,468

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2020

Cummulative

Woolcombe House

	Actual Year to Date	Current Annual Budget	Budget Variance	To + / From - EMReserves
Services Gas/Water/Elec	4,236	3,500	-736	0
Woolcombe House Business Rate	6,997	7,500	503	0
Woolcombe House (Loan Interest&Repayment)	14,889	14,890	1	0
Woolcombe House-General Maintenance	8,500	8,500	0	0
Woolcombe House Building Reserve	0	2,000	2,000	2,000
	£34,622	£36,390	£1,768	£2,000

Other Property

Alma Lane Field	0	500	500	0
Manstone Youth Centre	15,349	33,000	17,651	17,650
Manstone Sports and Play Areas	3,324	40,000	36,676	36,670
Long Park & Play Area	2,509	1,500	-1,009	-930
Seafront Amenity Building	21,133	20,000	-1,133	-1,502
Conservatory Maintenance	660	1,000	340	0
Fire Beacon Stewardship (Income)	-3,719	0	3,719	3,719
Sidmouth Golf Club (Income)	-5	-5	0	0
Elec Pole Rent (Income)	-38	-40	-2	0
	£39,213	£95,955	£56,742	£55,607

Trust Property

The Ham

The Ham Ground Mtce	1,968	4,100	2,132	2,000
The Ham Other Mtce	4,837	3,500	-1,337	-1,188
The Ham Play Equipment	1,450	1,500	50	0
The Ham Reserve	0	2,000	2,000	2,000
The Ham 3Phase Power	2,191	1,800	-391	0
The Ham Rent (Income)	-9,708	-10,000	-292	0

Manstone

Manstone Land Ground Mtce	720	500	-220	0
Manstone Other Maintenance	0	1,600	1,600	1,600
Manstone Reserve	0	2,000	2,000	2,000
Manstone Rent (Income)	-1,635	-2,240	-605	0

Salcombe Regis

S.R. Allotment Field	0	0	0	0
S.R. Allotment Field Rent (Income)	0	0	0	0
S.R. Recreation Field	75	2,000	1,925	2,000
S.R. Recreation Field Rent (Income)	-525	-525	0	0
	-£627	£6,235	£6,862	£8,412

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2020

	Actual Year to Date	Current Annual Budget	Budget Variance	Cummulative To + / From - EMReserves
<u>Members</u>				
Members/Chair's Allowances	5,316	6,000	684	0
Chair's Expenses	1,643	2,000	357	0
Members Expenses/Training	0	800	800	0
Elections	6,161	3,000	-3,161	-3,161
Civic & Hospitality	24	1,000	976	0
Civic Regalia	88	0	-88	-88
	£13,232	£12,800	-£432	-£3,249
<u>Staff</u>				
Salaries	93,166	92,000	-1,166	0
Pensions	18,635	20,000	1,365	0
Staff Eye Tests	0	100	100	0
Training & Conferences	0	1,000	1,000	0
Officers Expenses	214	100	-114	0
Tourism/Promotion Admin (Income)	-10,000	-10,000	0	0
	£102,015	£103,200	£1,185	£0
<u>Office Expenses</u>				
Postage	1,532	1,700	168	0
Stationery	1,021	1,700	679	0
Telephone	3,159	3,600	441	0
Subscriptions	2,058	2,250	192	0
Photocopier	849	1,500	651	0
Internet, website and webcams	3,525	3,000	-525	-525
Computer Software Contracts	1,107	1,200	93	0
Computer Maintenance Contingency	2,790	1,000	-1,790	-1,790
Advertisements	80	500	420	0
Audit	1,600	1,600	0	0
Insurance	5,235	5,000	-235	0
Sundry	1,588	1,200	-388	0
Bank Charges	161	200	39	0
Bank Interest Received (Income)	-3,452	-1,000	2,452	0
	£21,253	£23,450	£2,197	-£2,315

Sidmouth Town Council - Detailed Income and Expenditure Report
Month 12 - March 2020

	Actual Year to Date	Current Annual Budget	Budget Variance	Cummulative To + / From - EMReserves
Expense Group Totals				
Council Services	144,976	140,700	-4,276	-2,983
Discretionary Expenditure	104,068	90,800	-13,268	-8,468
Woolcombe House	34,622	36,390	1,768	2,000
Other Freehold Property	39,213	95,955	56,742	55,607
Trust Property	-627	6,235	6,862	8,412
Members	13,232	12,800	-432	-3,249
Staff	102,015	103,200	1,185	0
Office Expenses	21,253	23,450	2,197	-2,315
Precept Received	-509,530	-509,530	0	
Net Income over Expenditure	-£50,778	£0	£50,778	£49,004

STC Consolidated Accounts 31 March 2020

Earmarked Reserves

Air Display	19,178
Beach Access/Boat Jetty/Beach Management Scheme	100,000
Civic Regalia	2,429
Community Infrastructure Levy	0
Computer Reserve	2,056
Conservatory Maintenance	3,000
Elections	4,839
Fisherman's Sheds/Port Royal Regeneration	10,651
Grants	360
Ham Maintenance	27,745
Long Park & Play Area Maintenance	34,068
Manstone Sports & Play Area Mtce	185,400
Salcombe Regis Recreation Field	2,000
Sand Bags/Local Gritting	2,000
Seafront Amenity Building Maintenance	7,632
Seagull Management	2,500
Stowford Community Centre	10,000
Street Furniture	2,806
SVNP Community Actions	10,000
Tourism Promotion	951
Town Maintenance & Weeding	9,300
War Memorials	2,000
Woolcombe House Building Maintenance	25,724
Youth Centre Building Reserve (£10k from DCC)	27,650
Youth Service Support	10,960

STC Holding/Working Accounts

Fire Beacon Nature Reserve	9,654
Parish Paths Partnership	1,054
Sidmouth Hopper Bus	6,706

Other Reserves

Woolley Bequest	15,940
Guide Account Reserve	12,729
TIC Account Reserve	4,746

STC General (unallocated) Reserve	167,084
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£721,162

Sidmouth Town Council - Income and Expenditure Report

1st Qtr April - June 2020

	Actual Year to Date	Current Annual Budget	Budget Variance	Cummulative To + / From - EMReserves
<u>Council Services</u>				
Public Conveniences	0	32,000	32,000	0
Youth Service Support	10,000	40,000	30,000	0
Flower Beds, Planters & Watering	1,182	18,000	16,818	0
Christmas Lighting & Events	0	13,500	13,500	0
Donation to Christmas Lighting (Income)	0	-1,500	-1,500	0
Tourism Promotion	20,531	46,500	25,969	0
Verge Cutting, Town Maintenance & Weeding	5,287	9,500	4,213	-2,400
Verge Cutting DCC Grant (Income)	0	-4,500	-4,500	0
Street Furniture	0	5,000	5,000	0
Sidmouth Information Centre	10,000	30,000	20,000	0
Water Fountains & Defib Mtce	137	700	563	0
Dog Hygiene Bins	1,040	1,000	-40	0
War Memorials	0	100	100	0
Parish Paths Partnership Payments	259	0	-259	-259
Parish Paths Partnership (Income)	-2,000	0	2,000	2,000
	£46,436	£190,300	£143,864	-£659

Discretionary Expenditure

Grants	16,400	16,000	-400	-360
Sidmouth Folk Festival	33,000	33,000	0	0
Sidmouth Town Band	5,000	5,000	0	0
Sidmouth in Bloom	10,000	10,000	0	0
South West Museum Development	0	800	800	0
Air Display	0	10,000	10,000	0
Donation to Air Display (Income)	0	0	0	0
Sidmouth Hopper Bus	0	13,000	13,000	0
Donation to Hopper Bus (Income)	0	0	0	0
SVNP Community Actions	0	0	0	0
Environment Committee	0	5,000	5,000	0
Covid-19 Expenses	826	0	-826	0
Port Royal Regeneration	0	0	0	0
Community Infrastructure Levy Payments	0	0	0	0
Community Infrastructure Levy (Income)	-70,460	0	70,460	70,460
Woolley Bequest Payments	5,000	0	-5,000	-5,000
Woolley Bequest (Income)	0	0	0	0
	-£234	£92,800	£93,034	£65,100

Sidmouth Town Council - Income and Expenditure Report

1st Qtr April - June 2020

Cummulative

Woolcombe House

	Actual Year to Date	Current Annual Budget	Budget Variance	To + / From - EMReserves
Services Gas/Water/Elec	925	3,600	2,675	0
Woolcombe House Business Rate	3,556	7,600	4,044	0
Woolcombe House (Loan Interest&Repayment)	7,444	14,890	7,446	0
Woolcombe House-General Maintenance	324	8,500	8,176	0
Woolcombe House Building Reserve	0	0	0	0
	£12,249	£34,590	£22,341	£0

Other Property

Alma Lane Field	0	500	500	0
Alma Lane Field (Income)	0	0	0	0
Manstone Youth Centre	2,218	50,000	47,782	0
Manstone Sports and Play Areas	0	40,000	40,000	0
Long Park & Play Area	255	1,500	1,245	0
Seafront Amenity Building	2,545	30,000	27,455	0
Conservatory Maintenance	130	1,000	870	0
Fire Beacon Stewardship	3,200	7,000	3,800	0
Fire Beacon Stewardship (Income)	0	0	0	0
Sidmouth Golf Club (Income)	0	-5	-5	0
Elec Pole Rent (Income)	0	-40	-40	0
	£8,348	£129,955	£121,607	£0

Trust Property

The Ham

The Ham Ground Mtce	110	4,100	3,990	0
The Ham Other Mtce	39	4,000	3,961	0
The Ham Play Equipment	0	1,500	1,500	0
The Ham Reserve	0	2,000	2,000	0
The Ham 3Phase Power	298	1,800	1,502	0
The Ham Rent (Income)	-1,000	-12,000	-11,000	0

Manstone

Manstone Land Ground Mtce	180	500	320	0
Manstone Other Maintenance	0	1,600	1,600	0
Manstone Reserve	0	2,000	2,000	0
Manstone Rent (Income)	-248	-2,300	-2,052	0

Salcombe Regis

S.R. Allotment Field	0	0	0	0
S.R. Allotment Field Rent (Income)	0	0	0	0
S.R. Recreation Field	64	0	-64	0
S.R. Recreation Field Rent (Income)	0	-525	-525	0
	-£557	£2,675	£3,232	£0

Sidmouth Town Council - Income and Expenditure Report

1st Qtr April - June 2020

Cummulative

	Actual Year to Date	Current Annual Budget	Budget Variance	To + / From - EMReserves
<u>Members</u>				
Members/Chair's Allowances	4,706	6,000	1,294	0
Chair's Expenses	0	2,000	2,000	0
Members Expenses/Training	0	800	800	0
Elections	0	0	0	0
Civic & Hospitality	0	1,000	1,000	0
Civic Regalia	0	0	0	0
	£4,706	£9,800	£5,094	£0
<u>Staff</u>				
Salaries	23,253	93,000	69,747	0
Pensions	4,635	20,000	15,365	0
Staff Eye Tests	0	100	100	0
Training & Conferences	0	1,000	1,000	0
Officers Expenses	0	500	500	0
Tourism/Promotion Admin (Income)	0	-10,000	-10,000	0
	£27,888	£104,600	£76,712	£0
<u>Office Expenses</u>				
Postage	0	1,700	1,700	0
Stationery	0	1,200	1,200	0
Telephone	864	3,600	2,736	0
Subscriptions	2,025	2,400	375	0
Photocopier	199	1,000	801	0
Internet, website and webcams	521	7,000	6,479	0
Computer Software Contracts	308	1,500	1,192	0
Computer Maintenance Contingency	0	1,000	1,000	0
Advertisements	0	500	500	0
Audit	100	1,600	1,500	0
Insurance	0	5,500	5,500	0
Sundry	52	1,200	1,148	0
Bank Charges	22	200	178	0
Bank Interest Received (Income)	-254	-2,000	-1,746	0
	£3,837	£26,400	£22,563	£0

Sidmouth Town Council - Income and Expenditure Report

1st Qtr April - June 2020

Expense Group Totals

	Actual Year to Date	Current Annual Budget	Budget Variance	Cummulative To + / From - EMReserves
Council Services	46,436	190,300	143,864	-659
Discretionary Expenditure	-234	92,800	93,034	65,100
Woolcombe House	12,249	34,590	22,341	0
Other Freehold Property	8,348	129,955	121,607	0
Trust Property	-557	2,675	3,232	0
Members	4,706	9,800	5,094	0
Staff	27,888	104,600	76,712	0
Office Expenses	3,837	26,400	22,563	0
Precept Received	-295,560	-591,120	-295,560	

Net Income over Expenditure	-£192,887	£0	£192,887	£64,441
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Current/Deposit Bank Accounts	£888,964
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of which

Woolley Bequest	£10,940
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Earmarked Reserves	£590,104
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6 Hill View
Sidmouth
Devon
EX10 9DF

Mr C E Holland
Town Clerk
Sidmouth Town Council
Woolcombe House
Woolcombe Lane
Sidmouth
EX10 9BB

21 June 2020

Internal Audit Report for the year ended 31 March 2020

Dear Mr Holland

I have completed the 2019/20 annual Internal Audit Review in accordance with the Sidmouth Town Council – Schedule of Internal Audit 2017.

This year, due to the Coronavirus pandemic, it has been necessary to undertake a desktop review of the Town Council's accounts as site visits were not appropriate due to social distancing rules. This has meant that it has not been possible to undertake detailed transaction testing on the Town Council's system of financial control. During 2018/9 my internal work identified no significant areas of weakness within the Council's financial control framework. I have sought and received confirmation from the Town Council's finance team that there have been no material changes to the control environment over the past 12 months.

As such, in coming to my conclusion, I have relied upon this statement and testing completed during 2018/9, in these unprecedented times.

As further assurance, I have undertaken a high level analytical review of the key balances within the accounts and can confirm that there are no unexpected movements between the 2018/9 and 2019/20 year end accounts.

Furthermore, I can confirm that the year-end financial accounts are appropriately calculated from the underlying financial records of the Council with appropriate accounting adjustments having been made at the financial year-end.

Overall, the financial control environment is excellently managed and I wish to thank Joan for her assistance and support during the audit process.

Kind regards

A handwritten signature in black ink, appearing to read 'Martin Cordy', written over a horizontal line.

Martin Cordy

Annual Internal Audit Report 2019/20

B Sidmouth Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YY DD/MM/YY DD/MM/YY

Mr Martin Cordy

Signature of person who carried out the internal audit



Date

21 June 2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

EN Sidmouth Town Council TY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

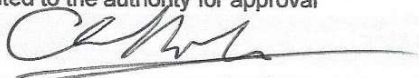
Section 2 – Accounting Statements 2019/20 for

Sidmouth Town Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	589,984	662,875	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	488,467	509,530	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	124,471	112,791	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	143,062	147,781	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	14,889	14,889	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	382,096	401,364	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	662,875	721,162	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	677,458	706,542	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,581,428	2,581,770	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	140,149	132,940	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

3/8/20

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

SIDMOUTH TOWN COUNCIL
LIST OF MEETING DATES
SEP 2020 – MAY 2021

2020

SEPTEMBER	Mon	07	COUNCIL
	Wed	09	PLANNING COMMITTEE
	Mon	14	TOURISM & ECONOMY COMMITTEE
	Wed	23	PLANNING COMMITTEE
OCTOBER	Mon	05	COUNCIL
	Wed	07	PLANNING COMMITTEE
	Mon	12	ENVIRONMENT COMMITTEE
	Mon	19	PRE-BUDGET
	Wed	21	PLANNING COMMITTEE
NOVEMBER	Mon	02	COUNCIL
	Wed	04	PLANNING COMMITTEE
	Wed	18	PLANNING COMMITTEE
DECEMBER	Wed	02	PLANNING COMMITTEE
	Mon	07	COUNCIL
	Mon	14	TOURISM & ECONOMY COMMITTEE
	Wed	16	PLANNING COMMITTEE

2021

JANUARY	Mon	04	COUNCIL
	Wed	06	PLANNING COMMITTEE
	Mon	11	ENVIRONMENT COMMITTEE
	Wed	20	PLANNING COMMITTEE
	Mon	25	ESTIMATES & GRANTS
FEBRUARY	Mon	01	COUNCIL
	Wed	03	PLANNING COMMITTEE
	Wed	17	PLANNING COMMITTEE
MARCH	Mon	01	COUNCIL
	Wed	03	PLANNING COMMITTEE
	Mon	08	TOURISM & ECONOMY COMMITTEE
	Wed	17	PLANNING COMMITTEE
	Wed	31	PLANNING COMMITTEE
APRIL	Mon	12	COUNCIL
	Wed	14	PLANNING COMMITTEE
	Mon	19	TOWN ASSEMBLY (<i>Venue tba</i>)
	Mon	26	ENVIRONMENT COMMITTEE
	Wed	28	PLANNING COMMITTEE
MAY	Mon	10	ANNUAL COUNCIL

Due to Government restrictions during the Covid-19 pandemic all Council and Committee meetings will continue to be held via Zoom until further notice



ASH DIEBACK SURVEY for SIDMOUTH TOWN COUNCIL

Ash Dieback (ADB) is a fungal disease, *Hymenoscyphus fraxineus*, that is likely to kill the majority of the Ash trees in southern England. The Sid Valley has approximately 40,000 Ash trees, the majority are likely to succumb to ADB in the next few years.

After speaking to the Town Clerk, 6 volunteers (Sidmouth Arboretum & Biodiversity Group) attended a training session with Toby Taylor, the RSPB Nature Reserve Manager for East Devon who also oversees STC land around Fire Beacon Hill. We took as our base the Tree Council publication **Ash Dieback: an Action Plan Toolkit** <https://treecouncil.org.uk/wp-content/uploads/2019/12/Tree-Council-Ash-Dieback-Toolkit-2.0-2.pdf>

We are proposing that the volunteers undertake a short survey of ash trees on or near Town Council sites. Preliminary enquiries indicate that Long Park might be the main area of concern, but the overall picture is yet to be established. The tree in the picture below is a roadside tree standing on a grass verge managed by STC, what are the legal and contractual responsibilities should a branch fall from this tree? How and when should these responsibilities be activated?

The potential scale of the problem will require a clear plan which is co-ordinated with other levels of statutory authority, major landowners, and individual residents.



Sidford Road, health class 3

Our volunteer group offer to survey and assess ash trees on land owned and controlled by STC to record each tree and its current state. Individual and groups of trees will be entered into a GIS database that will show location, approximate size of tree, its state of health, and the categories of risk. This survey could be extended to cover other areas of significant risk within the valley but outside STC's control.

The trees would be assessed against the **Suffolk County Council Ash Health Assessment System** <https://treecouncil.org.uk/wp-content/uploads/2019/12/Suffolk-Canopy-Description.pdf> which divides the trees into four health classes:

1. healthy vigorous trees with more than 75% of healthy canopy,
2. weakened trees with some degeneration of the tree top shoots, but 50-75% healthy canopy,
3. obviously less vigorous trees with only 25-50% healthy canopy,
4. trees which are damaged considerably and declining with less than 25% healthy canopy.



Sidford Road, health class 1



Long Park, Ash Tree 1, health class 2



Long Park, Ash tree 2, health class 3



Long Park, Ash tree 3, health class 3/4

It should be noted that it is a general opinion among qualified tree surgeons that trees in classes 3 and 4 are too unstable for workers to climb using rope systems to dismantle them in the orthodox, controlled manner. If trees degenerate to this extent, they either need specialist heavy duty equipment for controlled dismantling, or straightforward felling. The latter could be a problem with a large tree in an urban setting. One possibility is a policy decision to remove trees in class 2 before they degenerate to classes 3 & 4.

The rate of decline of a mature tree is not predictable, trees in classes 1 & 2 may remain largely unchanged for a number of years, but they can decline significantly in a period of months, particularly if they are subject to stress factors such as drought or other fungal invasion such as Honey Fungus, *Armillaria sp.* It may be acceptable to leave class 1 trees for future assessment if they are standing alone, but if individual trees within a stand are found to be in class 1, the prognosis is that even these trees will succumb in the next few years, and it may make economic sense to remove all the Ash trees in a stand. Removing large trees will cause public concern and possibly arouse resistance, and so there needs to be a public information strategy.

The suggestion to remove Ash trees in class 1 might conflict with a search for trees with significant immunity to ADB. While such a search might be desirable, the pressure for the removal of trees in public spaces means it will be better left to woodland trees.

The Town Council has clearly demonstrated their support for more tree planting, and this should increase as the effect of Ash Dieback take hold.

Long Park

Our volunteers took Long Park as a case study because it has high levels of public access close to several large Ash trees which are showing signs of ADB to varying degrees. A record was made of the location and condition of the large Ash trees, as shown below.

TREE	HEALTH CLASS	GRID REFERENCE	RISK FACTORS WITHIN FALLING RANGE	HEIGHT
1	1/2	50.692366 -3.2372908	Children's play area, footpath, roadside	12m
2	3	50.692968 -3.2371554	Parkland grass area, neighbouring gardens	14m
3	3	50.693034 -3.2372828	Parkland grass area, neighbouring gardens	14m
4	3/4	50.693063 -3.2373445	Parkland grass area, neighbouring gardens	14M
5	2/3	50.693190 -3.2374759	Parkland grass area, neighbouring gardens	12M
6	3	50.693279 -3.2376154	Parkland grass area	10M
7	2	50.693396 -3.2378004	Parkland grass area, neighbouring gardens	14M
8	2	50.693452 -3.2379667	Parkland grass area, children's play area	12M
9	2/3	50.693562 -3.2383101	Parkland grass area, children's play area, skate park	14M



One mitigating factor for this site is that the trees are in a line of mixed species and this will reduce the visual impact of the removal of the Ash.

