

SIDMOUTH TOWN COUNCIL



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To: All Members of the Town Council
District Councillors for Sidmouth not on the Town Council
County Councillor for Sidmouth not on the Town Council
Town Clerk

27 March 2015

Dear Sir/Madam,

Meeting of Sidmouth Town Council Monday 13 April 2015 at 6.30pm

You are hereby summoned to attend the above meeting to be held in the Council Chamber, Woolcombe House, Sidmouth. It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

Yours faithfully,

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

Christopher E Holland
Town Clerk

A G E N D A

- | | | <u>Page/s</u> |
|---|---|---------------|
| | <u>PART 'A'</u> | |
| 1 | Prayers
Prayers will be taken by the Reverend Susie Williams. | |
| 2 | Apologies
To receive any apologies for absence. | |
| 3 | Minutes
To confirm the minutes of the meeting of the Town Council held on Monday 2 March 2015. | 4 – 6 |
| 4 | 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. | |
| 5 | Matters of Urgency or Report from the Chairman
To consider any items that in the opinion of the Chairman should be dealt with as matters of urgency because of special circumstances. (Note: such circumstances need to be recorded in the minutes). | |

6 **Exclusion of the Public**

To agree any items to be dealt with after the public (including the press) have been excluded. There is one item which the Clerk recommends should be dealt with in this way.

7 **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 Chairman (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 are reminded to notify the Councillor concerned and the Clerk of questions to be raised. The Clerk would also appreciate copies of Questions and Responses if of a complicated nature, preferably by email.)

8 **Police Report**

To receive the March 2015 Police Report.

(Members are asked to notify Sergeant Andrew Squires and the Clerk of questions to be raised in advance of the meeting where possible.)

9 **Committee/Working Group Reports**

9.1 Planning Committee Reports

To receive the reports of the Planning Committee meetings held on Wednesdays 4 and 18 March 2015.

7 – 13

9.2 Tourism & Economy Committee Reports

To receive the report of the Tourism & Economy Committee meeting held on Monday 9 March 2015.

14 – 15

10 **Reports from Members with Special Responsibilities**

10.1 Finance Report

To receive the Finance Report for February 2015.

16 – 19

10.2 Sidmouth Museum

To receive a report from Councillor Dent.

10.3 Other Reports from Members with Special Responsibilities

To receive other notified reports from other Members.

11 **Sidmouth Town Band**

Martin Cordy, the Chairman Sidmouth Town Band will attend this meeting to give a presentation regarding Sidmouth Town Band and how the Town Council's financial assistance will be used this year.

12 **Fire Beacon Orienteering Event**

To consider a request for permission to use Fire Beacon Nature Reserve for an orienteering event to be held in June 2015.

13 **Red Arrows**

To receive an update from the Town Clerk.

14 **Review of Financial Regulations**

The attached Financial Regulations 2015 to be approved by the Council.

20 – 25

- 15 **Review of Risk Assessment**
The attached Risk Assessment 2015 to be approved by the Council. 26 – 28
- 16 **Exclusion Of The Public And Press**
The Vice-Chairman of the Council to move the following:
“that under the Public Bodies (Admission to Meetings) Act 1960
the public (including the press) be excluded from the meeting due to the
confidential nature of its contents.”
- PART ‘B’**
- 17 **Jubilee Tree Lights**
To consider the attached copy letter. 29

Forthcoming Council and Committee meetings:

- 15 April 2015 – Planning Committee
- 27 April 2015 – Town Assembly (Knowle 7pm)
- 29 April 2015 – Planning Committee
- 18 May 2015 – Annual Council
- 20 May 2015 – Planning Committee

SIDMOUTH TOWN COUNCIL
Minutes of the meeting of Sidmouth Town Council
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 2 March 2015 at 6.30pm

Ward	Councillors Present:
Sidmouth North	Stuart Hughes Dawn Manley Peter Sullivan
Sidmouth South	Kelvin Dent John Dyson Mary Jolly
Sidmouth East	Frances Newth Simon Pollentine
Sidmouth West	Ann Liverton Graham Liverton
Primley	David Addis Jeff Turner (Vice-Chairman)
Sidford	Jack Brokenshire Ian McKenzie-Edwards
Sidbury	Christine Drew John Hollick (Chairman)
Salcombe Regis	Ian Barlow David Barratt
Apologies	Chris Wale

The meeting started at 6.30pm and finished at 8.10pm.

PART 'A'

153 Prayers

Prayers were taken by the Reverend Handel Bennett.

154 Minutes

The minutes of the meetings of the Town Council held on Monday 2 February 2015 were signed as a true and accurate record.

155 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
CLlr Kelvin Dent	156 Public Open Question Time	Personal	Remained in the Chamber during discussion and voting	Vice Chairman Knowle Residents Group
CLlr Frances Newth	160 Beach Management Plan	Personal	Remained in the Chamber during discussion and voting	EDDC Member
CLlr Peter Sullivan	160 Beach Management Plan	Personal	Remained in the Chamber during discussion and voting	EDDC Member

CLlr Christine Drew	160 Beach Management Plan	Personal	Remained in the Chamber during discussion and voting	EDDC Member
CLlr Stuart Hughes	160 Beach Management Plan	Personal	Remained in the Chamber during discussion and voting	DCC Portfolio Holder for Alma Bridge
CLlr Stuart Hughes	162 DCC Public Transport Review	Personal	Remained in the Chamber during discussion and voting	DCC Portfolio Holder for Transport
CLlr Ann Liverton	162 DCC Public Transport Review	Personal	Remained in the Chamber during discussion and voting	Governor Bicton College

156 Public Open Question Time

- Councillor Dent asked whether anyone would be representing the Town Council at the EDDC Special Meeting to be held at the Knowle on Wednesday 25 March 2015. The Chairman replied that the Vice Chairman would be attending this meeting to reiterate the Town Council's views as agreed in Minute numbers 146.1 and 146.2 at the 2 February 2015 Council meeting. He also reported that both he and the Vice Chairman would be attending an EDDC Overview & Scrutiny and Audit & Governance joint meeting to be held on 12 March 2015.
- Councillor Manley asked for an update on the progress of Stagecoach moving their timing point at Stowford.
County Councillor Stuart Hughes replied that the Stagecoach timing points had already been changed from 1 February 2015.
- Councillor Mary Jolly asked what could be done about the pavements in Knowle Drive which had become dangerous with moss.
County Councillor Stuart Hughes replied that the pavements had been scraped but would now be sprayed with moss treatment in the next few days

157 Police Report

Sgt Andy Squires presented the police report for February 2015 which showed a total of 18 incidents compared to 21 incidents recorded in February 2014; representing a 16.6% decrease.

158 Committee/Working Group Reports

158.1 Planning Committee Reports

Councillor Dyson, Chairman of the Planning Committee presented the reports of the Planning Committee meetings held on Wednesdays 4 and 18 February 2015.

RESOLVED: That the Planning Committee reports be noted with the addition of Councillor Brokenshire under apologies for the 4 February 2015 meeting.

159 Reports from Members with Special Responsibilities

159.1 Finance Report

Councillor Dyson presented the January 2015 Finance Report.

RESOLVED: That the January 2015 Finance Report be noted and agreed.

159.2 Youth Provision Working Group

Councillor Mrs Liverton gave an update regarding Youth Provision in Sidmouth.

RESOLVED: That Councillor Mrs Liverton's report be noted.

159.3 Property and Maintenance Committee Chairman's Update

Councillor Addis gave an update regarding Town Council Property and Maintenance Committee issues.

RESOLVED: That Councillor Addis's report be noted.

159.4 Parish Paths Partnership

Councillor Dyson gave an update regarding signposting of footpaths in Sidmouth.

RESOLVED: That Councillor Dyson's report be noted.

160 Beach Management Plan

The Vice Chairman, Councillor Turner, gave a full and comprehensive update on the Beach Management Plan following his attendance at a recent meeting Steering Group held at the Knowle.

RESOLVED: That Councillor Turner's report be noted.

161 Draft East Devon Playing Pitch Strategy

Graeme Thompson had emailed to notify that the Draft East Devon Playing Pitch Strategy (PPS) was available for consultation from Friday 13th February 2015 until 12 Noon on Monday 16th March 2015. Key stakeholders including local sports clubs, Sport England, the FA, RFU, ECB, England Hockey, Active Devon, LED, Devon County Council, town and parish councils, local schools and neighbouring authorities were invited to make comments at this stage. Comments received would be considered and fed into the final PPS in due course. Plans and text relating to the Sidmouth area were attached to the agenda for Members consideration.

RESOLVED: That the response to the consultation include:

- 1) There were areas missing from the schedules such as Sidford Tennis Club, Sidmouth Bowling and Putting Greens and Primary Schools sites.
- 2) Long Park should not be designated as football pitch – this was to be noted as recreational open parkland which is open for use by all members of the public.
- 3) Sidmouth Town Council would not tolerate any future loss of playing fields in Sidmouth, Sidford, Sidbury and Salcombe Regis.

162 DCC Public Transport Review

Devon County Council announced a review into its Public Transport Service:

Most bus services in Devon were run commercially by bus companies at no cost to the County Council. However, £5.376m a year was spent to support nearly 200 public bus services, carrying around 4.5m passengers every year. DCC also managed the National Bus Pass Scheme for 175,000 pass holders in Devon, costing over £9m every year.

Devon County Council would like to find out what the public think about their proposals to reduce services. Members were invited to agree a consultation response on behalf of the Council if they wished.

RESOLVED: That Sidmouth Town Council did not support the withdrawal of the 157 bus service to Otterton. This would adversely affect many people including:

- students attending Bicton College and Exmouth College.
- the elderly who have no other form of transport will become cut off and housebound.
- tourists and residents who travel to Sidmouth to shop or access other services such as doctors, dentists etc.

After the meeting, Councillor Mrs Jolly formally announced her resignation and retirement as a Town Councillor. She thanked Members and said that she had enjoyed her time as a Councillor since she joined in 1989.

The Chairman thanked Mrs Jolly on behalf of the Council and wished Mrs Jolly well with her continuing retirement in Somerset.

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CHAIRMAN OF THE COUNCIL

**Minutes of the meeting of
Sidmouth Town Council's Planning Committee
Held at the Council Chamber, Woolcombe House, Sidmouth,
Wednesday 4th March 2015**

Councillors present David Barratt (Vice-Chairman in the Chair)
 David Addis
 Jack Brokenshire
 Kelvin Dent
 John Hollick
 Ann Liverton
 Graham Liverton
 Dawn Manley
 Ian McKenzie-Edwards
 Simon Pollentine
 Jeff Turner

Apologies Ian Barlow
 John Dyson
 Chris Wale

The meeting started at 6.30pm and finished at 7.00 pm.

In the absence of the Chairman, Councillor John Hollick was elected as Vice-Chairman for the meeting.

360 Declarations of Interest

Declarations of Interest were received as follows:-

Name	Item Number	Type	Action Taken	Details
Cllr Mrs Ann Liverton	14/2815/TRE 3 Sidleigh, Sid Road, Sidmouth, EX10 9DE	Personal Interest	Remained in the Chamber during discussion and voting	Acquainted with the applicant
Cllr Mr Graham Liverton	14/2815/TRE 3 Sidleigh, Sid Road, Sidmouth, EX10 9DE	Personal Interest	Remained in the Chamber during discussion and voting	Acquainted with the applicant
Cllr Dawn Manley	15/0215/TRE Street Record, Baker Close, Sidmouth	Personal Interest	Remained in the Chamber during discussion and voting	Tenant of the Applicant

361 Minutes

The Minutes of the Planning Committee meetings held on Wednesday 4th February 2015 and Wednesday 18th February 2015 were signed as a true and accurate record.

362 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.

363 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.

364 Urgent items or Amended Plans received After Formulation of the Agenda

Planning Application No. 14/2058/FUL 87 Sidford High Street, Sidford, Sidmouth, EX10 9SA.

Demolition of dwelling and construction of two detached houses with two detached garages and new access to the highway.

The Planning Clerk reported that this application had been withdrawn.

Applications for consideration

- 365** 15/0410/FUL MR & MRS M COSHALL 7 SIDLANDS, SIDMOUTH, EX10 8UE
South Ward
Construction of pitched roof extension to west elevation, sun room extension to east elevation and landscaping works including the provision of a raised terrace and lawn.
Support
- 366** 15/0372/FUL MR TONY FITZHENRY CLIFTON, SIDCLIFFE, SIDMOUTH, EX10 9QA
Salcombe Regis
Single storey side and rear extension including car port and raised patio.
Support
- 367** 15/0404/FUL MRS S WOODWARD 17 SUMMERFIELD, SIDMOUTH, EX10 9RY
Primley Ward
Construction of pitched roof over existing garage.
Support
- 368** 15/0121/FUL MR M BELCHER 1 SALCOMBE ROAD, SIDMOUTH, EX10 8PS
East Ward
Conversion to form 4no flats including demolition of extensions to rear and construction of replacement rear extension.
Support

Tree Application for Decision

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

- 369** 14/2815/TRE MR COOK 3 SIDLEIGH, SID ROAD, SIDMOUTH, EX10 9DE
Salcombe Regis Ward
T1, Ash: Crown reduction of eastern crown aspect as shown in the submitted photographs. Remove epicormic growth on southern side of tree.

The Council hereby REFUSES permission to carry out work described below for the following reasons:

T1, Ash: Crown reduction of eastern crown aspect as shown in the submitted photographs. Remove epicormic growth on southern side of tree.

The tree is a good mature example of the species and is free from significant defects. The proposed works are considered unnecessary and potentially damaging to the physiological condition of a high amenity value tree.

Note: Members sought the views of the Arboricultural Officer as to whether the applicant should be allowed to remove the epicormic growth on the southern side of the tree.

- 370** 15/0215/TRE MR R SCHOLEFIELD STREET RECORD, BAKER CLOSE, SIDMOUTH
North Ward
Works to 19 trees of mixed species and 1 tree group containing 2 Field Maple and 1 Ash, as detailed in schedule of works.
Support

371 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) | 15/0240/TCA
<i>South Ward</i> | MR P CHONNES-DOVE | WESTON HOUSE, BOUGHMORE ROAD, SIDMOUTH,
EX10 8SJ
T1, Lime: 2 metre crown reduction, retaining a tree
with an approximate height of 11 metres and a
crown radius of 2.5 metres.
T2, Amelanchier: 1 metre crown reduction retaining
a tree with an approximate height of 5.5 metres and
a crown radius of 1.5 metres. |
| | Works noted | | |
| b) | 15/0212/TCA
<i>Sidford Ward</i> | MRS BACK | KILREANY HOUSE, CHURCH STREET, SIDFORD,
SIDMOUTH, EX10 9RE
T1, Eucalyptus: Fell |
| | Works Noted | | |

372 Tree Exemption Reports

No tree exemption letters were received.

373 Unsupported Decisions

Planning Application No. 15/0003/FUL

20 Glebelands, Sidmouth, EX10 8UD

Alterations and bathroom extension on east elevation; loft conversion including raising of roof ridge height and dormer windows on east and south elevations (revisions to planning permission 13/2517/FUL)

Town Council	District Council
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Supported	Refused
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374 Appeals

No Appeals were received.

375 Enforcement Letters

No Enforcement letters were received.

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CHAIRMAN OF THE PLANNING COMMITTEE

**Minutes of the meeting of
Sidmouth Town Council's Planning Committee
Held at the Council Chamber, Woolcombe House, Sidmouth,
Wednesday 18th March 2015**

Councillors present John Dyson (Chairman)
 David Barratt (Vice-Chairman)
 Ian Barlow
 Jack Brokenshire
 Kelvin Dent
 John Hollick
 Stuart Hughes
 Ann Liverton
 Dawn Manley
 Ian McKenzie-Edwards
 Simon Pollentine
 Jeff Turner

Apologies David Addis
 Graham Liverton

The meeting started at 6.30pm and finished at 7.45 pm.

376 Declarations of Interest

Declarations of Interest were received as follows:-

Name	Item Number	Type	Action Taken	Details
Cllr Mr Simon Pollentine	15/0554/OUT 1 Laundry Lane, Sidmouth, EX10 9QR	Personal Interest	Remained in the Chamber during discussion and voting	Acquainted with the agent's draftsman.
Cllr Mr Simon Pollentine	15/0448/FUL Flat3, Rosemount, Station Road, Sidmouth, EX10 8NZ	Personal Interest	Did not take part in discussion and voting	Acquainted with the agent.
All Members of Sidmouth Town Council	15/0472/FUL Land north of Thorn House, Salcombe Regis, Sidmouth, EX10 0JH	Personal Interest	Remained in the Chamber during the discussion and voting	Applicant is a Freeman of Sidmouth.

377 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.

378 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.

379 Urgent items or amended plans received after formulation of the Agenda

Planning Application No. 15/0097/FUL 15 Windsor Mead, Sidford, Sidmouth, EX10 9SJ

Single storey rear extension and loft conversion including dormer windows on front and rear elevations and rear balcony.

The Planning Clerk reported that this application had been withdrawn.

Applications for consideration

- | | | | |
|------------|---|---------------------|---|
| 380 | 15/0418/FUL
<i>Primley Ward</i> | MR D RENDELL | 21 COULSDON ROAD, SIDMOUTH, EX10 9JJ
Construction of single storey side extension. |
| | Support | | |
| 381 | 15/0491/FUL
<i>Primley Ward</i> | MR PAUL WHITROWE | 24 SUMMERFIELD, SIDMOUTH, EX10 9RY
Construction of conservatory to west elevation. |
| | Support | | |
| 382 | 15/0525/FUL
<i>Primley Ward</i> | MRS NICOLA BARTLETT | 28 MANSTONE LANE, SIDMOUTH, EX10 9TU
Construction of rear conservatory extension. |
| | Support | | |
| 383 | 15/0472/FUL
<i>Salcombe Regis Ward</i> | MRS M KING | LAND NORTH OF THORN HOUSE, SALCOMBE REGIS, SIDMOUTH, EX10 0JH
Formation of outdoor manege arena. |
| | Support | | |
| 384 | 15/0531/FUL
<i>Salcombe Regis Ward</i> | MR ANDREW LEYLAND | NANT, HILLSIDE ROAD, SIDMOUTH, EX10 8JF
Construction of fence to replace front boundary hedge. |
- Members were unable to support the application for the following reasons:
- The hedge is an attractive feature which blends in well with the local street scene.
 - A fence would be alien in the street scene.
 - No sufficient justification had been provided to support the need to remove the hedge.
 - The hedge provides a natural corridor for wildlife.
- | | | | |
|------------|------------------------------------|-------------------------|---|
| 385 | 15/0554/OUT
<i>Sidford Ward</i> | MRS JANET
HARGREAVES | 1 LAUNDRY LANE, SIDFORD, SIDMOUTH, EX10 9QR
Demolition of existing buildings and construction of 5no. dwellings with associated access and garaging (outline application with all matters reserved). |
| | Support | | |
- Note: Members recognised the risk of flooding was very substantial and complex and were of the view that any decision rested on a reliable assessment of the flood risk and measures to alleviate the floor risk subject to the approval of the Environment Agency.
- | | | | |
|------------|----------------------------------|----------------|---|
| 386 | 15/0448/FUL
<i>South Ward</i> | MR NEIL COOPER | FLAT 3, ROSEMOUNT, STATION ROAD, SIDMOUTH, EX10 8NZ
Installation of 2 windows in the bay on the south west elevation and replacement of existing window, installation of roof light on north east elevation and removal of two dormers and construction of balcony on south east roof slope. |
|------------|----------------------------------|----------------|---|

SPLIT DECISION (a part of the application was supported and a part was unsupported).

- 1) Members supported the installation of 2 windows in the bay on the south west elevation and the replacement of the existing window, and the installation of a roof light on the north east elevation.
- 2) Members were unable to support the application for the removal of two dormers and the construction of a balcony on the south east roof slope for the following reasons:
 - Members considered that the existing two dormers were an attractive feature of the roof.
 - Members considered that the proposal would be out of keeping with the character of the property and its contemporary look would be inappropriate to the character of the area by reason of design.

387	15/0526/FUL <i>South Ward</i>	MRS H MALTON	1 PEAK PLACE, COTMATON ROAD, SIDMOUTH, EX10 8SX Installation of patio doors in east elevation.
	Support		
388	15/0527/FUL <i>South Ward</i>	MR AND MRS P SWINBURN	SIDMOUNT LODGE, SIDMOUNT GARDENS, SIDMOUTH, EX10 8XQ Single storey side extension and enlarged driveway.
	Support		
389	15/0558/FUL <i>South Ward</i>	MRS SUE GWILLIM	MICHAELMAS HOUSE, RADWAY, SIDMOUTH, EX10 8TW Construction of single storey rear extension.

Members were unable to support the application for the following reasons:

- Members considered that the extension would intrude on the privacy of the neighbouring property.
- Members considered that the extension would affect the amenity of the neighbouring property.
- Members considered that the extension would overlook the neighbouring property.
- Members considered that the extension would result in a loss of light for the neighbouring property.
- Members considered that the extension could create an unwanted precedent

390 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)	15/0328/TCA <i>South Ward</i>	MR BATES	STREET RECORD, FORTFIELD PLACE, SIDMOUTH T2 Holly – Reduce height to 3 metres. T3 Pittosporum- Fell. T4 Griselinia – Reduce height to 2.5 metres. T5 – Apple – Fell T6 – Holly – Remove low growth to clear 2 metres from ground level. Reduce height to 6 metres. T7 Holly – Reduce leader into main crown to leave a height of 3 metres. G1 Bay and Laurel – Fell Bay and cut back Laurel from wall to give 1 metres clearance. G2 Holly (3 of) – Fell tree by retaining wall. Lift lower branches of remaining trees to clear 2 metres from ground level and reduce height to 4 metres.
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G3 Holly (3 of) – Fell 2 outer stems, leaving central stem.
 T10 Bay – Trim annual growth and round over at 1.5 metres.
Amended specification:
 T2 Holly – Reduce height to 3 metres.
 T4 Griselinia – Reduce height to 2.5 metres.
 T5 Apple – Crown reduction by approximately 1/3 (Figure 1 email dated 11/03/2015)
 T6 Holly – Remove low growth to clear 2 metres from ground level. Reduce height to 6 metres.
 T7 Holly – Reduce leader into main crown to leave a height of 3 metres.
 G1 Laurel- Coppice.
 G2 Holly (3 of) – Fell tree by retaining wall. Lift lower branches of remaining trees to clear 2 metres from ground level and reduce height to 4 metres.
 G2 Holly (5 of) – Fell tree by retaining wall. Selectively coppice back to single central stem.
 G4 Holly (3 of) – Fell 2 outer stems, leaving central stem.
 T10 Bay – Trim annual growth and round over at 1.5 metres.

Works noted

391 Tree Exemption Reports

No tree exemption letters were received.

392 Unsupported Decisions

No unsupported decisions were received.

393 Appeals

No Appeals were received.

394 Enforcement Letters

Pathfields, Greenhead, Sidbury, Sidmouth, EX10 ORH.

Dog kennels on agricultural land.

The Planning Clerk reported a letter from East Devon District Council regarding the construction of dog kennels at Pathfields, Greenhead, Sidbury, Sidmouth, EX10 ORH.

The development of dog kennels requires planning permission under the terms of the Town and Country Planning Act 1990 because the land is agricultural and the landowner was changing the material use of the land.

In the circumstances there were two options available:

1. Remove the dog kennels.
2. Apply retrospectively for planning permission to retain the dog kennels.

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CHAIRMAN OF THE PLANNING COMMITTEE

SIDMOUTH TOWN COUNCIL
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 2015 at 6.30 pm

Councillors present: - Simon Pollentine (Chairman)
 Chris Wale (Vice-Chairman)
 Ian Barlow
 David Barratt
 Jack Brokenshire
 Christine Drew
 John Dyson
 John Hollick
 Ann Liverton
 Dawn Manley
 Ian McKenzie-Edwards

Also present: - Jeff Bailey
 Richard Eley
 Edwina Ford

Apologies: Graham Liverton, Peter Sullivan, Mel Gater

The meeting started at 6:30pm and finished at 7:35pm

PART 'A'

23 Minutes

The Minutes of the Tourism & Economy Committee meeting held on Monday 8 December 2014 were signed as a true and accurate record.

24 Declarations of Interest

There were no Declarations of Interest received for items on this agenda.

25 Exclusion of the Public

RESOLVED: That the classification given to the documents to be submitted to the Committee, be confirmed, and that the reports relating to exempt information, be dealt with under Part B.

26 Information Centre Manager's Report

Jeff Bailey, Information Centre Manager, presented the Information Centre report.

RESOLVED: That the Information Manager's report be noted.

27 Town Guide Distribution Figures

The Chairman reported the latest Guide distribution figures which showed that 9,579 2015 guides had been posted out and there had been 25,855 hits on the Visit Sidmouth website during 2015 so far.

RESOLVED: That the Guide distribution figures be noted.

28 Cycling Event 2015

At the January 2015 Council meeting Alistair Cope from Velo Ventures gave a presentation and asked whether the Town Council would be interested in working together on a proposal to introduce and establish an annual cycling event in Sidmouth. It was resolved that as this would require the involvement of the business community this item would be discussed further at the meeting. The Chairman gave an update of a meeting held between himself, the Town Clerk, Mr Cope and Richard Eley, Chamber of Commerce.

RESOLVED: That the allocation of between £1,500 and £2,500 from the Special Projects reserve to bring the Velo Venture event to Sidmouth in December 2015 and the Chairman and Town Clerk be approved in principle, and authority given to continue negotiations with Mr Cope.

29 Mobile Friendly Website

Members were asked to consider the Town Clerk's report on the development of a mobile friendly website and receive an update from the Town Clerk.

RESOLVED: That the current websites be enhanced adding functionality where necessary to continue and ensure they are mobile friendly. The Town Clerk would implement the use of social media such as Facebook and Twitter to advertise and raise the profile of Sidmouth as appropriate.

30 Matters Raised By Invited Representatives

Richard Eley of the Chamber of Commerce raised various issues including:

- The Chamber of Commerce were planning celebrations for the 70th Anniversary of VE Day and were considering a street choir in the Market Square preferably supported by the Town Band. Mr Eley was advised to liaise with the Royal British Legion and Sidmouth Town Band regarding this event.
- Concerns were raised regarding the S106 Fortfield allocation to Sidmouth. The Town Clerk reported that he would make contact with the relevant officers at the District Council and the Sidmouth District Councillors would also be encouraged to raise this issue with the District Council.
- Further to the December 2014 meeting it was confirmed that following the election a Community meeting would be held with the Chamber of Commerce, Science Festival, Carnival and other organisations to discuss the creation and management of an Events Calendar for Sidmouth.

PART 'B'

EXCLUSION OF THE PUBLIC AND PRESS

under the Public Bodies (Admission to Meetings) Act 1960 the public (including the press) be excluded from the meeting due to the confidential nature of its contents.

31 Town Guide and Information Centre Income and Expenditure

The Chairman presented details of income and expenditure for the year to January 2015 in respect of the Guide and Information Centre.

RESOLVED: That the Income and Expenditure reports for January 2015 be noted.

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CHAIRMAN OF THE TOURISM & ECONOMY COMMITTEE

**Sidmouth Town Council - Detailed Income and Expenditure Report
Month 11 - February 2015**

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<u>Council Services</u>				
Public Conveniences	0	0	27,000	27,000
Public Conveniences-Mtce Sidbury/Manstone	0	410	1,000	590
Flower Beds, Planters & Watering	0	14,311	16,000	1,689
Donation to Floral Features (Income)	0	-1,025	0	1,025
Christmas Lighting & Switch-on	0	8,745	7,800	-945
Donation to Christmas Lighting (Income)	0	0	-1,500	-1,500
Sidmouth Hopper Bus	0	22,458	7,000	-15,458
Donation to Hopper Bus (Income)	0	-15,374	0	15,374
Notice boards and Fingerposts	0	1,300	1,300	0
Sidmouth Information Centre	0	19,000	24,000	5,000
Drinking Fountain, Sidbury	264	264	100	-164
Annual Report Printing/Distribution	0	648	1,000	352
War Memorials	0	1,589	3,000	1,411
Parish Paths Partnership Payments	0	1,753	0	-1,753
Parish Paths Partnership (Income)	0	-3,280	0	3,280
	£264	£50,799	£86,700	£35,901

Discretionary Expenditure

Grants	0	12,000	12,000	0
Folk Week & Children's Festival	0	20,000	20,000	0
Folk Week Social Dance & Family Tickets	0	10,000	10,000	0
Boat Jetty (former Jurassic Coast Marine Links)	0	5,000	25,000	20,000
Manor Pavilion/Arts Centre	0	0	5,000	5,000
South West Museum Development	0	0	800	800
Dog Hygiene Bins	0	0	600	600
Sand bags	0	396	1,500	1,104
Youth Service Support	0	1,733	5,200	3,467
Seagulls Management	0	0	4,550	4,550
Donation to use of Party Tent (Income)	0	-25	0	25
Sale of Street Name Booklet	-84	-84	0	84
Town Entrance Signs	0	455	890	435
Tourism Reserve	0	0	3,000	3,000
Woolley Bequest Payments	1,500	3,898	0	-3,898
Woolley Bequest (Interest & Income)	-566	-1,116	0	1,116
	£850	£52,257	£88,540	£36,283

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 11 - February 2015

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<u>Woolcombe House</u>				
Services Gas/Water/Elec	1,094	3,518	3,300	-218
Woolcombe House Business Rate	0	5,652	5,800	148
Woolcombe House (Loan Interest&Repayment)	0	14,889	14,890	1
Woolcombe House-General Maintenance	512	4,672	5,500	828
Woolcombe House Grounds	76	976	1,000	24
Woolcombe House Building Reserve	0	0	2,000	2,000
Council Chamber Hire (Income)	0	-200	0	200
Band Hut Repairs	0	340	250	-90
	£1,682	£29,847	£32,740	£2,893
<u>Other Property</u>				
Fire Beacon Nature Reserve	0	0	100	100
Fire Beacon Stewardship (Income)	0	-3,788	0	3,788
Alma Lane Field	0	2,363	985	-1,378
Manstone Youth Centre	475	1,814	0	-1,814
Manstone Sports and Play Areas	0	300	4,600	4,300
Long Park & Play Area	0	43	12,000	11,957
Seafront Amenity Building	201	7,310	20,000	12,690
Stowford Community Centre Reserve	0	10,430	15,000	4,570
Conservatory Maintenance	130	621	1,000	379
Sidmouth Golf Club (Income)	0	-5	0	5
Elec Pole Rent (Income)	0	-39	-30	9
	£806	£19,049	£53,655	£34,606
<u>Trust Property</u>				
<u>The Ham</u>				
The Ham Ground Mtce	0	0	4,101	4,101
The Ham Other Mtce	-156	183	2,500	2,317
The Ham Play Equipment	0	1,190	1,300	110
The Ham Reserve	0	0	2,000	2,000
The Ham 3Phase Power	0	481	1,500	1,019
The Ham Rent (Income)	-465	-8,125	-8,125	0
<u>Manstone</u>				
Manstone Land Ground Mtce	0	0	1,500	1,500
Manstone Other Maintenance	0	38	1,600	1,562
Manstone Reserve	0	0	2,000	2,000
Manstone Rent (Income)	0	-714	-950	-236
<u>Salcombe Regis</u>				
S.R. Allotment Field Rent (Income)	0	0	-100	-100
S.R. Recreation Field	0	248	250	2
S.R. Recreation Field Rent (Income)	0	-1	-1	0
	-£621	-£6,700	£7,575	£14,275

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 11 - February 2015

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<u>Members</u>				
Members/Chairman's Allowances	0	5,215	5,500	285
Chairman's Expenses	0	1,522	2,000	478
Members Expenses/Training	13	431	450	19
Elections	0	0	5,000	5,000
Civic Hospitality	0	842	1,000	158
Civic Regalia	0	2,544	2,500	-44
	£13	£10,554	£16,450	£5,896

<u>Staff</u>				
Salaries	7,044	76,030	90,000	13,970
Pensions	1,385	15,327	16,000	673
Staff Eye Tests	0	0	100	100
Training & Conferences	0	45	1,000	955
Officers Expenses	0	35	100	65
Tourism/Promotion Admin (Income)	0	0	-10,000	-10,000
Advert Planning Fees (Income)	0	-138	0	138
	£8,429	£91,299	£97,200	£5,901

<u>Office Expenses</u>				
Postage	82	702	1,500	798
Stationery	215	1,255	1,500	245
Telephone	0	4,730	2,500	-2,230
Subscriptions	35	1,999	1,900	-99
Photocopier	0	1,086	1,300	214
Internet, website and webcams	0	375	500	125
Computer Software Contracts	0	1,000	1,000	0
Computer Maintenance Contingency	0	1,110	3,000	1,890
Advertisements	0	105	500	395
Audit	0	1,600	1,600	0
Insurance	0	7,736	4,800	-2,936
Sundry	69	855	850	-5
Bank Interest Received (Income)	-515	-2,336	0	2,336
	-£114	£20,217	£20,950	£733

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 11 - February 2015

Expense Group Totals	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
Council Services	264	50,799	86,700	35,901
Discretionary Expenditure	850	52,257	88,540	36,283
Woolcombe House	1,682	29,847	32,740	2,893
Other Freehold Property	806	19,049	53,655	34,606
Trust Property	-621	-6,700	7,575	14,275
Members	13	10,554	16,450	5,896
Staff	8,429	91,299	97,200	5,901
Office Expenses	-114	20,217	20,950	733
Precept Received	0	-381,578	-381,578	0
Council Tax Support Grant	0	-22,232	-22,232	0
Net Income over Expenditure	£11,309	-£136,488	£0	£136,488

Current/Deposit Bank Accounts

£509,411.51

of which

Woolley Bequest

£55,659.37

Earmarked Reserves

£199,020.64

SIDMOUTH TOWN COUNCIL

FINANCIAL REGULATIONS

2015

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SECTION 1	Responsibilities
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Sidmouth Town Council is responsible for the conduct of public business and for spending public money and is accountable for ensuring that public business is conducted in accordance with the law and proper standards and that public money is safeguarded.

Sidmouth Town Council is also responsible for ensuring its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of its functions and which includes arrangements for the management of risk.

Sidmouth Town Council has a responsibility to put in place proper arrangements to ensure the proper conduct of its financial affairs, and to monitor the adequacy and effectiveness of those arrangements in practice. Accounts are prepared in accordance with statutory responsibilities and the Council maintains an adequate system of internal audit of its accounting records and control systems.

Section 151 of the Local Government Act 1972 requires Sidmouth Town Council to appoint a Responsible Financial Officer (RFO) as the person responsible for the administration of its financial affairs. Sidmouth Town Council's RFO is its Clerk.

Section 2	Budgetary Controls and Setting Budgets
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In accordance with Standing Order 25.1(a) Sidmouth Town Council shall approve its estimate/budget in writing for the coming financial year at a meeting in the month of January. In accordance with Standing Order 25.1(b) a Committee desiring to incur expenditure shall, not later than December, give to the Clerk a written estimate of the expenditure recommended for the coming year. The budget shall include items recommended by Council during the preceding year. Each month the Council (at its monthly meeting) will be given a finance report showing expenditure against budget.

Section 3	Income and Expenditure Controls
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In line with Sidmouth Town Council's Standing Order 19.1, orders for the payment of money shall be authorised by Resolution of the Council and signed by two Members.

Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Clerk. Such payment shall be authorised by the Member with Special Responsibility for Finance and/or the Internal Auditor, together with the Chairman or Vice-Chairman of the Council. (See Standing Order 24.1(b) All payments ratified in this way shall be separately reported to the Council.

In line with Sidmouth Town Council's Standing Order 24.2, the Town Clerk shall supply to each Member at the first opportune meeting next after the end of the Financial Year a statement of accounts.

The RFO is responsible for overseeing the keeping of books of account, or an effective computerised accounting system, to give Sidmouth Town Council information at any time regarding the amounts it has spent in the year, the income it has received and its financial commitments. The RFO will ensure that the accounting systems are observed and that the accounts and supporting records of the Council are maintained in accordance with proper practices and kept up to date.

Section 4	Petty Cash Procedure
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Sidmouth Town Council maintains a petty cash account of £100 details of which are controlled by the RFO and reported to the Internal Auditor and Council.

Section 5	Payroll Controls
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Sidmouth Town Council uses Sage Payroll software which is upgraded annually. The Town Clerk agrees any extra hours worked and signs wages sheets accordingly. Sidmouth Town Council manages all aspects of taxation, national insurance and annual returns.

Employees of Sidmouth Town Council are paid in line with the National Agreement on Salaries and Conditions for Local Council Clerks in England and Wales. Salaries are amended each year in line with recommended scales.

Section 6	Asset Controls
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The RFO will maintain a register detailing the assets of Sidmouth Town Council. This register will detail:

- Description of asset
- Identification
- Date of acquisition
- Value
- Custodian
- Disposal/Discharge

Section 7	Audit Procedures
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In line with the requirements of the Accounts and Audit Regulations, Sidmouth Town Council appoints an internal auditor who is competent to carry out the role in a way that will meet the business needs of the Council.

The purpose of the internal audit is to review whether the systems of financial and other controls over the Council's activities and operating procedures are effective.

In line with the requirements of the Accounts and Audit Regulations, Sidmouth Town Council completes an annual return and submits this to the Audit Commission. This annual return;

- Reports the annual statement of accounts as approved by the Council.
- Certifies that the Council has discharged its statutory duties in relation to its financial affairs
- Records that the internal auditor has fulfilled his statutory responsibility
- Informs the local taxpayer and elector about what and how their Council has been doing during the last financial year.
- Is a source of information for Government and other stakeholders about the activity of the Council

The Town Clerk signs the annual return to certify that it presents fairly the financial position of Sidmouth Town Council at the end of the financial year to which it relates and its income and expenditure and that it is consistent with the Council's underlying financial records. The annual return is also signed by the Chairman of the Council following the meeting at which approval is given – to show that the accounts have been approved by the Council in accordance with the Regulations. From 2009 such approval must be obtained by 30th June each year.

Public announcements regarding the external audit are displayed in accordance with the Regulations.

Section 8	Annual Accounts
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Sidmouth Town Council meets its responsibilities by preparing and publishing, and providing the auditor with, the accounts prepared for the financial year, together with such additional information and explanation as is necessary to provide sufficient evidence that it has maintained adequate systems of internal control and internal audit throughout the financial year.

Section 9**Risk Management and Insurance**

Risk management is the process whereby Sidmouth Town Council methodically addresses the risks associated with what it does and the services which it provides. The focus of good risk management is to identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences.

Sidmouth Town Council undertakes regular risk assessments to cover all aspects of its responsibilities including:

- The protection of physical assets
- The risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public
- The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party
- Loss of cash through theft or dishonesty
- Legal liability as a consequence of asset ownership

Sidmouth Town Council is covered by insurance necessary to ensure that it is able to continue to operate, though possibly with a reduced level of service, in the event of an incident. Such insurance includes;

- Employer and Public Liability Insurance
- Contents Insurance
- Fidelity Insurance

Section 10**Tenders and Contracts**

In line with Sidmouth Town Council's Standing Order 30;

- All work, supply of goods or services with an estimated value in excess of £10,000 (exc. VAT) should be put out to tender.
- When appropriate, tenders should be advertised in at least two newspapers circulating in the area, inviting contractors or persons to apply to be considered to be invited to tender.
- The period for tendering shall be of sufficient length to give contractors suitable time to respond.
- All tenders should be submitted in a sealed envelope supplied by the Council.
- All tenders should be opened on the same occasion in the presence of the Chairman or Vice Chairman of the Council and the Town Clerk.
- The lowest tender need not be accepted.
- Details of all tenders should be submitted to the Council for approval prior to acceptance.
- If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the work as it thinks fit.
- Where the value of a contract is likely to exceed £172,514 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

Contracts awarded will be reviewed on an annual basis and the Council will undertake regular scrutiny of performance against targets.

Sidmouth Town Council will conduct, in accordance with proper practices, a review of the effectiveness of its system of internal control and publicly report the outcome. This annual governance review will include a separate review of the Council's internal audit.

This Financial Regulations 2015 Paper was approved by
Sidmouth Town Council on 13 April 2015:
Minute number

Signed:..... Chairman of the Council

Signed:..... Town Clerk Dated:.....

Sidmouth Town Council Risk Assessment and Management 2015

Area	Risk	Level	Control
<u>Assets</u>	Protection of physical assets	M	Buildings insured. Value increased annually by R.P.I.
	Security of Buildings, Equipment,	H	Contents insured. Chubb Locks and external security lighting and fire alarm system in place at Woolcombe House and Manstone Youth Centre. Manstone Youth Centre also has a monitored security alarm system in place.
	Maintenance of Buildings	M	Buildings currently maintained on an as required basis.
	Civic Regalia	M	Insurance cover on Chairman's Chain & Jewel and Vice Chairman's Pendant. Repairs made when necessary.
	Various individual items	M	Specified and insured.
<hr/>			
<u>Finance</u>	Banking	M	Active Saver account with Barclays Bank which is added/subtracted to on a daily basis to maintain a working balance of £10,000. Other long term 'high interest' deposits held with Barclays and Lloyds Banks reviewed at end of term.
	Loss of Rental Income	M	Insurance cover. Sum insured £2,000 in respect of Fishermen's Sheds and Shop at The Ham.
	Loss of cash through theft or dishonesty	H	£250,000 covered by insurance. No employee is permitted to carry in excess of £5,000 and up to this amount is covered by insurance whilst in transit and/or whilst in locked safe or strong room. £250 is covered by insurance whilst in locked receptacles other than safe or strong room. No payments are permitted be made electronically without two signatures authorising such a transaction.
	Financial Controls & Records	M	Monthly reconciliation prepared by office and presented to Council by Member with Special Responsibility for Finance. Two signatories on cheques and bacs payments. Internal and External Audit.
	Compliance with Customs and Excise	M	VAT payments and claims calculated by office. Internal Auditor provides Regulations independent check.

	Sound budgeting to underlie Annual	M	Details of nine months expenditure, together with projection for next Precept three months anticipated expenditure/income presented to Council at a meeting in January. Recommendation for future budget together with following year's proposed Precept presented, by Member with Special Responsibility for Finance, to Town Council for consideration.
	Sub Committees	M	Sub Committees with authority to raise and spend money on behalf of the Town Council must not commit expenditure over income.
	Planning Appeals	M	Costs for potential Planning Appeals with regard to trees and signs are held in Earmarked Reserve in the Town Council's accounts. All Members should attend Planning Process training to reduce risks to the Town Council of decisions that could be appealed.
<u>Liability</u>	Risk to third party, property or individuals	M	Insurance in place.
	Legal liability as consequence of asset ownership	H	Insurance in place.
<u>Employer</u>	Compliance with Employment Law	M	Membership of various national and regional bodies including South West Regional Assembly (South West Provincial Employers and South West Local Government Association) National Association of Local Councils and the Society of Local Council Clerks.
<u>Liability</u>	Compliance with Inland Revenue requirements	M	Regular advice from Inland Revenue and Sage. Internal and External Auditors undertake independent checks.
	Safety of Staff and Visitors	M	Regular checks undertaken.
<u>Legal</u>	Disability Discrimination Act	M	Level access from car park. Lift to second floor. Improved lighting in Council Chamber. Sound system fitted in Council Chamber.
<u>Liability</u>	Data Protection Act	L	Subscription paid and renewed annually.
	Ensuring that activities are within legal	H	Town Clerk clarifies position on any new proposal. Legal advice powers sought where necessary.

