

SIDMOUTH TOWN COUNCIL



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To: All Members of the Town Council
Town Clerk

11 May 2015

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 18 May 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

PART 'A'

Page/s

- 1 **Election of the Chairman of the Council**
 - 1.1 It will be proposed by Councillor Barlow and seconded by Councillor Mrs Newth 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 Liverton and seconded by Councillor Hollick 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 Canon Paul Cummins.
- 4 **Apologies**

To receive any apologies for absence.

5 **Minutes**

To confirm the minutes of the meeting of the Town Council held on Monday 13 April 2015.

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 is one item 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 2015 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

8

12 **Members With Special Responsibilities**

Nominations received are as follows:

Finance (Council)	Councillor J. Dyson
Finance (Tourism)	Councillor S.P. Pollentine
Woolcombe House	Chairman of the Council
Property and Maintenance	Councillors D. Addis and I. Barlow
Blackmore Gardens Conservatory	Councillor D. Addis
Seafront Amenity Building	Councillor Ms. D. Manley
Alma Lane Field	Councillors I. Barlow and D. Barratt
Fire Beacon Nature Reserve	Councillor I.J. McKenzie-Edwards
Footpaths (P3 Chairman)	Councillor J. Dyson
Trees	Councillor S.P. Pollentine
Flag Raising	Councillor J. Brokenshire
Play Areas	Councillor S.P. Pollentine
Emergency Co-ordinator	Chairman of the Council
Sidmouth Hopper Bus	Councillors J. Dyson and 1X VACANCY
Sidbury Public Conveniences	Councillor D. Addis
Manstone Public Conveniences	Councillors G.K. Liverton

Trustee:

The Ham	Councillors Mrs. F.I. Newth & S.P. Pollentine
Fishermen's Sheds & Shop	Councillors Mrs. F.I. Newth & S.P. Pollentine
Manstone & Long Park	
Recreation Fields	Councillors G.K. Liverton & D. Manley
Fields at Salcombe Regis	Councillors I. Barlow and D. Barratt
Hope Cottage (Museum)	Councillor K. Dent

13 **Representatives On Outside Bodies**

To approve the attached list of Town Council representatives on outside bodies. 9

(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)

14 **Annual Subscriptions**

The following subscriptions are to be considered for renewal: 2014/15 Subs

Organisation:	Devon Association of Local Councils	£1,235
	Society of Local Council Clerks	£ 231
	South West Councils	£ 350
	Information Commission	£ 35
	International Tree Foundation	£ 25
	Campaign to Protect Rural England	£ 10
	Walkers are Welcome	£ 50

15 **Register Of Members' Interests and Register of Gifts and Hospitality**

Members are reminded to complete and if necessary update their registers in respect of Members' Interests and gifts/hospitality.

- 16 **Members' Allowances**
Members are reminded to notify the Town Clerk if they are **not** claiming a Members' Allowance; otherwise please complete the enclosed form so that BACS payments can be made for 2015/2016. Enclosed
- 17 **Council Property**
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 **Standing Orders**
To receive and approve the Council's Standing Orders for 2015; as enclosed. Enclosed
- 19 **Committee/Working Group Reports**
19.1 Planning Committee Reports
To receive reports of the Planning Committee meetings held on Wednesdays 1, 15 and 29 April 2015. 10 – 20
- 20 **Reports from Members with Special Responsibilities**
20.1 Finance Report
To receive the Finance Report for March 2015. 21 – 24
20.2 Other Reports from Members with Special Responsibilities
To receive other notified reports from other Members.
- 21 **Annual Return**
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 statement of the Reserves Schedule and the final Statement of Accounts which is required to be signed by the Chairman and Clerk. Members are asked to consider the Annual Governance Statement in Section 2 as this will require completion prior to signing. 25 – 29
- 22 **Knowle – Transfer of Public Open Space to Sidmouth Town Council**
To receive an update from the Town Clerk.
- 23 **Minshull Trust**
To consider a recommendation from the Town Clerk that the administration of the Minshull Trust should be passed back to Sidmouth Consolidated Charities.
- 24 **Sidford Post Office**
To consider the attached letter regarding the proposed move of Sidford Post Office to a new premises and branch modernisation. 30 – 33
- 25 **Meeting Dates**
Members are asked to note the full list of meetings for the ensuing year and also that the Planning Committee meeting dates for November and December 2015 have been changed from the provisional list to the following dates:
Wednesday 4 November
Wednesday 25 November
Wednesday 9 December 34 – 35

***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 13 April 2015 at 6.30pm

Ward	Councillors Present:
Sidmouth North	Stuart Hughes Dawn Manley Peter Sullivan
Sidmouth South	Kelvin Dent John Dyson
Sidmouth East	Frances Newth Simon Pollentine
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	Ann Liverton, Graham Liverton

The meeting started at 6.30pm and finished at 7.40pm.

PART 'A'

163 Prayers

Prayers were taken by the Reverend Mark Barratt.

164 Minutes

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

165 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
CLlr John Dyson	172 Fire Beacon Orienteering Event	Personal	Left the Chamber during discussion and voting	Member of Devon Orienteering Event
CLlr Stuart Hughes	173 Red Arrows	Personal	Remained in the Chamber during discussion and voting	DCC Locality Budget and Sound System

166 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.

167 Public Open Question Time

- Councillor Brokenshire asked County Councillor Stuart Hughes when the many potholes in the road would be repaired by the County Council. Councillor Stuart Hughes gave a full and comprehensive reply.

168 Police Report

Sgt Andy Squires presented the police report for March 2015 which showed a total of 20 incidents compared to 29 incidents recorded in March 2014; representing a 31% decrease. He advised Members that a significant number of Special Constables had recently been recruited and would be allocated to Sidmouth.

169 Committee/Working Group Reports

169.1 Planning Committee Reports

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

RESOLVED: That the Planning Committee reports be noted and agreed.

169.2 Tourism & Economy committee Reports

Councillor Pollentine, Chairman of the Tourism & Economy Committee presented the reports of the Tourism & Economy meeting held on Monday 9 March 2015.

RESOLVED: That the Tourism & Economy Committee reports be noted and agreed.

170 Reports from Members with Special Responsibilities

170.1 Finance Report

Councillor Dyson presented the February 2015 Finance Report.

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

170.2 Sidmouth Museum

Councillor Dent presented his report regarding Sidmouth Museum.

RESOLVED: That Councillor Dent's report be noted.

171 Sidmouth Town Band

Martin Cordy, Chairman of Sidmouth Town Band gave a presentation regarding Sidmouth Town Band and how the Town Council's financial assistance would be used this year.

RESOLVED: That Martin Cordy be thanked for his attendance and his report.

172 Fire Beacon Orienteering Event

The Town Clerk read a letter received requesting permission to use Fire Beacon for an orienteering event in May 2015. The RSPB had confirmed that he was in agreement that the event could take place with the constraints agreed with Devon Orienteering Club.

RESOLVED: That permission be given for Devon Orienteering Club to use Fire Beacon Nature Reserve on Sunday 10 May 2015 for an orienteering event.

173 Red Arrows

The Town Clerk gave an update regarding the visit of the Red Arrows to Sidmouth on Friday 21 August 2015 at 6.30pm. Councillor Barlow asked Members to consider underwriting the cost from the Woolley Bequest up to a maximum of £15,000. This commitment was with the intention of obtaining funding from three sources; one third each from SVA Keith Owen Fund, town businesses and Sidmouth Town Council. Any collections made on the night would be retained towards the cost of future year's visits.

RESOLVED: That Sidmouth Town Council would underwrite the cost of the 2015 Red Arrows visit from the Woolley Bequest up to a maximum of £15,000.

174 Review of Financial Regulations

Members were asked to review and approve the Council's updated Financial Regulations 2015

RESOLVED: That the Council's updated Financial Regulations 2015 be noted and agreed.

175 Review of Risk Assessment

Members were asked to review and approve the Council's updated Risk Assessment 2015.

RESOLVED: That the Council's updated Risk Assessment 2015 be noted and agreed.

176 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'

177 Jubilee Tree Lights

Members were asked to consider a letter received from the Council's electrical contractor.

RESOLVED: That it be agreed to pay the outstanding invoice for additional work carried out to repair and replace rectifiers and transformer units on the Jubilee Tree Lights.

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CHAIRMAN OF THE COUNCIL

**SIDMOUTH TOWN COUNCIL
COMMITTEES / WORKING GROUPS
MEMBERSHIP 2015/16**

Planning Committee

Councillors Addis, Barlow, Barratt, Brokenshire, Dent, Dyson, Hughes, Liverton (GK), Ms. Manley, McKenzie-Edwards, Pollentine, Turner

Tourism & Economy Committee

Councillors Barlow, Barratt, Brokenshire, Dyson, Hollick, Hughes, Liverton (GK), Ms. Manley, McKenzie-Edwards, Pollentine

Emergency Committee

Chairman and Vice Chairman of the Council and Councillors Hughes, Liverton (GK), Ms Manley and 1X *VACANCY*

Past Chairmen and Personnel Committee

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

Parish Paths Partnership (P3)

Councillors Dyson and 2x *VACANCIES*

Traffic Management Group

Chairman: Councillor Hughes (DCC) and Councillors Addis (STC), Dyson (STC), 2x (EDDC)

Youth Provision Working Group

Councillors: Barlow, Hughes, Ms Manley, Turner and 2x *VACANCIES*

Section 106 Working Group (Currently working on play area funding)

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

SIDMOUTH TOWN COUNCIL
REPRESENTATIVES ON OUTSIDE BODIES
2015/2016

<u>BODY</u>	<u>REPRESENTATIVE</u>
Kennaway House	Cllr K. Dent and Chairman of the Council
Sidmouth in Bloom	Cllr. S. Hughes Cllr. J. Hollick
Citizen’s Advice Bureau	VACANCY
Devon Association of Local Councils (Larger Local Councils Committee)	Chairman of the Council or Vice Chairman of the Council
Minshull’s Trust	<i>see agenda item 23</i>
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 <i>1X VACANCY</i>
Twinning Circle	Chairman of the Council is automatically President and <i>2x VACANCIES</i>
International Tree Foundation	Cllr. S.P. Pollentine
Manor Pavilion Management Steering Group	Cllr. G.K. Liverton (Cllr J.G.T. Dyson - Deputy)
Sidmouth Folkweek Trust	Cllr. G.K. Liverton
Stowford Rise Community Centre Management Steering Group	Cllr. D. Barratt (Cllr Ms. D. Manley – Deputy)
Jurassic Coast Forum	Cllr S. Pollentine and J. Turner

**Minutes of the meeting of
Sidmouth Town Council's Planning Committee
Held at the Council Chamber, Woolcombe House, Sidmouth,
Wednesday 1st April 2015**

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

The meeting started at 6.30pm and finished at 7.40 pm.

395 Declarations of Interest

No Declarations of Interest were received.

396 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.

397 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.

398 Matters of Report

The Planning Clerk reported that a response had been received from Mr. Hugo Swire MP with regards to the duty to plant a new tree to replace a tree blown over. Mr. Swire's response included a copy of a letter received from Mr. Eric Pickles, the Secretary of State for Communities and Local Government which advised that there were no plans to introduce legislation on this issue at this time. Planning guidance on replacing protected trees explaining how the existing legislation can be applied was available at <http://tinyurl.com/pjs4rno>.

Applications for consideration

399	15/0511/FUL <i>South Ward</i>	MR D MORTIMER	MARLEN HOUSE, COTMATON ROAD, SIDMOUTH, EX10 8ST Construction of replacement porch.
	Support		

- 400** 14/2449/FUL DR AND MRS PEPPER 89 SIDFORD HIGH STREET, SIDFORD, SIDMOUTH, EX10 9SA
Sidford Ward
Construction of detached dwelling
Support
Note: Members expressed concerns regarding the visibility to the east on exiting the site and their wish that the trees on the site be protected during construction and if necessary by a Tree Preservation Order.
- 401** 15/0648/FUL MR & MRS C GREGORY 15 WINDSOR MEAD, SIDFORD, SIDMOUTH, EX10 9SJ
Sidford Ward
Construction of single storey rear extension.
Support
- 402** 15/0691/FUL DR G RYALL BROOMLEAF HEIGHTS, COREWAY, SIDMOUTH, EX10 9SD
Sidford Ward
Rear extension to provide annexe and double garage with office over.
Support
- 403** 15/0192/FUL MR & MRS ROSS STRATTON LODGE, SIDCLIFFE, SIDMOUTH, EX10 9QA
Salcombe Regis Ward
Removal of greenhouse and construction of holiday letting unit.
Members were unable to support the application for the following reasons:
Members considered that the access and existing parking arrangements were substandard and inadequate.
- 404** 15/0372/FUL MR TONY FITZHENRY CLIFTON, SIDCLIFFE, SIDMOUTH, EX10 9QA
Salcombe Regis Ward
Single storey side and rear extension including car port and raised patio. *Amended plans relating to porch omitted from side/rear of extension and raised patio replaced with raised decking and balustrading.*
Support
- 405** 15/0714/FUL MR J CARTER DUNOON, YARDE MEAD, SIDMOUTH, EX10 9JL
Primley Ward
Construction of single storey rear and side extension.
Support
- 406** 15/0686/FUL LLOYDS PHARMACY STOWFORD LODGE, SEDEMUDA ROAD, SIDMOUTH, EX10 9YA
North Ward
Siting of air conditioning condensers to the rear elevation.
Support subject to the agreement of the Environmental Health Officer.
- 407** **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.
15/0624/TCA MR D A JONES 2 BOUGHFIELD, BICKWELL VALLEY, SIDMOUTH, EX10 8SG
South Ward
T1, Ash: Fell
This item was withdrawn from the Agenda.

- 408 Tree Exemption Reports**
No tree exemption letters were received.
- 409 Unsupported Decisions**
No unsupported decisions were received.
- 410 Appeals**
No Appeals were received.
- 411 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 15th April 2015**

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

The meeting started at 6.30pm and finished at 7.25 pm.

In the absence of the Vice-Chairman, Councillor Jeff Turner was elected as Vice-Chairman for the meeting.

Declarations of Interest

412 Declarations of Interest were received as follows:-

Name	Item Number	Type	Action Taken	Details
Cllr Kelvin Dent	15/0668/FUL 61 Sidford Road, Sidmouth, EX10 9LR	Personal Interest	Remained in the Chamber during discussion and voting	Acquainted with the applicant's neighbour who is objecting to the application

413 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.

414 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

- 415** 15/0631/FUL MS M JENKINS OLINDA COTTAGE, HEYDONS LANE, SIDMOUTH, EX10 8NJ
East Ward Construction of rear extension, formation of new vehicular access and parking space including provision of roller shutter and repositioning of existing entrance gate.

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

- The proposed development would constitute overdevelopment within the Conservation

Area by reason of a cramped layout.

- The proposed development would adversely affect the amenity of the neighbouring properties.

416 15/0668/FUL MR O'HARA 61 SIDFORD ROAD, SIDMOUTH, EX10 9LR
Primley Ward Construction of a single storey detached annexe.

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

- The proposed development would be overdevelopment and not in keeping with the character of the local area.
- The design of the proposed development was contrary to policy D1 Design and Local Distinctiveness.
- The proposed development did not fulfill the criteria of an annexe by reason of its large footprint and by failing to be subservient to the main house and as such would be an independent dwelling which is contrary to planning policy.
- The proposed development would adversely affect the amenity of the neighbouring properties.

(2 letters of objection were received)

417 15/0815/FUL MR J MILTON FLINT HOUSE, PEAK HILL ROAD, SIDMOUTH, EX10 ONW
South Ward Construction of extensions to roof of garage/annex building to provide enlarged games room.

Support subject to a tie to the main dwelling.

418 15/0823/FUL MR & MRS A 20 GLEBELANDS, SIDMOUTH, EX10 8UD
South Ward FOXWELL Ground floor extension on east elevation and loft conversion including raising of ridge height and provision of a glazed half gable at each end.

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

- The development would be overdevelopment and not in keeping with the local character of the area.
- The proposed development would adversely affect the amenity of the neighbouring properties.

(1 letter of objection was received)

419 15/0757/FUL MR MARK 71 WOOLBROOK ROAD, SIDMOUTH, EX10 9XJ
West Ward SYMONDS Loft conversion to include installation of clear glazed velux windows.

Support

420 15/0822/FUL MR & MRS 5 ASCERTON CLOSE, SIDMOUTH, EX10 9BS
West Ward WEARING Construction of a single storey rear extension.

Support

421 **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.

15/0624/TCA MR D A JONES 2 BOUGHFIELD, BICKWELL VALLEY, SIDMOUTH, EX10 8SG
South Ward T1, Ash: Fell

Works noted

- 422 Tree Exemption Reports**
No tree exemption letters were received.
- 423 Unsupported Decisions**
No unsupported decisions were received.
- 424 Appeals**
No Appeals were received.
- 425 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 29th April 2015**

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

The meeting started at 6.30pm and finished at 8.25 pm.

426 Declarations of Interest

Declarations of Interest were received as follows:-

Name	Item Number	Type	Action Taken	Details
Cllr Ian Barlow	15/0836/FUL 13 Ballard Grove, Sidford, Sidmouth, EX10 9EP	Personal Interest	Did not take part in discussion and voting.	Acquainted with the applicant

427 Minutes

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

428 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.

429 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.

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

Planning Application No 15/0122/LBC 1 Salcombe Road, Sidmouth, EX10 8PS.

Conversion to form 4no flats including demolition of extensions to rear and construction of replacement rear extension.

The Planning Clerk reported that this application had been withdrawn.

Applications for consideration

- 431** 15/0833/FUL MR & MRS HILLDENE, 10 COTLANDS, SIDMOUTH, EX10 8SP
South Ward HAMILTON Construction of single storey rear extension, front and side elevation dormer windows and installation of roof light in west elevation to facilitate loft conversion.
 Support
- 432** 15/0868/FUL WESTCLIFF WESTCLIFF HOTEL, MANOR ROAD, SIDMOUTH, EX10 8RU
South Ward HOTEL Construction of extension to hotel restaurant and erection of 8 no. apartments (revised scheme to that approved by planning permission 11/1521/FUL)
 Support subject to the annexe accommodation only operating in conjunction with the main hotel building.
 (1 letter of objection was received).
- 433** 15/0836/FUL MRS J PALMER 13 BALLARD GROVE, SIDFORD, SIDMOUTH, EX10 9EP
Sidford Ward Extension over existing garage to include raising of pitched roof and dormer windows to form annexe.
 Support subject to a tie to the main dwelling.
 (1 letter of objection was received).
- 434** 15/0696/FUL THE DONKEY THE SLADE CENTRE, DONKEY SANCTUARY, MIRE LANE, SALCOMBE REGIS, SIDMOUTH, EX10 0NU
Salcombe Regis Ward SANCTUARY Construction of pergola and timber frame trellis walkway both associated with all weather sensory track.
 Support
- 435** 15/0861/FUL THE DONKEY THE SLADE CENTRE, DONKEY SANCTUARY, MIRE LANE, SALCOMBE REGIS, SIDMOUTH, EX10 0NU
Salcombe Regis Ward SANCTUARY New café/restaurant with enlargement of visitors' car park, improvements to vehicular and pedestrian access across the site including diversion of public footpaths. Alterations to existing barns to provide enlarged visitors' centre/shop, improved staff welfare facilities and improved donkey stabling.
 Support subject to the applicant obtaining permission for the diversion of the public footpaths.
- 436** 15/0863/LBC THE DONKEY THE HAYLOFT RESTAURANT, DONKEY SANCTUARY, MIRE LANE, SALCOMBE REGIS, SIDMOUTH, EX10 0NU
Salcombe Regis Ward SANCTUARY Alterations to Hayloft barns to provide improved staff welfare facilities and offices, improved donkey stabling and restoration of Linhay to form exhibition space. Alterations to vet hospital barn to provide shop connected to new glazed entrance/reception.
 Support subject to the agreement of the Conservation Officer.
- 437** 15/0900/FUL MS COOPER 33A COULSDON ROAD, SIDMOUTH, EX10 9JP
Primley Ward Installation of roof lights on the front and rear elevations.
 Support

- 438** 15/0781/COU THE SALVATION WOOLBROOK NEWS, 34-36 WOOLBROOK ROAD,
North Ward ARMY SIDMOUTH, EX10 9UZ
Change of use of part of ground floor from A1 (shop) to A3 (café) and first floor from C3 (residential flat) to D1 (community use, including life skills training, education and Christian worship) and A3 (overflow café space).
Support
- 439** 15/0869/LBC THE SALVATION 34-36 WOOLBROOK ROAD, SIDMOUTH, EX10 9UZ
North Ward ARMY Reinstatement of dividing wall between 34 and 36 Woolbrook Road to form two properties.
Support subject to the agreement of the Conservation Officer.
- 440** 15/0722/LBC FAT FACE LTD 4 FORE STREET, SIDMOUTH
East Ward Installation of 1 no timber fascia sign, 1 no timber projecting sign and re-painting of external shop front.
This item was deferred pending clarification from the Local Authority as to the requirement for Advertisement consent.
- 441** **Tree Application for Decision**
The Town Council is authorised to make a decision on the following tree application.
- 15/0621/TRE MRS MCNALLY SALCOMBE LODGE, SID ROAD, SIDMOUTH, EX10 9AH
Salcombe Regis Ward
T1, Beech: Reduce height by 5metres, leaving a finished height of 20metres. Maximum diameter cuts of 75mm. Reduce crown (E-W) by 3metres, leaving a crown spread of 17metres. Maximum diameter cuts of 75mm. Reduce the two northern limbs by 4 metres. Maximum diameter cuts of 100mm. Reduce two low southern limbs by 3metres. Maximum diameter cuts of 50mm.
G1, Bay/Laurel: Reduce height to BT cables and cut back from the road.
T2, Beech: Reduce the overhang of the drive by 2 metres.
T5 to T7, Cypress: Reduce height to 8 metres.
G2, Sycamore: Coppice western stems.
AMENDED SPECIFICATION: T3 & T4, Sycamores: Fell, T1, Beech: Reduce height by 5metres, leaving a finished height of 20metres. Maximum diameter cuts of 75mm. Reduce crown (E-W) by 3metres, leaving a crown spread of 17metres. Maximum diameter cuts of 75mm. Reduce the two northern limbs by 4 metres. Maximum diameter cuts of 100mm. Reduce two low southern limbs by 3metres. Maximum diameter cuts of 50mm. G1, Bay/Laurel: Reduce height to BT cables and cut back from the road. T2, Beech: Reduce the overhang of the drive by 2 metres. T5 to T7b, Cypress: Reduce height to 8 metres. G2, Sycamore: Coppice western stems.

APPROVED: Subject to the conditions made in the Arboricultural Officers Report.

442 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) 15/0635/TCA MR R WESTWARDS, BICKWELL VALLEY, SIDMOUTH, EX10 8RF
South Ward BRADBURY T1, Oak: Crown reduction to retain a tree with a finished height of no less than 17 metres, crown radius of no less than 9 metres to the north, 6 metres to the east, 7 metres to the south and 8 metres to the west. Crown lift to clear the adjacent garage roof by 2 metres. Pruning cuts not to exceed 100mm in diameter.
- Works noted
- b) 15/0559/TCA MR MASHITER ANGEL LODGE, MILLFORD ROAD, SIDMOUTH, EX10 8DP
Salcombe Regis G1 – Cluster of 5 Sycamore stems: Fell 3 stems closest to
Ward drive
T1- Small Sycamore: Fell
T2 – Large Sycamore: Reduce and thin canopy, removing 3m branch sections to reduce overall height by 1 to 2m and re-shape, leaving a tree with an approximate height of 10 metres and a crown spread of 5 metres.
T3 – Small Sycamore: Reduce by 2 to 3m and re-shape leaving a tree with an approximate height of 10 metres and a crown spread of 5 metres.
- Works noted
- c) 15/0724/TCA MISS BETTY THE BAYS, COBURG ROAD, SIDMOUTH, EX10 8NF
East Ward PLUME Crown reduction by up to 1 metre. Leaving a tree with an approximate height of 5 metres and an average crown radius of 4 metres. (Pruning to remove up to 1.5 metre branch lengths, with pruning cuts not exceeding 50mm in diameter.)
Remove low branch growing to the south east.

Works noted.

443 Tree Exemption Reports

Woolbrook Reservoir, Balfours, Sidmouth.

The Planning Clerk reported a letter from East Devon District Council regarding the proposed works to T2, fell a dead Pine and G4 Pines, removal of deadwood at the above address which was considered to be an exception to the usual requirements of the tree protection legislation.

The works in question were considered to be an exception from the normal requirements to seek the consent of the Council under Regulation 14 of the Town and Country Planning (Tree Preservation)(England) Regulations 2012. (This regulation of the Act provides for works to be carried out on dead and dangerous trees [or parts of trees] in the interests of safety).

There is a duty under the Act to plant replacement trees when trees are removed under this exception. In this instance, replanting will be required in the first planting season following removal (November to March). The tree should be a Hawthorn with a minimum girth of 8-10cms. This replacement tree will be covered by the existing Tree Preservation Order.

The proposed works to these trees did not require the permission of the Council as they were of insufficient age to be covered by the TPO.

T1, Ash: Fell because infected with honey fungus.

G3, the removal or reduction of the six ring barked/poisoned Ash on the south east boundary.

Uplands, Boughmore Road, Sidmouth, EX10 8SJ.

The Planning Clerk reported a letter from East Devon District Council regarding the proposed works to reduce to high pollard an Ash tree at the above address which was considered to be an exception to the usual requirements of the Conservation Area.

The works in question were considered to be an exception from the normal requirements to seek the consent of the Council under Regulation 14 of the Town and Country Planning (Tree Preservation)(England) Regulations 2012. (This regulation of the Act provides for works to be carried out on dead and dangerous trees [or parts of trees] in the interests of safety).

444 Unsupported Decisions

Planning Application 14/2838/FUL

Flats Above Joules, Market House, Old Fore Street, Sidmouth, EX10 8LS.

Construction of three balconies (retrospective application).

Town Council	District Council
--------------	------------------

Unable to support	Granted
-------------------	---------

Planning Application 14/2420/FUL

26 Manstone Avenue, Sidmouth, EX10 9TF.

Retrospective application for change of use of land to form extension to domestic curtilage and retention of summerhouse and raised decking.

Town Council	District Council
--------------	------------------

Supported	Refused
-----------	---------

Planning Application 14/2818/FUL

St Davids, Fortfield Terrace, Sidmouth, EX10 8NT.

Construction of shed.

Town Council	District Council
--------------	------------------

Supported	Refused
-----------	---------

445 Appeals

No Appeals were received.

446 Enforcement Letters

No Enforcement letters were received.

.....
CHAIRMAN OF THE PLANNING COMMITTEE

**Sidmouth Town Council - Detailed Income and Expenditure Report
Month 12 - March 2015**

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<u>Council Services</u>				
Public Conveniences	26,602	26,602	27,000	398
Public Conveniences-Mtce Sidbury/Manstone	371	781	1,000	219
Flower Beds, Planters & Watering	840	15,151	16,000	849
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	-84	22,374	7,000	-15,374
Donation to Hopper Bus (Income)	0	-15,374	0	15,374
Notice boards and Fingerposts	0	1,300	1,300	0
Sidmouth Information Centre	5,000	24,000	24,000	0
Drinking Fountain, Sidbury	0	264	100	-164
Annual Report Printing/Distribution	0	648	1,000	352
War Memorials	1,406	2,995	3,000	5
Parish Paths Partnership Payments	753	2,506	0	-2,506
Parish Paths Partnership (Income)	-2,000	-5,280	0	5,280
	£32,888	£83,687	£86,700	£3,013
<u>Discretionary Expenditure</u>				
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)	20,000	25,000	25,000	0
Manor Pavilion/Arts Centre	5,000	5,000	5,000	0
South West Museum Development	800	800	800	0
Dog Hygiene Bins	600	600	600	0
Sand bags	0	396	1,500	1,104
Youth Service Support	3,460	5,193	5,200	7
Seagulls Management	4,550	4,550	4,550	0
Donation to use of Party Tent (Income)	0	-25	0	25
Sale of Street Name Booklet	-56	-140	0	140
Town Entrance Signs	430	885	890	5
Tourism Reserve	3,000	3,000	3,000	0
Woolley Bequest Payments	490	4,388	0	-4,388
Woolley Bequest (Interest & Income)	-50	-1,166	0	1,166
	£38,224	£90,481	£88,540	-£1,941

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2015

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
<u>Woolcombe House</u>				
Services Gas/Water/Elec	157	3,675	3,300	-375
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	765	5,437	5,500	63
Woolcombe House Grounds	76	1,052	1,000	-52
Woolcombe House Building Reserve	1,960	1,960	2,000	40
Council Chamber Hire (Income)	0	-200	0	200
Band Hut Repairs	0	340	250	-90
	£2,958	£32,805	£32,740	-£65
<u>Other Freehold Property</u>				
Fire Beacon Nature Reserve	0	0	100	100
Fire Beacon Stewardship (Income)	-5,687	-9,475	0	9,475
Alma Lane Field	400	2,763	985	-1,778
Manstone Youth Centre	326	2,140	0	-2,140
Manstone Sports and Play Areas	4,290	4,590	4,600	10
Long Park & Play Area	11,971	12,014	12,000	-14
Seafront Amenity Building	12,683	19,993	20,000	7
Stowford Community Centre Reserve	4,570	15,000	15,000	0
Conservatory Maintenance	380	1,001	1,000	-1
Sidmouth Golf Club (Income)	0	-5	0	5
Elec Pole Rent (Income)	0	-39	-30	9
	£28,933	£47,982	£53,655	£5,673
<u>Trust Property</u>				
<u>The Ham</u>				
The Ham Ground Mtce	4,099	4,099	4,101	2
The Ham Other Mtce	2,315	2,498	2,500	2
The Ham Play Equipment	189	1,379	1,300	-79
The Ham Reserve	2,000	2,000	2,000	0
The Ham 3Phase Power	1,000	1,481	1,500	19
The Ham Rent (Income)	0	-8,125	-8,125	0
<u>Manstone</u>				
Manstone Land Ground Mtce	1,500	1,500	1,500	0
Manstone Other Maintenance	1,555	1,593	1,600	7
Manstone Reserve	2,000	2,000	2,000	0
Manstone Rent (Income)	-237	-951	-950	1
<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
	£14,421	£7,721	£7,575	-£146

Sidmouth Town Council - Detailed Income and Expenditure Report
Month 12 - March 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	81	1,603	2,000	397
Members Expenses/Training	0	431	450	19
Elections	5,000	5,000	5,000	0
Civic Hospitality	30	872	1,000	128
Civic Regalia	0	2,544	2,500	-44
	£5,111	£15,665	£16,450	£785
<u>Staff</u>				
Salaries	7,044	83,074	90,000	6,926
Pensions	1,385	16,712	16,000	-712
Staff Eye Tests	35	35	100	65
Training & Conferences	0	45	1,000	955
Officers Expenses	0	35	100	65
Tourism/Promotion Admin (Income)	-10,000	-10,000	-10,000	0
Advert Planning Fees (Income)	0	-138	0	138
	-£1,536	£89,763	£97,200	£7,437
<u>Office Expenses</u>				
Postage	65	767	1,500	733
Stationery	240	1,495	1,500	5
Telephone	146	4,876	2,500	-2,376
Subscriptions	0	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	1,888	2,998	3,000	2
Advertisements	0	105	500	395
Audit	0	1,600	1,600	0
Insurance	0	7,736	4,800	-2,936
Sundry	22	877	850	-27
Bank Interest Received (Income)	-77	-2,413	0	2,413
	£2,284	£22,501	£20,950	-£1,551

Sidmouth Town Council - Detailed Income and Expenditure Report
Month 12 - March 2015

Expense Group Totals	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Variance
Council Services	32,888	83,687	86,700	3,013
Discretionary Expenditure	38,224	90,481	88,540	-1,941
Woolcombe House	2,958	32,805	32,740	-65
Other Freehold Property	28,933	47,982	53,655	5,673
Trust Property	14,421	7,721	7,575	-146
Members	5,111	15,665	16,450	785
Staff	-1,536	89,763	97,200	7,437
Office Expenses	2,284	22,501	20,950	-1,551
Precept Received	0	-381,578	-381,578	0
Council Tax Support Grant	0	-22,232	-22,232	0
Net Income over Expenditure	£123,283	-£13,205	£0	£13,205

Current/Deposit Bank Accounts	£446,828.88
<i>of which</i>	
Woolley Bequest	£55,219.51
Earmarked Reserves	£270,416.64

5 Brownlands Road
Sidmouth
EX10 9AR

1 May 2015

C Holland Esq
Sidmouth Town Council
Woolcombe House
Woolcombe Lane
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.

I would make the following observations –

- **Sidmouth Hopper Bus.** Following discussions with the Town Clerk I would recommend that this item should go out to tender prior to the 2016 summer season. Although this is not strictly a Council project a more visible trail is suggested in view of the fact that the Council does have an involvement.
- **Minshull Trust.** This was mentioned in my letter dated 25 April 2014 yet the situation is unchanged. Despite the historic nature of the Trust, there is now a greater need to review this issue in view of the introduction of bank charges by Barclays and other distribution costs.

On my visits during the year it was evident that the record keeping and standard of administration remains first class. Joan and the staff are to be congratulated on this and I should also like to record my appreciation for their assistance on my visits during the course of the year.

Yours sincerely


Howard Slack

Section 4 – Annual internal audit report 2014/15 to

ENTER LOCAL COUNCIL NAME HERE

Council/Meeting

The council'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 2015.

Internal audit has been carried out in accordance with the council'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 the council.

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 The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept 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 council 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, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit HOWARD SLACK

Signature of person who carried out the internal audit Howard Slack Date 01/05/2015

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).

STC Consolidated Accounts 31 March 2015

	Balance at
<u>Earmarked Reserves</u>	<u>31 Mar 2015</u>
Boat Jetty(former Jurassic Coast Marine Links)	35,000
Computer Reserve	4,756
Conservatory Maintenance	4,820
Elections	5,000
Fire Beacon Nature Reserve	36,506
Fisherman's Sheds	7,000
Grants (carried forward)	380
Ham Maintenance	16,140
Legal Fees (incl Planning Appeals)	1,949
Long Park & Play Area Maintenance	26,945
Manor Pavilion/Arts Centre Contingency	50,000
Manstone Maintenance (incl Skate Park)	20,560
Notice Board replacement programme	665
Parish Paths Partnership	2,774
Salcombe Regis Field Maintenance	1,600
Seafront Amenity Building Maintenance	7,956
Seagull Management	4,550
Sidmouth Beach Management Plan	10,000
Sidmouth Hopper Bus	3,180
South West Museum Development	800
Special Projects	5,960
Stowford Community Centre	4,570
Tourism Contingency	6,000
War Memorials	1,370
Woolcombe House Building Maintenance	15,724
Youth Service Support	8,460
Total Earmarked Reserves	<u><u>£282,665</u></u>

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

SIDMOUTH TOWN

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1 Balances brought forward	329,903	398,011	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 (+) Annual precept	374,149	381,578	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	133,678	132,866	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	132,282	132,190	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 council's borrowings (if any).
6 (-) All other payments	292,548	290,275	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	398,011	475,101	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	428,928	461,761	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	2,554,195	2,567,089	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	170,826	165,343	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note 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 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

I confirm that these accounting statements were approved by the council on this date:

SIGNATURE REQUIRED

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

Council/Meeting

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 2015, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.			prepared its accounting statements in the way prescribed by law.
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 the council 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 has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council 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 council 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 the council.
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 the council 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 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability 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 the council and recorded as minute reference

dated

Signed by:

Chair

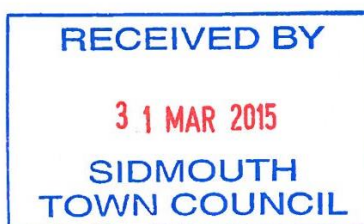
dated

Signed by:

Clerk

dated

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



Mr Christopher Holland – Town Clerk
 Sidmouth Town Council
 Woolcombe House
 Woolcombe Lane
 SIDMOUTH
 EX10 9BB

30 March 2015

Dear Mr Holland

Sidford Post Office®
 School Street, Sidford, Sidmouth, EX10 9PF

Proposed move to new premises & branch modernisation

I'm writing to let you know that we are proposing, with the Postmaster's agreement to move the above Post Office branch to a new location – Spar, Church Street, Sidford, Sidmouth, EX10 9RL. I'm pleased to tell you that, if the move goes ahead, subject to consultation it will change to one of our new local style branches.

This change is part of a major programme of modernisation taking place across the Post Office network, the largest in the history of Post Office Ltd. The Programme is underpinned by Government investment and will see up to 8,000 branches modernised and additional investment in over 3,000 community and outreach branches.

What will this mean for customers?

- Post Office services will be offered from a till on the retail counter in a modern open plan branch
- Longer opening hours
- The majority of Post Office products and services will still be available

Consulting on the proposed new location

We're now starting a period of local public consultation and would like you to tell us what you think about the suitability of the proposed new location. Before we finalise our plans, we would really like to hear your views on the proposed location, particularly on the following areas:

- How suitable you think the new location and premises are and how easy it is to get there?
- Are the new premises easy for you to get into and is the inside easily accessible?
- Do you have any concerns about the new location?
- If so, do you have any suggestions that could help us make it better for you?
- Any local community issues which you think could be affected by the proposed move
- Anything you particularly like about the proposed change

www.postoffice.co.uk

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I've enclosed an information sheet that provides more details about the new location and the range of products that will be available. If you have any comments or questions, please email or write to me via our Communication and Consultation team, whose contact details are below. Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them "In Confidence". Any information we receive will be considered as we finalise our plans for the new branch. Other people in your organisation may be interested in this proposal, so please let them know about it.

You can share your views on the proposed move through our easy and convenient new online questionnaire via the link below. When entering the site you will be asked to enter the code for this branch: 31551999

postofficeviews.co.uk

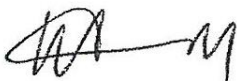
Dates for local public consultation:

Local Public Consultation starts	31 March 2015
Local Public Consultation ends	26 May 2015
Proposed month of change	July/August 2015

Posters and leaflets will now be displayed in branch to let customers know about the changes and to ask their views. I've included information about the Code of Practice over the page and copies of the Code will also be available in branch.

Thank you for considering our proposal. At the end of the consultation I'll be in touch again to let you know our final plans.

Yours sincerely



Will Russell
Regional Network Manager

How to contact us:

 postofficeviews.co.uk

 comments@postoffice.co.uk

 Customer Helpline: 08457 22 33 44
Textphone: 08457 22 33 55

 FREEPOST Your Comments

Want to tell us what you think right here and now – scan here

If you don't have a QR code scanner on your phone, you can find one in your app store.



Please note this is the full address to use and no further address details are required.

Items sent by Freepost take 2 working days to arrive. Therefore, responses by Freepost should be sent in sufficient time to arrive before the end of the consultation period. Working days do not include Saturdays or Sundays. Responses received after the deadline will not be considered

Post Office Ltd can provide information and receive comments (where appropriate) in alternative formats, for example, to assist the visually impaired. To obtain further specific information, please contact the Customer Helpline on 08457 22 33 44.

Sidford Post Office information sheet				
	Current Post Office location		Proposed new Post Office branch location (subject to local public consultation)	
Address	School Street Sidford Sidmouth EX10 9PF		Spar Church Street Sidford Sidmouth EX10 9RL	
Post Office opening hours	Mon	09:00 - 17:30	Mon	07:00- 22:00
	Tue	09:00 - 17:30	Tue	07:00 - 22:00
	Wed	09:00 - 17:30	Wed	07:00 - 22:00
	Thu	09:00 - 17:30	Thu	07:00 - 22:00
	Fri	09:00 - 17:30	Fri	07:00 - 22:00
	Sat	09:00 - 13:00	Sat	07:00 - 22:00
	Sun	Closed	Sun	07:00 - 22:00
	Distance	100 metres away from the current branch, along level terrain.		
Accessibility & Accessibility works	Access and facilities Current branch has a wide door and a permanent ramp with handrail. Internally, there is a hearing loop and space for a wheelchair.		Access and facilities The proposed premises would have a wide door and a fixed ramp. Internally, there would be a hearing loop and space for a wheelchair.	
	Parking There is a pay and display car park approximately 135 metres away from this branch.		Parking There is a pay and display car park within 40 metres of the proposed premises.	
Retail	Cards and stationery		Convenience store	
Local Public Consultation starts	31 March 2015			
Local Public Consultation ends	26 May 2015			
Proposed month of change	July/August 2015			

Sidofrd Post Office® services available		
Your Postmaster or our Customer Helpline on 08457 223344 will be happy to help you with any queries about product availability or provide you with details of maximum value of transactions. Customers can also shop online at www.postoffice.co.uk		
	Current branch	New branch
Mail		
First & Second Class mail	✓	✓
Stamps, stamp books (1 st class 6 & 12 only, 2 nd class 12 only)	✓	✓
Special stamps (Christmas issue only) & postage labels	✓	✓
Signed For	✓	✓
Special Delivery	✓	✓
Home shopping returns	✓	✓
Inland small, medium & large parcels	✓	✓
Express & contract parcels	✓	Express 24 & 48
British Forces Mail (BFPO)	✓	✓
International letters & postcards (inc. signed for & Airsure)	✓	✓
International parcels up to 2kg & printed papers up to 5kg	✓	✓
Parcelforce Worldwide International parcels	✓	✗
Articles for the blind (inland & international)	✓	✓
Royal Mail redirection service	✓	✓
Local Collect	✓	✓
Drop & Go	✓	✓
Withdrawals, deposits and payments		
Post Office Card Account	✓	✓
Personal & Business Banking cash withdrawals, deposits & balance enquiries using a card & enveloped cheque deposits. Also barcoded deposit slips.	✓	✓
Postal orders	✓	✓
Moneygram	✓	✓
Change giving	✓	✓
Bill payments		
Automated bill payments (card or barcoded)	✓	✓
Key recharging	✓	✓
Transcash (without barcode)	✓	✗
Financial services		
NS&I Premium Savings Bonds	✓	✗
Licences		
Rod fishing licences	✓	✓
Travel		
Pre-order travel money	✓	✓
On demand travel money	Euros/Dollars	Euros/Dollars
Travel insurance referral	✗	✓
On demand travel insurance	✓	✗
Mobile Top-ups & E vouchers		
Mobile Top-ups & E vouchers	✓	✓
Payment by cheque		
Payment by cheque	✓	✗
Products marked ✗ are available at Sidmouth Post Office, 132 High Street, Sidmouth, EX10 8EE		Opening times: Mon – Sat 09:00 -17:30

**SIDMOUTH TOWN COUNCIL
LIST OF DATES FOR MEETINGS
MAY 2015 – MAY 2016**

2015

MAY	Mon	18	ANNUAL COUNCIL
	Wed	20	PLANNING COMMITTEE
JUNE	Wed	03	PLANNING COMMITTEE
	Mon	08	COUNCIL
	Mon	15	TOURISM & ECONOMY COMMITTEE
	Wed	17	PLANNING COMMITTEE
JULY	Wed	01	PLANNING COMMITTEE
	Mon	06	COUNCIL
	Wed	15	PLANNING COMMITTEE
	Wed	29	PLANNING COMMITTEE
AUGUST	Mon	10	COUNCIL
	Wed	12	PLANNING COMMITTEE
	Wed	26	PLANNING COMMITTEE
SEPTEMBER	Mon	07	COUNCIL
	Wed	09	PLANNING COMMITTEE
	Mon	14	TOURISM & ECONOMY COMMITTEE
	Mon	21	EMERGENCY COMMITTEE
	Wed	23	PLANNING COMMITTEE
OCTOBER	Mon	05	COUNCIL
	Wed	07	PLANNING COMMITTEE
	Wed	21	PLANNING COMMITTEE
	Mon	26	PRE BUDGET
NOVEMBER	Mon	02	COUNCIL
	Wed	04	PLANNING COMMITTEE
	Wed	25	PLANNING COMMITTEE
DECEMBER	Mon	07	COUNCIL
	Wed	09	PLANNING COMMITTEE
	Mon	14	TOURISM & ECONOMY COMMITTEE

2016

JANUARY	Mon	04	COUNCIL
	Wed	06	PLANNING COMMITTEE
	Mon	18	ESTIMATES & GRANTS
	Wed	20	PLANNING COMMITTEE

FEBRUARY	Mon	01	COUNCIL
	Wed	03	PLANNING COMMITTEE
	Wed	17	PLANNING COMMITTEE
MARCH	Wed	02	PLANNING COMMITTEE
	Mon	07	COUNCIL
	Mon	14	TOURISM & PUBLICITY COMMITTEE
	Wed	16	PLANNING COMMITTEE
	Mon	21	EMERGENCY COMMITTEE
	Wed	30	PLANNING COMMITTEE
APRIL	Mon	04	COUNCIL
	Wed	13	PLANNING COMMITTEE
	Mon	25	TOWN ASSEMBLY (<i>Venue TBA</i>)
	Wed	27	PLANNING COMMITTEE
MAY	Mon	09	ANNUAL COUNCIL
	Wed	11	PLANNING COMMITTEE
	Wed	25	PLANNING COMMITTEE

Notes

- *Unless otherwise indicated, meetings will normally be held in the Council Chamber, Woolcombe House, Woolcombe Lane, Sidmouth commencing at 6.30 pm.*
- *All meetings listed above are open to the public. The public may however be asked to leave some meetings on specified grounds.*
- *Trustee meetings will be held as required at the rising of a council meeting. An Agenda will be published for these in the normal way.*