

# SIDMOUTH TOWN COUNCIL



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SIDMOUTH  
DEVON  
EX10 9BB

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To: All Members of the Town Council  
Town Clerk

9 May 2016

For information:

District Councillors for Sidmouth not on the Town Council  
County Councillor for Sidmouth not on the Town Council

Dear Sir/Madam,

## **Annual Meeting of Sidmouth Town Council Monday 16 May 2016 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**

### **PART 'A'**

Page/s

- 1 **Election of the Chairman of the Council**
  - 1.1 It will be proposed by Councillor Newth and seconded by Councillor Barlow that Councillor Turner be elected Chairman of Sidmouth Town Council for the forthcoming year.
  - 1.2 To receive other nominations.
  - 1.3 To receive the elected Chairman's Declaration of Acceptance of Office.
- 2 **Appointment of the Vice-Chairman of the Council**
  - 2.1 It will be proposed by Councillor Hollick and seconded by Councillor Rayson that Councillor McKenzie-Edwards be appointed Vice Chairman of Sidmouth Town Council for the forthcoming year.
  - 2.2 To receive other nominations.
  - 2.3 To receive the elected Vice Chairman's Declaration of Acceptance of Office.
- 3 **Prayers**

Prayers will be taken by the Reverend Susie Williams.
- 4 **Apologies**

To receive any apologies for absence.

5 **Minutes**

To confirm the minutes of the meeting of the Town Council held on Monday 11 April 2016.

5 – 7

6 **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.

7 **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).

8 **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 Clerk recommends should be dealt with in this way.

9 **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.)*

10 **Police Report**

To receive the April 2016 Police Report.

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

11 **Committee/Working Group Membership**

To approve the attached list of Committee/Working Party Memberships for the ensuing year:

Planning Committee

Tourism & Economy Committee

Emergency Committee

Past Chairmen and Personnel Committee

Parish Paths Partnership (P3)

Traffic Management Group

Youth Provision Working Group

Section 106 Working Group

Sid Valley Neighbourhood Plan Steering Group

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	Page/s	
12	<b>Members with Special Responsibilities</b>	
	To approve the attached list of nominations received for Members with Special Responsibilities.	9
13	<b>Representatives On Outside Bodies</b>	
	To approve the attached list of Town Council representatives on outside bodies. <i>(Members are reminded to confirm with the outside body to which they are appointed, that sufficient insurance is in place to cover their activities. The Town Council's insurance does not apply to Members serving on other bodies)</i>	10
14	<b>Annual Subscriptions</b>	
	The following subscriptions are to be considered for renewal: <u>2015/16 Subs</u>	
	<b>Organisation:</b> Devon Association of Local Councils	£1,247
	Society of Local Council Clerks	£ 260
	South West Councils	£ 350
	Information Commission	£ 35
	International Tree Foundation	£ 25
	Campaign to Protect Rural England	£ 10
15	<b>Register of Members' Interests and Register of Gifts and Hospitality</b>	
	Members are reminded to complete and if necessary update their registers in respect of Members' Interests and gifts/hospitality.	
16	<b>Members' Allowances</b>	
	Members are reminded to notify the Town Clerk if they are <b>not</b> claiming a Members' Allowance; otherwise please complete the enclosed form so that BACS payments can be made for 2016/2017.	Enclosed
17	<b>Council Property</b>	
	To note that Deeds and Trust documents in the custody of the Town Council are available for Members' inspection in the office on request to the Town Clerk.	
18	<b>Standing Orders</b>	
	To confirm that there are no changes to the Council's Standing Orders as agreed by and supplied to Members in 2015.	
19	<b>Committee/Working Group Reports</b>	
	<u>19.1 Planning Committee Reports</u>	
	To receive reports of the Planning Committee meetings held on Wednesdays 6 and 20 April and 4 May 2016.	11 – 22
20	<b>Reports from Members with Special Responsibilities</b>	
	<u>20.1 Finance Report</u>	23 – 26
	To receive the Finance Report for March 2016.	
	<u>20.2 Sidmouth Hopper Bus</u>	27
	To receive the attached Sidmouth Hopper Bus report from Cllr Dyson.	
	<u>20.3 Other Reports from Members with Special Responsibilities</u>	
	To receive other notified reports from other Members.	
21	<b>Annual Return – Governance Statement</b>	
	Members are asked to consider the Annual Governance Statement, copy attached, this will require completion prior to signing.	28

- 22 **Annual Return – Statement of Accounts and Internal Audit**  
The Council's Internal Auditor, Mr. Howard Slack, has visited the Council Offices and undertaken the Audit of the Council's accounts. Attached with the agenda is a copy of Mr Slack's letter and Internal Audit Report; together with a copy of the Reserves Schedule and the final Statement of Accounts which is required to be signed by the Chairman and Clerk following approval by Council. 29 – 32
- 23 **Sidmouth Science Festival**  
Dave Bramley, Sidmouth Science Festival has requested permission to borrow the Town Council's marquee for an Esplanade event on Sunday 9 October 2016, in the event of rain for primary school children on The Byes during the week and a Norman Lockyer Observatory event on Sunday 16 October 2016.  
  
He would also like to use the Interpretation Centre on Sunday 9 October 2016 as part of the event to celebrate the science and technology of the Sidmouth Esplanade (land, coastline and sea).  
*(This item is linked to a request to use The Ham on the Trustee agenda.)*
- 24 **Change of Meeting Date**  
Members are asked to note that the Pre Budget Meeting date will be changed to Monday 17 October 2016 *(previously 24 October 2016)*
- 25 **Presentation to Former Members**  
The Chairman of the Council will make a presentation to former Councillors Christine Drew, Peter Sullivan and Chris Wale.

***A small reception for Members and their guests  
will take place at the conclusion of the Trustee meeting.***

**SIDMOUTH TOWN COUNCIL**  
**Minutes of the meeting of Sidmouth Town Council**  
**held at the Council Chamber, Woolcombe House, Sidmouth,**  
**on Monday 11 April 2016 at 6.30pm**

Ward	Councillors Present:
Sidmouth North	Michael Earthey Stuart Hughes Dawn Manley
Sidmouth South	Kelvin Dent John Dyson Paul Wright
Sidmouth East	Marc Kilsbie
Sidmouth West	Matt Booth Louise Cole John Rayson
Primley	Simon Pollentine Jeff Turner (Chairman)
Sidford	Jack Brokenshire Ian McKenzie-Edwards (Vice-Chairman)
Sidbury	Gareth Jones
Salcombe Regis	John Hollick
Apologies:	Ian Barlow, David Barratt, Frances Newth

The meeting started at 6.30pm and finished at 8.35pm.

**PART 'A'**

**179 Prayers**

Prayers were taken by Councillor Turner, Chairman of the Council.

**180 Minutes**

The minutes of the meeting of the Town Council held on Monday 7 March 2016 were signed as a true and accurate record.

**181 Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
CLlr Stuart Hughes	188 Sidmouth Literary Festival	Personal	Remained in the Chamber during discussion and voting	DCC Locality Budget funding

**182 Matters of Urgency or Report from the Chairman**

- The Chairman reported that the Chamber of Commerce were organising a Garden Party to celebrate the Queen's Birthday on Sunday 12 June from 4pm to 7pm. Members were asked to contact the Town Clerk if they wished to attend.

**183 Exclusion of the Public**

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

#### **184 Public Open Question Time**

- Councillor Brokenshire asked County Councillor Hughes if utility companies having affected repairs on the highway had a responsibility to come back to check if any settlement had occurred? County Councillor Hughes responded that there was a 2/3 year guarantee period following work carried out by utility companies. He reported that members of the public should inform the County Council of any issues regarding road surface safety.
- Councillor Hollick asked County Councillor Hughes whether there had been any provision made for the school bus during the road closure at Sidbury. County Councillor Hughes reported that the school bus would be escorted by the banksman through the road works both morning and afternoon.

#### **185 Police Report**

Sgt Andy Squires presented the police report for March 2016 which showed a total of 41 incidents compared to 30 incidents in March 2015.

#### **186 Committee/Working Group Reports**

##### 186.1 Planning Committee Reports

Councillor Dyson, Chairman of the Planning Committee presented the reports of the Planning Committee meetings held on Wednesdays 9 and 23 March 2016.

**RESOLVED:** that the Planning Committee reports be noted and agreed.

##### 186.1 Tourism & Economy Committee Report

Councillor Pollentine, Chairman of the Tourism & Economy Committee presented the report of the Tourism & Economy Committee meeting held on Monday 14 March 2016.

**RESOLVED:** that the Tourism & Economy Committee report be noted and agreed.

#### **187 Reports from Members with Special Responsibilities**

##### 187.1 Finance Report

Councillor Dyson presented the February 2016 Finance Report.

**RESOLVED:** that the February 2016 Finance Report be noted and agreed.

##### 187.2 Sid Valley Neighbourhood Plan

Deirdre Housom, Sid Valley Neighbourhood Plan Steering Group, gave a report regarding the first meeting of the Sid Valley Neighbourhood Steering Group and the planned timescale of events and consultation.

**RESOLVED:** that Ms Housom's report be noted.

##### 187.3 Public Footpath Enquiry

Councillor Dyson reported that he had represented Sidmouth Town Council at the Public Enquiry held to consider the footpath between Newtown and Salcombe Road.

**RESOLVED:** that Councillor Dyson's report be noted.

#### **188 Sidmouth Literary Festival**

Di Bowerman attended the meeting to give a brief presentation about the plans for the 2016 literary festival; a programme was distributed to Members for their information.

**RESOLVED:** that Di Bowerman's report be noted.

#### **189 Sidmouth in Bloom**

Lynette Talbot and Peter Endersby attended the meeting to give a presentation on Sidmouth in Bloom's attendance at the 2016 BBC Gardeners' World Exhibition held at Birmingham NEC from 16 to 19 June.

**RESOLVED:** that Lynette Talbot's report be noted.

**190 Clean for the Queen**

The Town Clerk had been contacted by Richard Eley who had been undertaking a programme of cleaning footpaths and unclassified roads within the Town Council jurisdiction as part of the Clean for the Queen programme; to be completed by 12 June 2016. Members were advised that he had already cleaned 55 miles of paths and roads which was approximately half of the total and had collected about 200 kgs of litter so far.

Mr Eley had been in consultation with Cllr Hughes about a general clean-up of Sidmouth, for example, many of the road and street signs were covered in green algae and hard to read. He advised that the hire of a Chewing Gum removing machine would be in the region of £300 for a week.

He asked Members to consider ways in which the Town Council could contribute to the clean-up, but more importantly claim and publicise the fact that Sidmouth was 'The Cleanest Town in Britain'. This might encourage everyone else to participate and 'do their bit'.

Richard Eley attended the meeting to answer questions on this initiative.

**RESOLVED:** that Sidmouth Town Council would sponsor the one week hire of a special chewing gum removal machine.

**191 Noticeboards and Fingerposts**

At the October 2015 Pre-Budget meeting it was resolved:

‘that the Notice boards and Fingerposts budget be set at £2,500 to enable the possible installation of new notice boards at Sidbury, Bedford Lawn, All Saints Road and fingerposts for The Byes and Kennaway House. The order of installation to be discussed at a future Council meeting.’

Members were asked to give consideration to this matter and to prioritise the work within the budget allocated.

**RESOLVED:** that Sidmouth Town Council would replace/install notice boards and finger posts in the following order:

- Finger post to Kennaway House at Market Square
- Notice board at Burnt Oak, Sidbury
- Finger post to The Byes on The Esplanade
- Notice board at All Saints Road

**192 Exclusion of the Public and Press**

**RESOLVED:** 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'**

**193 CCTV System**

Sgt Andy Squires and Mr Jerry Allen of Metcalfe Allen Ltd attended the meeting to give a report regarding CCTV in Sidmouth.

**RESOLVED:** that this item be deferred until Sgt Squires is able to obtain a commitment to substantial funding towards the project from the new Police Commissioner following the elections in May 2016.

.....  
CHAIRMAN OF THE COUNCIL

**SIDMOUTH TOWN COUNCIL  
COMMITTEES / WORKING GROUPS  
MEMBERSHIP 2016/17**

**Planning Committee**

Councillors Barlow, Dent, Earthey, Jones, Kilsbie, Manley, McKenzie-Edwards, Pollentine, Rayson, Turner

**Tourism & Economy Committee**

Councillors Barlow, Barratt, Booth, Brokenshire, Cole, Dyson, Hollick, Hughes, Kilsbie, Manley, McKenzie-Edwards, Newth, Pollentine, Rayson, Wright

**Emergency Committee**

Chairman and Vice Chairman of the Council and Councillors Barlow, Hollick, Hughes, Manley

**Past Chairmen and Personnel Committee**

Chairman and Vice-Chairman of the Council and former Chairmen serving on the Council (Hollick, Hughes, Pollentine)

**Parish Paths Partnership (P3)**

Councillors Dyson, Rayson and 1x VACANCY

**Traffic Management Group**

Chairman: Councillors Hughes (DCC), Dyson (EDDC), Barratt (EDDC), Kilsbie (STC), Wright (STC)

**Youth Provision Working Group**

Councillors: Barlow, Cole, Hughes, Kilsbie, Manley, Turner

**Section 106 Working Group** (Soon to be working on play area funding and new MUGA)

Chairman and Vice Chairman of the Council and Councillors Barlow, Brokenshire, Hughes, Manley, Pollentine

**Sid Valley Neighbourhood Plan Steering Group**

Councillors Cole, Earthey, McKenzie-Edwards and Natalie Bentall, Michael Brittain, Graham Cooper, Deirdre Housom, Claire Russell, Richard Thurlow, Daniel Turner, Jeremy Woodward



<b>SIDMOUTH TOWN COUNCIL</b> <b>MEMBERS WITH SPECIAL RESPONSIBILITIES 2016/17</b>
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**Members with Special Responsibilities**

Nominations received are as follows:

Finance (Council)	Councillor P. Wright
Finance (Tourism)	Councillor S.P. Pollentine
Woolcombe House	Chairman of the Council
Emergency Coordinator	Chairman of the Council
Property and Maintenance	Councillors I. Barlow and M. Earthey
Seafront Amenity Building	Councillor D. Manley
Alma Lane Field	Councillors I. Barlow and D. Barratt
Long Park Recreation Ground (inc Public conveniences)	Councillors J. Brokenshire
Fire Beacon Nature Reserve	Councillor I.J. McKenzie-Edwards
Trees	Councillor S.P. Pollentine
Flag Raising	Councillor J. Brokenshire
Play Areas	Councillor S.P. Pollentine
Sidbury Public Conveniences	Councillor J. Hollick
Hopper Bus	Councillors J. Dyson and K. Dent
<b>Trustee:</b>	
The Ham	Councillors Mrs. F.I. Newth
(inc Fishermen's Sheds & Shop)	& M. Kilsbie
Manstone Recreation Ground	Councillors I.J. McKenzie-Edwards & J. Brokenshire
Fields at Salcombe Regis	Councillors I. Barlow and D. Barratt
Hope Cottage (Museum)	Councillor K. Dent

<p><b>SIDMOUTH TOWN COUNCIL</b>  <b>REPRESENTATIVES ON OUTSIDE BODIES 2016/17</b></p>
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<b><u>BODY</u></b>	<b><u>REPRESENTATIVE</u></b>
Kennaway House	Cllr K. Dent and Chairman of the Council
Sidmouth in Bloom	Cllr. S. Hughes and Cllr. J. Hollick
Citizen’s Advice Bureau/Sidmouth Help Link	Cllr. M. Booth
Devon Association of Local Councils (Larger Local Councils Committee)	Chairman of the Council or Vice Chairman of the Council
Museum/Heritage Centre	Cllr. K. Dent
Devon Playing Fields Association	Cllr. S. Pollentine
Norman Lockyer Observatory Management Committee	Cllr. Mrs. F. Newth
Sidmouth Cricket, Lawn Tennis, Croquet and Hockey Club	Cllr. J.G.T. Dyson
Sidmouth Voluntary Services	Cllr. Mrs. F. Newth
Sidmouth Consolidated Charities	Cllr. S.P. Pollentine and Cllr. J. Hollick
Twinning Circle President	Chairman of the Council is automatically
International Tree Foundation	Cllr. S.P. Pollentine
Manor Pavilion Management Steering Group	Cllr J.G.T. Dyson and Cllr P. Wright
Sidmouth Folk Week Trust	Cllr S. Pollentine
Stowford Rise Community Centre Management Steering Group	Cllr. D. Barratt and Cllr D. Manley (Deputy)
Jurassic Coast Forum	Cllr S. Pollentine
Sidmouth Fair Trade	Chairman of the Council

**Minutes of the meeting of  
Sidmouth Town Council's Planning Committee  
Held at the Council Chamber, Woolcombe House, Sidmouth,  
Wednesday 6<sup>th</sup> April 2016**

Councillors present: -           John Dyson (Chairman)  
                                          Ian Barlow (Vice-Chairman)  
                                          Jack Brokenshire  
                                          Kelvin Dent  
                                          Michael Earthey  
                                          Gareth Jones  
                                          Marc Kilsbie  
                                          Ian McKenzie-Edwards  
                                          Simon Pollentine  
                                          Jeff Turner

The meeting started at 6.30pm and finished at 8.35 pm.

**462 Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
Cllr Kelvin Dent	16/0679/VAR The Former Scout Hall, Fortfield Place, Sidmouth, EX10 8NX	Personal Interest	Remained in the Chamber during discussion and voting	Member of the Sampson Society.
Cllr John Dyson	16/0679/VAR The Former Scout Hall, Fortfield Place, Sidmouth, EX10 8NX	Personal Interest	Remained in the Chamber during discussion but did not vote	Acquainted with the applicant.
Cllr Michael Earthey	16/0572/FUL 5 Lymbourne Park, Sidmouth, EX10 9HX	Personal Interest	Remained in the Chamber during discussion but did not vote.	Acquainted with the applicant.
Cllr Jack Brokenshire	16/0572/FUL 5 Lymbourne Park, Sidmouth, EX10 9HX	Personal Interest	Remained in the Chamber during discussion and voting.	Acquainted with the applicant.

**463 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.

**464 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.

**465 Amended Plans Received**

16/0166/FUL	MR DAVID MATTHEWS	68 SIDFORD HIGH STREET, SIDFORD, SIDMOUTH,
<i>Sidford Ward</i>		EX10 9SQ

	Support		Construction of detached double garage. <i>Amended plans received showing new proposed garage location.</i>
	<b>Applications for consideration</b>		
<b>466</b>	6/0171/LBC <i>South Ward</i>	MR IAN WILLIS	THE MAISONETTE, ST DAVIDS, FORTFIELD TERRACE, SIDMOUTH, EX10 8NT Alterations to entrance lobby.
	Support subject to the agreement of the Conservation Officer.		
<b>467</b>	16/0172/LBC <i>South Ward</i>	MR IAN WILLIS	THE MAISONETTE, ST DAVIDS, FORTFIELD TERRACE, SIDMOUTH, EX10 8NT Installation of replacement window on rear elevation and reconstruction of section of rear garden wall, including replacement timber trellis.
	Support subject to the agreement of the Conservation Officer.		
<b>468</b>	16/0676/FUL <i>South Ward</i>	MR IAN WILLIS	THE MAISONETTE, ST DAVIDS, FORTFIELD TERRACE, SIDMOUTH, EX10 8NT Retention of 2no freestanding timber pergolas in rear garden, reconstruction of section of garden wall (including replacement timber trellis) and installation of replacement timber window in rear elevation of The Maisonette.
	Support		
<b>469</b>	16/0679/VAR <i>South Ward</i>	MR AND MRS RAY	THE FORMER SCOUT HALL, FORTFIELD PLACE, SIDMOUTH, EX10 8NX Variation of Condition 2 of permission 14/1096/COU (change of use of Scout group headquarters to single dwelling), to vary the approved plans to provide a change of floor plan layout, including the insertion of first floor, re-siting of entrance steps and addition of external raised terrace and insertion of roof lights and dormer window.
	Support		
	Note: Members recommended that screening should be provided around the proposed terrace by way of fencing or planters to mitigate any effects of overlooking if it occurred. (5 letters of objection were received)		
<b>470</b>	16/0038/VAR <i>Sidford Ward</i>	MR S RAND	BROOKSIDE (BAKERS FLAT, W G MEATS), SCHOOL STREET, SIDFORD, SIDMOUTH, EX10 9PF Variation of Condition 2 (approved plans) and removal of condition 6 (timber windows and doors) of planning permission 14/2196/FUL to amend design of approved conversion of former bakery into two storey dwelling to incorporate addition of first floor terrace over existing car parking area and the substitution of approved timber windows and doors for UPVC equivalent.
	Support		

<b>471</b>	16/0664/FUL <i>Sidbury Ward</i>	MR & MRS FRANK EUL	HARCOMBE HOUSE, HARCOMBE, SIDMOUTH, EX10 0PR Construction of new roof and first floor extension over existing conservatory and construction of raised terrace.
	Support		
<b>472</b>	16/0561/FUL <i>Salcombe Regis Ward</i>	MR & MRS JOHN SPANTON	KINGSDOWN, SALCOMBE REGIS, SIDMOUTH, EX10 0PD Extension to existing domestic outbuilding. Support subject to a condition that the extended barn be used for domestic purposes only and not for any commercial or business use.
<b>473</b>	16/0575/FUL <i>Salcombe Regis Ward</i>	ARQUIVA LTD; HUTCHINSON 3G LTD & EE LTD	MAST, SALCOMBE HILL ROAD, SIDMOUTH The installation of 2no. antennas on existing 15m high electronic communications mast. The proposal also comprises the removal of 1no. existing equipment cabinet and installation of 2no. new equipment cabinets within existing compound.
	Support		
<b>474</b>	16/0634/FUL <i>Salcombe Regis Ward</i>	SALCOMBE REGIS CAMPING AND CARAVAN PARK	SALCOMBE REGIS CAMPING AND CARAVAN PARK, SALCOMBE REGIS, SIDMOUTH, EX10 0JH Construction of new games room, sanitary block and toilet block with additional parking.
	Support		
<b>475</b>	16/0659/FUL <i>Salcombe Regis Ward</i>	MR M BERGER	LITTLE PADDOCK, LASKEYS LANE, SIDMOUTH, EX10 8JW Construction of replacement single storey rear extension, addition of replacement pitched roof to garage and alterations to vehicular access including raising of wall height.
	Support:		
	Note: Members expressed reservations regarding the new entrance gate and the height of the new wall.		
<b>476</b>	16/0572/FUL <i>North Ward</i>	MISS CLAIRE SPARKS	5 LYMEBOURNE PARK, SIDMOUTH, EX10 9HX Retention of fence on front boundary (retrospective application).
	Support		
<b>477</b>	16/0646/FUL <i>North Ward</i>	MR S WHITCOMBE	14 BARN HAYES, SIDMOUTH, EX10 9EE Construction of a single storey rear extension.
	Support		
	<b>Tree Application for Decision</b>		
	The Town Council is authorised to make a decision on the following tree application.		
<b>478</b>	16/0541/TRE <i>West Ward</i>	MR A MICHELL	87 ALEXANDRIA ROAD, SIDMOUTH, EX10 9HG T1, Oak: Re-pollard and remove epicormic growth. This application was deferred pending receipt of the Arboricultural Officer's report.
<b>479</b>	16/0189/TRE <i>South Ward</i>	MR JARETT	GLENSIDE, MANOR ROAD, SIDMOUTH T1, Horse Chestnut: Fell

T2, Horse Chestnut: Crown Reduction to leave a final height of approximately 17m and a radial spread of approximately 5m.

This application was deferred pending receipt of the Arboricultural Officer's report.

**480** 16/0394/TRE MRS MEREDITH MANOR PARK, BROADWAY, SIDMOUTH, EX10 8HS  
*South Ward* MULFORD Douglas fir, 5 (five) of: Fell.

This application was deferred pending receipt of the Arboricultural Officer's report.

**481** 16/0511/TRE THE LAURELS STREET RECORD, THE LAURELS, SIDMOUTH  
*South Ward* MANAGEMENT LTD G1, comprised of Bay & Laurel: reduce height down to 3.5m above ground level.

APPROVED: Subject to the conditions made in the Arboricultural Officer's Report.

Note: Members would request that a Tree Management Plan be submitted and agreed.

**482 Tree Exemption Reports**

No Tree Exemption works were reported.

**483 Unsupported Decisions**

No unsupported decisions were received.

**484 Appeals**

No Appeals were reported.

**485 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 20<sup>th</sup> April 2016**

Councillors present: - Ian Barlow (Vice-Chairman in the Chair)  
Kelvin Dent  
Michael Earthey  
Marc Kilsbie  
Ian McKenzie-Edwards  
John Rayson  
Jeff Turner

Apologies: - Jack Brokenshire  
John Dyson  
Gareth Jones  
Dawn Manley  
Simon Pollentine

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

In the absence of the Chairman, Councillor Michael Earthey was appointed as Vice-Chairman for the meeting.

**486 Declarations of Interest**

No Declarations of Interest were received.

**487 Minutes**

The Minutes of the Planning Committee meetings held on the 9th and 23<sup>rd</sup> March were signed as a true and accurate record.

**488 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.

**489 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.

**490 Urgent items or Amended Plans Received**

16/0811/AGR	MR WILLIAM SPILLER	MORTICE FARM, SALCOMBE REGIS, SIDMOUTH, EX10 0JH
<i>Salcombe Regis</i>		Agricultural building for livestock and storage of hay and straw.
<i>Ward</i>		

Support

16/0679/VAR MR AND MRS RAY THE FORMER SCOUT HALL, FORTFIELD PLACE,  
*East Ward* SIDMOUTH, EX10 8NX  
 Variation of Condition 2 of permission  
 14/1096/COU (change of use of Scout group  
 headquarters to single dwelling), to vary the  
 approved plans to provide a change of floor plan  
 layout, including the insertion of first floor, re-siting  
 of entrance steps and addition of external raised  
 terrace and insertion of roof lights and dormer  
 window. *Amended plans received relating to the  
 deletion of dormer window on south elevation and  
 replacement with recessed roof lights.*

Support

**Applications for consideration**

**491** 16/0698/ADV BOOTS OPTICIANS 15 FORE STREET, SIDMOUTH, EX10 8AH  
*East Ward* Display of replacement non-illuminated fascia and  
 projecting signs on front elevation and wall  
 mounted sign on rear elevation.

This application was deferred as the Committee were of the view that the applicant should take into account the recommendation of the Conservation Officer with regards to the hanging sign and as such the Committee invited the applicant to submit amended plans.

**492** 16/0851/LBC JURASSIC COAST COFFEE COSTA COFFEE, THE OLD SHIP, OLD FORE STREET,  
*East Ward* LTD SIDMOUTH, EX10 8LP  
 Conversion of rear building to holiday  
 accommodation, including reinstatement of  
 windows; internal alterations and extension at rear  
 of coffee shop.

Support subject to the agreement of the Conservation Officer.

**493** 16/0834/LBC MRS LAMBERT 26 TEMPLE STREET, SIDMOUTH, EX10 9AY  
*North Ward* Installation of new opening and door in front  
 elevation and replacement rear entrance door.

Support subject to the agreement of the Conservation Officer.

**494** 16/0538/FUL MR A HOARE 19 TYRRELL MEAD (land adjoining), SIDMOUTH,  
*Primley Ward* EX10 9TP  
 Construction of new attached dwelling to the north  
 west of 19 Tyrrell Mead.

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

- The proposal was considered overdevelopment of the site.
- The proposed development would be damaging to the amenity and character of the area.

**495** 16/0770/VAR SIDMOUTH TOWN SIDMOUTH TOWN FOOTBALL CLUB, MANSTONE  
*Primley Ward* FOOTBALL CLUB LANE, SIDMOUTH  
 Variation of condition 2 of permission 13/2365/FUL  
 (insertion of new windows into north east elevation  
 of club house together with the erection of a new  
 adjoining storage/gym building) to revise window  
 arrangement and proposed external materials.



Members were unable to comment as the Council is the landowner.

- 496** 16/0659/FUL MR M BERGER LITTLE PADDOCK, LASKEYS LANE, SIDMOUTH, EX10 8JW  
*Salcombe Regis Ward* Construction of replacement single storey rear extensions, addition of replacement pitched roof to garage and alterations to vehicular access including raising of wall height. *Amended plans received relating to corrections to the drawing and additional detail for the changes to the boundary wall.*

Support:

Note: Members continued to have concerns regarding the height of the new wall and entrance gate. Members would prefer a more traditional gate.

- 497** 16/0829/FUL MR MARK KAVANAGH FLAT 1 & 2 ALLWARD, SALCOMBE HILL ROAD, SIDMOUTH, EX10 8JS  
*Salcombe Regis Ward* Works to flats including raising of roof, replacement roof coverings and replacement windows.
- Support
- 498** 16/0620/ADV MR P CRANCH ALL SAINTS CHURCH, ALL SAINTS ROAD, SIDMOUTH, EX10 8ES  
*South Ward* Annual display of temporary banner sign.

APPROVED for a temporary period of 3 years.

Reason: To enable the impact of the advertisement to be evaluated.

**499 Matters of Report**

The Planning Clerk reported that a Tree Preservation Order had been made in respect of land at Terra Nova, Higher Brook Meadow, Sidford, EX10 9SS and in respect of land at Ashton, Manor Road, Sidmouth.

**Tree Application for Decision**

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

- 500** 16/0643/TRE MRS E LUKER SID MEADOW, SID ROAD, SIDMOUTH, EX10 9AH  
*Salcombe Regis Ward* T1 & T2, Lime: Repollard  
T3, Lime: Repollard and remove primary branch

This application was deferred pending receipt of the Arboricultural Officer's report.

- 501** 16/0189/TRE MR JARETT GLENSIDE, MANOR ROAD, SIDMOUTH  
*South Ward* T1, Horse Chestnut: Fell  
T2, Horse Chestnut: Crown Reduction to leave a final height of approximately 17m and a radial spread of approximately 5m.

APPROVED: Subject to the conditions made in the Arboricultural Officer's Report.

- 502** 16/0394/TRE MRS MEREDITH MANOR PARK, BROADWAY, SIDMOUTH, EX10 8HS  
*South Ward* MULFORD Douglas fir, 5 (five) of: Fell.

This application was deferred pending receipt of the Arboricultural Officer's report.

- 503** 16/0541/TRE MR A MICHELL 87 ALEXANDRIA ROAD, SIDMOUTH, EX10 9HG  
*West Ward* T1, Oak: Re-pollard and remove epicormic growth.

APPROVED: Subject to the conditions made in the Arboricultural Officer's Report.

**504 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.

16/0779/TCA MR D FISH  
*South Ward*

LIME PARC, BICKWELL VALLEY, SIDMOUTH,  
EX10 8SG  
T1, Pine: Fell  
T2, Birch: Crown lift by removing two lowest  
branches  
T3, T4 & T5, Ash: Fell

This application was deferred pending receipt of the Arboricultural Officer's report.

**505 Tree Exemption Reports**

No Tree Exemption works were reported.

**506 Unsupported Decisions**

No Unsupported Decisions were received.

**507 Appeals**

No Appeals were reported.

**508 Enforcement Letters**

No Enforcement letters were received.

.....  
**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 4<sup>th</sup> May 2016**

Councillors present: -           John Dyson (Chairman)  
                                          Ian Barlow (Vice-Chairman)  
                                          Michael Earthey  
                                          Gareth Jones  
                                          Marc Kilsbie  
                                          Dawn Manley  
                                          Ian McKenzie-Edwards  
                                          Simon Pollentine  
                                          John Rayson  
Apologies:-                       Kelvin Dent  
                                          Jeff Turner

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

**509   Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
Cllr Simon Pollentine	16/0830/FUL The Old Piggery, Harts Mead, Buckley Road, Sidbury, EX10 0SL	Personal Interest	Remained in the Chamber during discussion and voting	Acquainted with the applicant
Cllr John Dyson	16/0830/FUL The Old Piggery, Harts Mead, Buckley Road, Sidbury, EX10 0SL	Personal Interest	Remained in the Chamber during discussion and voting.	Acquainted with the applicant.
Cllr John Rayson	16/0830/FUL The Old Piggery, Harts Mead, Buckley Road, Sidbury, EX10 0SL	Personal Interest	Remained in the Chamber during discussion and voting.	Acquainted with the applicant.
Cllr Ian Barlow	16/0830/FUL The Old Piggery, Harts Mead, Buckley Road, Sidbury, EX10 0SL	Personal Interest	Remained in the Chamber during discussion and voting.	Acquainted with the applicant.
Cllr Gareth Jones	16/0830/FUL The Old Piggery, Harts Mead, Buckley Road, Sidbury, EX10 0SL	Personal Interest	Remained in the Chamber during discussion and voting.	Acquainted with the applicant.
Cllr John Dyson	16/0574/FUL Someday Something, Church Street, Sidmouth, EX10 8LZ	Personal Interest	Remained in the Chamber during discussion but did not vote.	Acquainted with the applicant.
Cllr Ian McKenzie-Edwards	16/0486/TRE Brown Gables, 9 Packhorse Close, Sidford, EX10 9RR	Personal Interest	Remained in the Chamber during discussion but did not vote.	Spouse of the applicant.

**510   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.

**511 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**

- |            |                                      |                                  |                                                                                                                                                                                                                                                                    |
|------------|--------------------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>512</b> | 16/0880/FUL<br><i>South Ward</i>     | WESTCLIFF HALL<br>(SIDMOUTH) LTD | SIDMOUTH HARBOUR HOTEL, MANOR ROAD,<br>SIDMOUTH, EX10 8RU<br><br>Proposed hotel extension to form spa and gym, with associated external works to alter existing external pool/lounging areas.                                                                      |
|            | Support                              |                                  |                                                                                                                                                                                                                                                                    |
| <b>513</b> | 16/0464/FUL<br><i>Sidbury Ward</i>   | MR FRANCIS PEARCE                | 37 CHURCH STREET, SIDBURY, EX10 0SB<br>Replacement of unauthorised timber gate with wrought iron gate and retention of fence at rear of property.                                                                                                                  |
|            |                                      |                                  | Support subject to the agreement of the Conservation Officer.                                                                                                                                                                                                      |
| <b>514</b> | 16/0467/LBC<br><i>Sidbury Ward</i>   | MR FRANCIS PEARCE                | 37 CHURCH STREET, SIDBURY, EX10 0SB<br>Replacement of unauthorised timber gate with wrought iron gate and retention of fence at rear of property.                                                                                                                  |
|            |                                      |                                  | Support subject to the agreement of the Conservation Officer.                                                                                                                                                                                                      |
| <b>515</b> | 16/0830/FUL<br><i>Sidbury Ward</i>   | MR E WILLIS-FLEMING              | THE OLD PIGGERY, HARTS MEAD, BUCKLEY ROAD,<br>SIDBURY, EX10 0SL<br><br>Retrospective application for alterations to development approved under planning consent 14/0031/FUL to form holiday accommodation and laying of new driveway from existing field entrance. |
|            | Support                              |                                  |                                                                                                                                                                                                                                                                    |
| <b>516</b> | 16/0892/FUL<br><i>Salcombe Regis</i> | MR & MRS JOHN<br>SPANTON         | KINGSDOWN, SALCOMBE REGIS, SIDMOUTH,<br>EX10 0PD<br><br>Extensions and alterations and addition of second storey including the insertion of dormer windows on front and rear elevations.                                                                           |
|            | Support                              |                                  |                                                                                                                                                                                                                                                                    |
| <b>517</b> | 16/0396/FUL<br><i>North Ward</i>     | MR AND MRS M<br>CARNALL          | 87 MANSTONE AVENUE, SIDMOUTH, EX10 9TG<br>Two storey extension. <i>Amended plans received relating to the reduction in width of first floor extension and reduction in eaves and ridge height.</i>                                                                 |
|            | Support                              |                                  |                                                                                                                                                                                                                                                                    |
| <b>518</b> | 16/0439/FUL<br><i>East Ward</i>      | FORDS                            | 126 HIGH STREET, SIDMOUTH, EX10 8EE<br>Change of use on ground floor to provide self-contained access to first floor flat and installation of replacement shop front. <i>Amended plans received relating to amended shop front and rear access.</i>                |
|            | Support                              |                                  |                                                                                                                                                                                                                                                                    |

- 519 16/0574/FUL MS JAMEY DAMATO SOMEDAY SOMETHING, CHURCH STREET,  
East Ward SIDMOUTH, EX10 8LZ  
Change of use of pavement to seating area to accommodate 3 tables and 8 chairs. *Amended plans received relating to the deletion of the table and chairs adjacent to the church walls to improve access to the flats at Grosvenor Mansions.*  
Support
- 520 16/0882/LBC McCOLLS RETAIL GROUP McCOLLS, 16 FORE STREET, SIDMOUTH, EX10 8AL  
East Ward Installation of replacement timber fascia sign.  
Support subject to the agreement of the Conservation Officer  
**Tree Application for Decision**  
The Town Council is authorised to make a decision on the following tree application.
- 521 16/0607/TRE MRS LAMBERT 9 SIDMOUNT GARDENS, SIDMOUTH, EX10 8XQ  
South Ward T1, Ash: Fell  
APPROVED: Subject to the conditions made in the Arboricultural Officer's Report.
- 522 16/0486/TRE MS MCKENZIE BROWN GABLES, 9 PACKHORSE CLOSE, SIDFORD,  
Sidford Ward EDWARDS SIDMOUTH, EX10 9RR  
T1, Horse Chestnut: Reduce height by 2m to leave a height of approximately 18m. Thin upper growth by 15% (selecting suitable new leaders to form new upper crown) to leave a height of approximately 18m. Shorten long heavy side branches by 2m to a suitable side branch, to leave a radial spread of approximately 5m. No pruning cuts larger than 50mm.  
T2, Deodar: Remove broken branches.  
APPROVED: Subject to the conditions made in the Arboricultural Officer's Report.
- 523 16/0643/TRE MRS E LUKER SID MEADOW, SID ROAD, SIDMOUTH, EX10 9AH  
Salcombe Regis Ward T1 & T2, Lime: Repollard  
T3, Lime: Repollard and remove primary branch  
APPROVED: Subject to the conditions made in the Arboricultural Officer's Report.
- 524 **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.
- 16/0779/TCA MR D FISH LIME PARC, BICKWELL VALLEY, SIDMOUTH,  
South Ward EX10 8SG  
T1, Pine: Fell  
T2, Birch: Crown lift by removing two lowest branches  
Works noted T3, T4 & T5, Ash: Fell
- 525 **Tree Exemption Reports**  
No Tree Exemption works were reported.
- 526 **Unsupported Decisions**  
Planning Application 16/0261/FUL  
6 Woolbrook Rise, Sidmouth, EX10 9UB

Construction of single storey side/rear extension and first floor roof extension to rear elevation.

Town Council                      District Council

Unable to support              Granted

**527 Appeals**

No Appeals were reported.

**528 Enforcement Letters**

No Enforcement letters were received.

.....  
**CHAIRMAN OF THE PLANNING COMMITTEE**

**Sidmouth Town Council - Detailed Income and Expenditure Report  
Month 12 - March 2016**

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<b><u>Council Services</u></b>				
Public Conveniences	0	27,134	28,000	866
Public Conveniences-Mtce Sidbury/Manstone	0	0	1,000	1,000
Flower Beds, Planters & Watering	1,395	16,034	16,000	-34
Christmas Lighting & Events	8,653	8,980	8,800	-180
Donation to Christmas Lighting (Income)	0	-1,500	-1,500	0
Sidmouth Hopper Bus	52	23,120	8,000	-15,120
Donation to Hopper Bus (Income)	0	-15,120	0	15,120
Noticeboards and Fingerposts	285	2,500	2,500	0
Sidmouth Information Centre	0	21,600	21,600	0
Drinking Fountain, Sidbury	0	46	100	54
Annual Report Printing/Distribution	0	635	1,000	365
War Memorials	0	36	0	-36
Parish Paths Partnership Payments	-751	0	0	0
Parish Paths Partnership (Income)	4,774	0	0	0
	<b>£14,408</b>	<b>£83,465</b>	<b>£85,500</b>	<b>£2,035</b>

**Discretionary Expenditure**

Grants	1,810	12,000	12,000	0
Folk Week, Children's Festival & Family Tickets	0	25,000	25,000	0
Folk Week Social Dance	0	5,000	5,000	0
Sidmouth Town Band	0	2,000	2,000	0
Boat Jetty (former Jurassic Coast Marine Links)	25,000	25,000	25,000	0
South West Museum Development	800	800	800	0
Dog Hygiene Bins	0	600	600	0
Sand bags	1,500	1,500	1,500	0
Youth Service Support	0	30,000	24,000	-6,000
Seagulls Management	0	192	450	258
Website & Social Media Development/Support	1,720	2,000	2,000	0
Donation to use of Party Tent (Income)	0	-25	0	25
Donation to Red Arrows Display (Income)	13,247	0	0	0
Neighbourhood Plan	0	362	0	-362
Woolley Bequest Payments	0	1,220	0	-1,220
Woolley Bequest (Income)	-50	-1,180	0	1,180
	<b>£44,027</b>	<b>£104,469</b>	<b>£98,350</b>	<b>-£6,119</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 12 - March 2016

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<b><u>Woolcombe House</u></b>				
Services Gas/Water/Elec	145	3,348	3,800	452
Woolcombe House Business Rate	0	5,760	5,800	40
Woolcombe House (Loan Interest&Repayment)	0	14,889	14,890	1
Woolcombe House-General Maintenance	877	5,499	5,800	301
Woolcombe House Grounds	152	1,000	1,200	200
Woolcombe House Building Reserve	2,000	2,000	2,000	0
Council Chamber Hire (Income)	0	0	0	0
Band Hut Repairs	6,750	6,750	6,750	0
	<b>£9,924</b>	<b>£39,246</b>	<b>£40,240</b>	<b>£994</b>

### **Other Property**

Alma Lane Field	0	150	500	350
Alma Lane Field (Income)	0	-50	0	50
Manstone Youth Centre	1,103	12,848	12,000	-848
Manstone Youth Centre (Income)	0	-48	0	48
Manstone Sports and Play Areas	3,430	5,000	5,000	0
Long Park & Play Area	3,517	8,000	8,000	0
Other Additional Play Areas	10,000	10,000	10,000	0
Seafront Amenity Building	1,536	20,000	20,000	0
Stowford Community Centre	4,915	5,000	5,000	0
Conservatory Maintenance	382	1,000	1,000	0
Fire Beacon Stewardship (Income)	3,338	0	0	0
Sidmouth Golf Club (Income)	0	-5	-5	0
Elec Pole Rent (Income)	0	-38	-35	3
	<b>£28,222</b>	<b>£61,858</b>	<b>£61,460</b>	<b>-£398</b>

### **Trust Property - The Ham**

The Ham Ground Mtce	114	4,103	4,103	0
The Ham Other Mtce	1,741	2,500	2,500	0
The Ham Play Equipment	1,190	1,300	1,300	0
The Ham Reserve	2,000	2,000	2,000	0
The Ham 3Phase Power	72	446	500	54
The Ham Rent (Income)	0	-8,125	-8,125	0

### **Manstone**

Manstone Land Ground Mtce	142	500	500	0
Manstone Other Maintenance	1,215	1,600	1,600	0
Manstone Reserve	2,000	2,000	2,000	0
Manstone Rent (Income)	-237	-950	-950	0

### **Salcombe Regis**

S.R. Allotment Field Rent (Income)	0	0	-1	-1
S.R. Recreation Field (water)	0	164	250	86
S.R. Recreation Field Rent (Income)	0	0	-2	-2
	<b>£8,237</b>	<b>£5,538</b>	<b>£5,675</b>	<b>£137</b>



## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 12 - March 2016

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<b><u>Members</u></b>				
Members/Chairman's Allowances	47	4,979	5,500	521
Chairman's Expenses	0	1,434	2,000	566
Members Expenses/Training	60	665	1,000	335
Elections	0	7,080	7,000	-80
Civic & Hospitality	146	371	1,000	629
Civic Regalia	2,500	2,500	2,500	0
	<b>£2,753</b>	<b>£17,029</b>	<b>£19,000</b>	<b>£1,971</b>
<b><u>Staff</u></b>				
Salaries	7,151	84,843	90,000	5,157
Pensions	1,388	16,673	18,000	1,327
Staff Eye Tests	0	0	100	100
Training & Conferences	0	0	1,000	1,000
Officers Expenses	0	111	100	-11
Tourism/Promotion Admin (Income)	-10,000	-10,000	-10,000	0
Advert Planning Fees (Income)	0	-165	0	165
	<b>-£1,461</b>	<b>£91,462</b>	<b>£99,200</b>	<b>£7,738</b>
<b><u>Office Expenses</u></b>				
Postage	40	776	1,500	724
Stationery	234	2,014	1,500	-514
Telephone	145	2,941	3,000	59
Subscriptions	0	2,007	2,000	-7
Photocopier	0	1,408	1,500	92
Internet, website and webcams	0	380	500	120
Computer Software Contracts	592	1,106	1,200	94
Computer Maintenance Contingency	3,000	3,000	3,000	0
Advertisements	0	40	500	460
Audit	0	1,600	1,600	0
Insurance	0	5,614	5,300	-314
Sundry	129	861	1,200	339
Bank Charges	8	70	0	-70
Bank Interest Received (Income)	-249	-2,731	0	2,731
	<b>£3,898</b>	<b>£19,085</b>	<b>£22,800</b>	<b>£3,715</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 12 - March 2016

<b>Expense Group Totals</b>	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
Council Services	14,408	83,465	85,500	2,035
Discretionary Expenditure	44,027	104,469	98,350	-6,119
Woolcombe House	9,924	39,246	40,240	994
Other Freehold Property	28,222	61,858	61,460	-398
Trust Property	8,237	5,538	5,675	137
Members	2,753	17,029	19,000	1,971
Staff	-1,461	91,462	99,200	7,738
Office Expenses	3,898	19,085	22,800	3,715
Precept Received	0	-413,328	-413,328	0
Council Tax Support Grant	0	-18,897	-18,897	0
<b>Net Income over Expenditure</b>	<b>£110,008</b>	<b>-£10,073</b>	<b>£0</b>	<b>£10,073</b>

#### **Current/Deposit Bank Accounts**

£542,479

*of which*

#### **Woolley Bequest**

£55,180

#### **Earmarked Reserves**

£364,149

## The Sidmouth Hopper: 2015-2016 Report

Last year the Sidmouth Hopper broke the passenger record for the sixth successive year, in spite of a relatively wet summer.

However, its increasing popularity has caused noticeable delays and disappointment at some stops, due to a lack of capacity at peak times. Further delays are caused by the steep steps on entering and leaving, together with a relatively narrow corridor in the bus.

After careful consideration it has been decided to use a larger vehicle in regular use on other routes, and to take the opportunity to carry out a periodic tender exercise at the same time. The result of this is a substantial increase in our costs, but with significant benefits to passengers:

- Very few situations where passengers may be left behind.
- Much better ease of entry and exit, with only a small step up from the pavement.
- 23 seats (previously 16), plus room for 9 standing passengers, doubling the potential capacity.
- More room for luggage.

The only drawback is the extra cost – around 40% more than our former bus. This has caused a rethink to our financial structure, which has been designed to avoid charging fares: any fare-based service has to be registered with the Traffic Commissioners, which adds further costs for the operator and limits the driver's flexibility.

**It is therefore proposed that passengers will be encouraged to make a £1 donation for each trip.**

We believe that this is entirely reasonable for the service provided, and avoids extra burdens on our existing financial supporters, including the Town Council, the Sid Vale Association and Chamber of Commerce members.

The Hopper's route is also being altered slightly, to include calls to Salcombe Regis (thereby avoiding a narrow one-way section) and to Kingsdown Tail Caravan Park. To cover these extra calls, the bus will return directly to the Triangle via All Saints Road. Very few passengers alight at the Information Centre, although some pick it up along the Esplanade to visit Connaught Gardens. These passengers will be able to pick up the bus at the Bedford Lawn stop.

*John Dyson*

### 2015 – 2016 Financial report:

<b>Income</b>		<b>Expenditure</b>	
Sidmouth Businesses	7,620	Hatch Green Coaches	21,798
SVA Keith Owen Fund	7,500	Bus Graphics & Leaflets	865
Sidmouth Town Council	8,000	Tender Advert Feb 2016	375
		Flowers	30
		To Reserve	<u>52</u>
<b>Total</b>	<b><u>£23,120</u></b>	<b>Total</b>	<b><u>£23,120</u></b>

## Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of  
smaller authority here:

our responsibility for ensuring that there is a sound system of internal control, including 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 2016, that:

	Agreed		'Yes' means that this smaller 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.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
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 smaller authority to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.	
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.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			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.	
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.	
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 smaller authority and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
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	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

MINUTE REFERENCE

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

5 Brownlands Road  
Sidmouth  
EX10 9AR

28 April 2016

C Holland Esq  
Sidmouth Town Council  
Woolcombe House  
Sidmouth  
EX10 9AR

Dear Mr Holland

**Re – Internal Audit Visits and Report**

I am pleased to confirm that the ten internal control objectives have been achieved and I have therefore been able to sign the annual internal audit report.

The audit was conducted in accordance with the ten items detailed on Annex A – Sidmouth Town Council – Schedule of Internal Audit. My tests of the Council's financial management and controls revealed that these procedures and working practices were being adhered to.

Following my letter to you dated 1 May 2015 it was pleasing to see that - a) the Sidmouth Hopper Bus facility went out to tender in January as suggested. Although there was only one response – from the existing provider – this was nevertheless a necessary process for the Council to follow. b) my comment with regard to the Minshull Trust had been dealt with and responsibility has now passed to Sidmouth Consolidated Charities.

I would make the following observations from my visits in the last twelve months

- A small number of instances were found where, for payments made by the Council, the narrative on the bank statement did not tally with the actual payee eg a payment on 29 September 2015 shows "Royal Mail" though the payment was made to the bank account of Jeff Bailey as a reimbursement for stamps purchased. If payments have been by staff and then reimbursement has taken place the narrative must show the destination of payment rather than the reason thereof. I know from our discussion that steps are in hand to account for similar types of payment in future.
- The issue of staff payroll/salary payment seems to be owned by just one member of staff. If this area is to remain under the auspices of the Town, as opposed to the District, Council it would seem appropriate for another member of staff to be trained in case of future staff absence. Again, I know that you have the situation in hand.

On my visits during the year it was again very apparent that Joan and the staff take great pride in the way in which the administration and accounting are handled. The standards I note within the office are first class and, as well as congratulating them on this, I would also like to extend my thanks for the assistance they provide during my visits.

Yours sincerely



Howard Slack

# Annual internal audit report 2015/16 to

Enter name of smaller authority here:

SIDMOUTH TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller 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 smaller 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. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		Not applicable

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

Name of person who carried out the internal audit HOWARD SLACK

Signature of person who carried out the internal audit *Howard Slack* Date 28/04/2016

\*If the response is 'no' please 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, internal audit must explain why not (add separate sheets if needed).

**Sidmouth Town Council Accounts 31 March 2016**

<b><u>Earmarked Reserves</u></b>	<b><u>Balance at 31 Mar 2016</u></b>
Band Hut Repairs	6,750
Beach Management Plan	10,000
Boat Jetty (former Jurassic Coast Marine Links)	60,000
Civic Regalia	2,500
Computer Reserve	7,756
Conservatory Maintenance	2,656
Elections	5,000
Fire Beacon Nature Reserve	39,844
Fisherman's Sheds	7,000
Grants	2,190
Ham Maintenance	15,813
Legal Fees	1,176
Long Park & Play Area Maintenance	28,727
Manor Pavilion/Arts Centre Contingency	50,000
Manstone Sports & Play Area Mtce	26,997
Notice Board replacement programme	950
Other Additional Play Areas	10,000
Parish Paths Partnership	3,664
Red Arrows Display Collections	13,247
Salcombe Regis Field Maintenance	1,600
Sand Bags	1,500
Seafront Amenity Building Maintenance	8,762
Sidmouth Hopper Bus	3,232
Stowford Community Centre	9,485
Tourism Contingency	7,746
War Memorials	1,370
Woolcombe House Building Maintenance	17,724
Youth Centre Building Reserve	10,000
Youth Service Support	8,460
<b>Total Earmarked Reserves</b>	<b><u><u>£364,149</u></u></b>

## Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

SIDMOUTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	398,011	475,101	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	381,578	413,328	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	132,866	134,014	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	132,190	131,787	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	14,889	14,889	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	290,275	307,013	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	475,101	568,754	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	461,761	567,658	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2,567,089	2,567,255	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	165,343	159,552	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 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 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these accounting statements were approved by this smaller authority on this date:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date

DD/MM/YYYY