

# SIDMOUTH TOWN COUNCIL



WOOLCOMBE HOUSE  
WOOLCOMBE LANE  
SIDMOUTH  
DEVON  
EX10 9BB

Telephone: 01395 512424  
Email: [enquiries@sidmouth.gov.uk](mailto:enquiries@sidmouth.gov.uk)  
Website: [www.sidmouth.gov.uk](http://www.sidmouth.gov.uk)  
VAT Reg. No. 142 3103 24

To: All Members of the Town Council  
Town Clerk

14 May 2019

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 20 May 2019 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. Members of the public are reminded that they may speak on any item on the agenda during Public Question Time or when an item is reached on the agenda with the permission of the Chairman and before that item is debated by Members.

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 To receive nominations for the position of Chairman of Sidmouth Town Council for the forthcoming year.
  - 1.2 To receive the elected Chairman's Declaration of Acceptance of Office.
- 2 **Appointment of the Vice-Chairman of the Council**
  - 2.1 To receive nominations for the position of Vice Chairman of Sidmouth Town Council for the forthcoming year.
  - 2.3 To receive the elected Vice Chairman's Declaration of Acceptance of Office.
- 3 **Prayers**

Prayers will be taken by the Reverend Brian Hadfield.
- 4 **Apologies**

To receive any apologies for absence.

- 5 **Minutes**  
To confirm the minutes of the meeting of the Town Council held on Monday 8 April 2019. 5 – 8
- 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**  
7.1 Members are asked to formally note the death of former Town Councillor and Chairman Mr. T.J.C. Cox and to stand for a minute's silence as a mark of respect.  
7.2 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 2019 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 consider and approve the list of Committee/Working Party appointments for the ensuing year: 9  
Planning Committee  
Tourism & Economy Committee  
Emergency Committee  
Past Chairmen and Personnel Committee  
Youth Provision Working Group  
Section 106 and CIL Working Group  
Parish Paths Partnership Working Group (P3)  
Sid Valley Neighbourhood Plan Steering Group

	<u>Page/s</u>	
12	<b>Members with Special Responsibilities</b>	
	To consider and approve the list of nominations received for Members with Special Responsibilities.	10
13	<b>Representatives on Outside Bodies</b>	
	To consider and approve the list of Town Council representatives on outside bodies.	11
	<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>	
14	<b>Annual Subscriptions</b>	
	The following subscriptions are to be considered for renewal: <u>2018/19 figures</u>	
	<b>Organisation:</b> Devon Association of Local Councils	£1,332
	Society of Local Council Clerks	£ 233
	South West Councils	£ 384
	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 their registers in respect of Members' Interests and gifts/hospitality; this must be completed by 30 May 2019 at the latest.	
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 2019/2020.	Enclosed
	<i>(Bacs payments will be made on 20 June 2019 if your details are not received by this date then it will be assumed that you do <b>not</b> wish to claim the allowance.)</i>	
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>	Already circulated
	To note the already circulated copy of Sidmouth Town Council's Standing Orders.	
19	<b>Financial Regulations</b>	
	To confirm the enclosed copy of Sidmouth Town Council Financial Regulations 2019.	Enclosed
20	<b>Internal Audit</b>	
	To confirm the attached Sidmouth Town Council Internal Audit Schedule 2019.	12
21	<b>Committee/Working Group Reports</b>	
	<u>21.1 Planning Committee Reports</u>	
	To receive reports of the Planning Committee meetings held on Wednesdays 3 and 17 April and 1 May 2019.	13 – 22
	<u>21.2 Sid Valley Neighbourhood Plan Steering Group</u>	
	To receive a short presentation from the Sid Valley Neighbourhood Plan Steering Group.	

- 22 **Reports from Members with Special Responsibilities**
- 22.1 Finance Report
- a) In accordance with section 2.2 of the Town Council's Financial Regulations Members are asked to note that the Member with Special Responsibility for Finance has verified the bank reconciliations, for all accounts, as at the end of March 2019.
- b) To receive the Finance Report for the year ending 31 March 2019 together with a breakdown of Earmarked Reserves, Holding/Working Accounts and Other Reserves as at 31 March 2019. 23 – 27
- 22.2 Other Reports from Members with Special Responsibilities
- To receive other notified reports from other Members.
- 23 **Annual Return – Internal Audit Report 2018/19**
- The Council's Internal Auditor, Mr. Martin Cordy, has made three visits to the Council Offices and undertaken the audit of the Council's accounts. Attached with the agenda is a copy of Mr Cordy's letter and the Internal Audit Report for Members consideration. 28 – 29
- 24 **Annual Return – Governance Statement 2018/19**
- Members are asked to consider and approve the Annual Governance Statement, copy attached, which will require approval by Council prior to signing by the Chairman and Town Clerk. 30
- 25 **Annual Return – Accounting Statements 2018/19**
- Members are asked to consider and approve the Accounting Statements which have been duly certified and signed by the Town Clerk/RFO. Following approval by Council, the Accounting Statement will be signed by the Chairman. 31
- 26 **Sidbury War Memorial**
- To note the attached letter from Nicholas Law, Historic England regarding the Listed Building status awarded to the Sidbury War Memorial. 32 – 33

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

**Forthcoming Council and Committee meetings:**

- 22 May 2019 – Planning Committee
- 10 June 2019 – Council
- 12 June 2019 – Planning Committee
- 17 June 2019 – Tourism & Economy Committee
- 26 June 2019 – Planning Committee

**SIDMOUTH TOWN COUNCIL**  
**Minutes of the Meeting of Sidmouth Town Council**  
**held at the Council Chamber, Woolcombe House, Sidmouth,**  
**on Monday 8 April 2019 at 6.30pm**

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

The meeting started at 6.30pm and finished at 8.20pm.

**PART 'A'**

**135 Prayers**

Prayers were taken by Ann Worthington, Living Stones.

**136 Minutes**

The minutes of the meeting of the Town Council meetings held on Monday 4 March 2019 were signed as a true and accurate record.

**137 Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
CLlr John Rayson	146 Hope Cottage	Personal	Remained in the Chamber during discussion and voting	SVA Life Member
CLlr John Hollick	146 Hope Cottage	Personal	Remained in the Chamber during discussion and voting	SVA Life Member
CLlr Kelvin Dent	146 Hope Cottage	Personal	Remained in the Chamber during discussion and voting	SVA Life Member
CLlr John Dyson	146 Hope Cottage	Personal	Remained in the Chamber during discussion and voting	SVA Life Member
CLlr Jeff Turner	146 Hope Cottage	Personal	Remained in the Chamber during discussion and voting	SVA Life Member

Cllr Jack Brokenshire	146 Hope Cottage	Personal	Remained in the Chamber during discussion and voting	SVA Life Member
Cllr Kelvin Dent	147 Transfer of Knowle Parkland	Personal	Remained in the Chamber during discussion but did not speak or vote	Chairman Knowle Residents Association
Cllr Kelvin Dent	149 Transfer of Knowle Parkland – Financial Consideration	Personal	Remained in the Chamber during discussion but did not speak or vote	Chairman Knowle Residents Association
Cllr Louise Cole	150 The Arches (West) Renewal of Licence Agreement	Personal	Remained in the Chamber during discussion and voting	Surf Life Saving Club member
Cllr Paul Wright	150 The Arches (West) Renewal of Licence Agreement	Personal	Remained in the Chamber during discussion and voting	Surf Life Saving Club member

### **138 Matters of Urgency or Report from the Chairman**

- The Chairman reminded Members that the Annual Town Assembly would be held on Monday 15 April 2019 at St. Francis Hall, Woolbrook, Sidmouth and asked that Members arrive at 6.45pm for a Council photograph.
- Members agreed that an additional item would be added to this agenda in Part B to enable the Town Clerk to give an update report on the forthcoming Air Display in August 2019.

### **139 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.

### **140 Public Open Question Time**

- District Councillor Gardner asked whether the Town Council had debated how to spend the S106 Sanditon monies. Cllr Turner responded that a suggestion had been made at a recent Youth Provision Working Group to use some funding towards the new Skatepark, but this would not be reported to Council until after the forthcoming elections.
- District Councillor Rixson asked whether Pegasus Life had been approached to contribute to the management costs of the Knowle Parkland. The Town Clerk replied that in early discussions, Pegasus Life had indicated a willingness to make a contribution to the management costs as their residents would benefit from the open parkland adjoining the proposed development.
- Councillor Kilsbie commented that the lights at the Knowle were still lit for 24 hours a day; who was responsible for this cost. The Town Clerk reported that as the land had not yet been legally transferred to Pegasus Life presumably the District Council were still responsible for this cost.

### **141 Police Report**

Sgt Andy Squires presented the March police report which showed 44 crimes in March 2019 in comparison to 58 in March 2018, a decrease of 24.1%. Sgt Squires also reported rolling 12 months figures which showed 588 for the period 1 April 2017 to 31 March 2018 compared to 595 for the period 1 April 2018 to 31 March 2019, an increase of 1.2%.

### **142 Committee/Working Group Reports**

#### 142.1 Planning Committee Reports

Councillor Dent, Chairman of the Planning Committee, presented the reports of the Planning Committee meetings held on Wednesdays 6 and 20 March 2019. Councillor Dent also commented that the Planning Committee needed more members and hoped that following elections more Members might consider joining the committee.

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

#### 142.2 Tourism & Economy Committee Report

Councillor Pollentine, Chairman of the Tourism & Economy Committee, presented the report of the Tourism & Economy Committee meeting held on Monday 11 March 2019.

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

#### 142.3 Sid Valley Neighbourhood Plan Steering Group

Deidre Hounsom gave a report of the work being carried out by the Sid Valley Neighbourhood Plan Steering Group.

**RESOLVED:** that the Sid Valley Neighbourhood Plan report be noted.

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

#### 143.1 Finance Report

Councillor Wright, Member with Special Responsibility for Finance, presented the February 2019 Finance Report to Members.

**RESOLVED:** that the February 2019 Finance Report be noted and agreed.

### **144 Neighbourhood Plan Community Actions**

Members were asked to consider the discussions and recommendations from an informal joint meeting of the Council and Sid Valley Neighbourhood Plan Steering Group regarding the Neighbourhood Plan Community Actions.

**RESOLVED:** that

1. following Local Government Elections in May 2019, the Council sets up a Community Action Coordination Group, to help facilitate the implementation of Neighbourhood Plan Community Actions;
2. the steering group to consist of Councillors alongside a number of volunteers (in a similar model to the NHP Steering Group) and report progress to full Council quarterly;
3. the Council's Committees and Working Groups champion relevant Community Actions as appropriate.

### **145 Risk Assessment**

Members were asked to consider and approve the 2019 Risk Assessment; a copy of which had been issued for Members consideration.

**RESOLVED:** that the 2019 Risk Assessment be noted and agreed.

### **146 Hope Cottage**

Members were asked to consider the letter and plans received from the Sid Vale Association regarding their proposed extension to Hope Cottage.

**RESOLVED:** that Sidmouth Town Council agrees 'in principle' to the extension of Hope Cottage.

### **147 Transfer of Knowle Parkland**

The Town Clerk reported that Pegasus Life now had a revised phased timescale for the construction of their development at the Knowle. This meant that the Knowle Parkland would likely be offered for transfer to the Town Council in the autumn/winter of 2019 instead of in three years' time as previously advised. Refurbishment work had also been carried out on the railings and brickwork along the Knowle boundary to Station Road as requested by the Town Council.

**RESOLVED:** that the Town Clerk's report be noted.

### **148 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'**

### **149 Transfer of Knowle Parkland – Financial Consideration**

The Town Clerk reported that following negotiations between the Chairman and Vice-Chairman of the Council and District Council representatives, the Knowle Parkland had been offered to the Town Council along with a sum of money representing 2 years' worth of maintenance costs. Members were asked to consider this offer and advise the basis for further negotiations.

**RESOLVED:** that:

1. The Town Council accept the transfer of Knowle Parkland with the sum of money offered for 2 years' worth of maintenance costs.
2. In addition to (1), the District Council must supply evidence of recent tree surveys and management and any remedial tree works carried out prior to transfer of the land.
3. Pegasus Life be asked to make an annual contribution to grounds maintenance costs as this work will directly benefit their residents.

### **150 The Arches (West) – Renewal of Licence Agreement**

Members were asked to consider the request from Sidmouth Surf Life Saving Club for a renewal of their permission to use The Arches western former shelter.

**RESOLVED:** that the Licence Agreement with Sidmouth Surf Life Saving Club for The Arches (West) be renewed with the current terms

### **151 Sidmouth Air Display**

The Town Clerk updated Members with a proposed program of flying assets available for an Air Display on Friday 23 August 2019. It was anticipated that this could be carried out without using any of the reserves held which would help ensure and enable the repeat of the event and return of the Red Arrows in future years.

**RESOLVED:** that the Town Clerk should continue preparing an Air Display along the lines outlined in his report.

.....  
CHAIRMAN OF THE COUNCIL



**SIDMOUTH TOWN COUNCIL**  
**MAIN COMMITTEE & WORKING GROUPS 2019-20**  
**Current Members/DRAFT Nominations**

**Planning Committee**

**Councillors: Barratt, Barlow, Dent, Housom, Loudon, Manley, Rayson, Thompson, Turner, Ware**

*(Meets every fortnight as a statutory consultee to give a view on Planning applications. Also determines Advertisement and Tree applications. Should have at least one Member from each ward in membership.)*

**Tourism & Economy Committee**

**Councillors: Barlow, Barratt, Bickley, Brokenshire, Cole, Evans, Housom, Hughes, Lockyear, Manley, Rayson, Rixson, Thompson, Wright**

*(Meets quarterly – Considers how best to help businesses to promote the town. Will be working to produce a Tourism Strategy.)*

**Emergency Committee**

**Chairman and Vice Chairman of the Council and Councillors: Hughes, Manley, Turner**

*(Meets as and when necessary, in times of serious emergency – ie when town is completely cut off from the main emergency providers which are EDDC and DCC)*

**Youth Provision Working Group**

**Councillors: Barlow, Cole, Hughes, Lockyear, Manley, Turner**

*(Meets quarterly working with Young Devon and other agencies to help provide the Youth Club at Manstone and other activities in the area)*

**Section 106 and CIL Working Group**

**Chairman and Vice Chairman of the Council and Councillors Barratt, Brokenshire, Hughes, Loudon, Manley, Wright**

*(Meets when S106/CIL funding needs to be determined working with EDDC)*

**Parish Paths Partnership Working Group (P3)**

**Councillors Turner, Murdoch**

*(Coordinates a group of volunteers working with Devon County Council to keep the many miles of Rights of Way and pathways in the area maintained and accessible)*

**Councillors appointed to Sid Valley Neighbourhood Plan Steering Group**

**Councillors Cole, Evans, Housom**

*(Emerging Plan currently with the Planning Inspector, work will be completed once plan is approved by referendum)*

**Past Chairmen Group**

**Chairman and Vice-Chairman of the Council and former Chairmen serving on the Council (Hughes, Turner)**

*(Meets when required for Senior Officer Recruitment)*

<b>MEMBERS WITH SPECIAL RESPONSIBILITIES 2019/20</b>
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**Current Post Holder(s)/Nominations**

Finance	Councillor P. Wright
Town Guide and Sidmouth Information Centre Finance	Chairman of the Tourism & Economy Committee
Woolcombe House	Chairman of the Council
Emergency Coordinator	Chairman of the Council
Property and Maintenance	Councillor I. Barlow
Hopper Bus	Councillor K. Dent Deputy – Councillor J. Loudon
Seafront Amenity Building	Councillor D. Manley
Alma Lane Field	Members for Salcombe Regis Ward
Long Park Recreation Ground (inc Public conveniences)	Councillor J. Brokenshire
Fire Beacon Nature Reserve	Councillor M. Rixson Councillor J. Ware
Flag Raising	Councillor J. Brokenshire
Play Areas	Councillor L. Cole Councillor C. Evans
Sidbury Public Conveniences	Councillor J. Loudon
Public Access Defibrillators	Councillor P. Wright
<b>Trustee Land/Councillors</b>	
The Ham (inc Fishermen’s sheds and shops)	Member for East Ward
Manstone Recreation Ground (inc Public Conveniences)	Councillor J. Brokenshire
Fields at Salcombe Regis	Members for Salcombe Regis Ward
Hope Cottage (Museum)	Councillor K. Dent

<p><b>SIDMOUTH TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 2019/2020</b></p>
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<b><u>Outside Body</u></b>	<b><u>Current Representatives/Nominations</u></b>
Kennaway House	Cllr. K. Dent and Chairman of Council
Sidmouth in Bloom	Cllr M. Rixson Cllr J. Ware
Citizen’s Advice Bureau	Cllr. D. Barratt
Devon Association of Local Councils (Larger Local Councils Committee)	Chairman of the Council Vice Chairman of the Council
Museum/Heritage Centre	Cllr. K Dent
Norman Lockyer Observatory Management Committee	Cllr D. Barratt Cllr S. Hughes, Cllr J. Ware (Deputies)
Sidmouth Cricket, Tennis, Croquet and Hockey Club	Cllr. J. Turner Cllr C. Lockyear
Sidmouth Consolidated Charities	Mr J Hollick (non- Councillor nomination) Cllr. J Rayson
Sidmouth Twinning	Chairman of the Council (as President automatically) Cllr D. Housom
East Devon Arts and Culture Forum	Cllr. Cole Cllr. Housom, Cllr J Loudon (Deputies)
Sidmouth Folk Week Trust	Cllr C. Lockyear
Stowford Rise Community Centre Management Steering Group	Cllr. D. Manley Cllr. J Ware & Cllr J Loudon (Deputies)
Jurassic Coast Forum	Cllr. J. Turner Cllr J Loudon (Deputy)
Sidmouth Fair Trade	Chairman of the Council
Sidmouth Health and Care Forum	Cllr. I Barlow
Sidmouth Arboretum/Tree Wardens	Mr E. Dolphin, Mrs D. East, Mr S. Pollentine

## **Sidmouth Town Council - Schedule of Internal Audit 2019**

The Internal Audit is required to examine and test that:

1. The recording of receipts and payments is accurate and kept up to date. Specifically, the quality and accuracy of data input to the council's computerised records of receipts and payments is to be verified through monitoring and sampling data entries and records and balances are subjected to frequent verification against bank statements and any cash held.
2. The council's financial regulations have been subjected to periodic review and update, and that administration is compliant with these regulations and the council's standing orders in respect of tendering (where applicable) and the ordering, procurement and payment for goods and services.
3. In respect of payments for the purchase of goods and services, the supporting paperwork confirms there is a fully approved invoice and proper authorisation for payment, verified by random sampling of payments traced through from order, invoice receipt, authority for payment and payment cheque/bank statement reconciliation. The audit should check also that VAT is identified appropriately for reclaim.
4. The council has assessed the significant risks to delivering its services and that budget setting and reviews of insurance cover are conducted annually to mitigate risks. The annual budget has been properly prepared and approved by the council in setting the precept. Budgetary control should ensure that adequate, but not excessive reserves are maintained commensurate with the estimates and risks involved.
5. Progress on expenditure and income is monitored continuously and that regular financial reports, including variance analysis on both expenditure and income, are presented to, and agreed by, council.
6. A proper system of accounting for petty cash expenditure is in operation supported by receipts where necessary and that delegated limits on expenditure (where appropriate) are authorised to named staff in writing.
7. Payments of Wages and Salaries are made using up to date pay scales as set out in contracts of employment and that PAYE/NIC is correctly deducted from gross pay and paid to HM Revenue & Customs.
8. A register of significant assets and investments is maintained and kept up to date as assets are acquired or disposed of.
9. Frequent reconciliation is conducted between balances shown on bank statements and balances calculated independently in the council's financial records (based on cheque counterfoils, paying-in books, receipts and any other forms of income and expenditure records).
10. A year-end financial statement is produced using an appropriate accounting basis, allowing the figures to be followed through for accuracy and comparison with the budget, end of year balances and reserves and highlighting any significant changes to the council's assets and liabilities.

This Schedule of Internal Audit 2019 was approved by  
Sidmouth Town Council on 20 May 2019:  
Minute number xxx

**Minutes of the meeting of  
Sidmouth Town Council's Planning Committee  
Held at the Council Chamber, Woolcombe House, Sidmouth,  
Wednesday 3rd April 2019**

Councillors present: - Kelvin Dent (Chairman)  
Jeff Turner (Vice-Chairman)  
Ian McKenzie-Edwards  
Ian Barlow  
John Rayson

Apologies: - Simon Pollentine, Marc Kilsbie and Dawn Manley

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

**411 Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
All Councillors	19/0599/FUL West Ward. St Francis Hall, Bennetts Hill, Sidmouth, EX10 9XH	Personal Interest	Remained in the Chamber during discussion but did vote.	Acquainted with Applicant.
Cllr Ian McKenzie-Edwards	19/0486/FUL West Ward 4 West Park Road, Sidmouth, EX10 9DH	Personal Interest	Remained in the Chamber during discussion but did not vote.	Acquainted with Applicant.

**412 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.

**413 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.

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

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

- a) DCC/4114/2019 Mr B Grubb, Devon Sidmouth College, Primley Road, Sidmouth, Primley Ward County Council. EX10 9LG  
To permit the retention of the existing modular classrooms block 11, 15 & 16.

SUPPORT

Note: Members will only support this application for 5years only.

**Applications for consideration**

- 415** 19/0525/FUL Mr Simon Cornwell 34 Temple Street, Sidmouth, EX10 9BA Construction of North Ward single storey extension.

SUPPORT

<b>416</b>	19/0038/LBC North Ward	EDDC (Miss R Tennant, Property Maintenance)	3A Lymebourne House, Lymebourne Park, Sidmouth, EX10 9HY. Replace existing French doors and fan lights on south/south west elevation.
	SUPPORT		
<b>417</b>	19/0584/FUL Salcombe Regis	The Donkey Sanctuary (Mr C Bove)	Trow Farm, Trow, Salcombe Regis, Sidmouth, EX10 0PB. Two existing wood chip yards to receive a concrete finish and Existing timber fence to be replaced with galvanised.
	SUPPORT		
<b>418</b>	19/0447/FUL Sidbury Ward	Mrs Debenham	Meadway, Cotford, Sidbury, Sidmouth, EX10 0SH. Construction of detached car port/workshop, and single storey rear extension.
	SUPPORT		
<b>419</b>	19/0371/LBC Sidford Ward	Mr S Pritchard	2 Laburnum Cottages, Church Street, Sidford, Sidmouth, EX10 9RA. Construction of single storey rear extension (to include blocking up of ground floor door on rear elevation) and rebuild chimney.
	SUPPORT subject to the agreement of the Conservation Officers.		
<b>420</b>	19/0553/FUL Sidford Ward	Mr and Mrs A Russell	30 Sidford High Street, Sidford, Sidmouth, EX10 9SL. Construction of single storey front and rear extensions.
	SPLIT DECISION		
	Members SUPPORTED the front/south side of the application. Members were UNABLE TO SUPPORT the rear/north side of the application for the following reason:		
	<ul style="list-style-type: none"> <li>The proposed changes would be out of keeping with the design of the existing building.</li> </ul>		
<b>421</b>	19/0571/FUL Sidford Ward	East Devon District Council	Country House, School Street, Sidford, Sidmouth, EX10 9PQ. Proposed retaining wall between Country House and 1 School Street (April Cottage) and creation of maintenance strip.
	SUPPORT		
<b>422</b>	19/0368/LBC Sidford Ward	Ms Rebecca Tennant (EDDC)	1 School Street, Sidford, Sidmouth, EX10 9PF. Re-render gable side (north) elevation and to include 3no. cavity vents.
	SUPPORT		
<b>423</b>	19/0576/FUL South Ward	Mr & Mrs M Cowen	Avoca, Manor Road, Sidmouth, EX10 8RR. Construction of extension to existing garage.
	SUPPORT		
<b>424</b>	19/0529/FUL South Ward	Mr & Mrs J Ashby	Merrymead, Cheese Lane, Sidmouth, EX10 8RA. Construction of single storey extension.
	SUPPORT		
<b>425</b>	19/0336/LBC South Ward	Mr Williams	The Lodge, Elysian Fields, Sidmouth, EX10 8UH. Remove existing conservatory and construct extension incorporating flat roof projection with mono-pitch roof on rear (west) elevation, works to also include the removal of windows and wall on original rear elevation, block up existing

window, removal and construction of internal walls and doors, replace existing fascia on rear first floor balconies, install flue in side ground floor (north) elevation, remove existing wall and construct new wall to create larger terraced area.

SUPPORT subject to the agreement of the Conservation Officers.

**426** 19/0486/FUL Mr Simon Newell 4 West Park Road, Sidmouth, EX10 9DH. Installation of replacement windows and 2 no. rear facing roof lights.

West Ward  
SUPPORT

**427** 19/0599/FUL Mr Martin Cordy St Francis Hall, Bennetts Hill, Sidmouth, EX10 9XH. Additional fire escape and steps on north elevation.

West Ward  
SUPPORT

Note; Members requested that a ramp instead of steps be considered out of the fire door.

**428 Tree Applications for Decision**

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

a) 19/0294/TRE Mrs Ward The Rowans, Convent Road, Sidmouth, EX10 8RD. T1 Cedar: Reduce the length of overextended branches by approximately 2m to give the edge of the tree an even profile. Crown raise tree to give approximately 7m clearance above ground level. Average pruning cuts to be 50mm in diameter. Please see attached image for general extent of pruning. Reason: The tree has lost some branches in the past and it has large spread over two gardens. The client is looking to reduce the size and shape of the tree to manage the size in the garden setting. The reduction should also help reduce the likelihood of further branch failures into the garden. We believe that the tree will tolerate this level of pruning.

DEFERRED

**429 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) 19/0471/TCA Mr T Birmingham Byways Hillside Road, Sidmouth, EX10 8JD. T1 Ash: Salcombe Regis Coppice.

DEFERRED

**430 Tree Exemption Reports**

No Tree Exemption Reports were received.

**431 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 17<sup>th</sup> April 2019**

Councillors present: - Kelvin Dent (Chairman)  
Ian McKenzie-Edwards (Vice-Chairman)  
Marc Kilsbie  
Ian Barlow  
John Rayson

Apologies: - Jeff Turner, Simon Pollentine

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

**432 Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
All Councillors	19/0685/FUL Sidbury Ward 19/0599/FUL West Ward. Bristol Cottage, Greenhead, Sidbury, Sidmouth, EX10 0RH.	Personal Interest	Remained in the Chamber during discussion but did vote.	acquainted with neighbour of applicant.

**433 Minutes**

The Minutes of the Planning Committee meetings held on the 6, 20 March and 3 April 2018 were signed as a true and accurate record.

**434 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.

**435 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**

**436** 19/0683/FUL Mr And Mrs H St Marys, Ice House Lane, Sidmouth EX10 9DS. Retention  
West Ward Bolton of new patio, garden room and garden re-modelling.  
SUPPORT

NOTE: The council would like to see additional planting along the border.

**437** 19/0644/FUL Mr Carlo Bove (The Donkey Sanctuary Buildings North of A3052 (Harvey Barn  
Salcombe Regis Donkey and Farhills Barn), Trow Salcombe Regis. Extension to  
Ward Sanctuary) Harvey Barn to cover feeding troughs and construction of  
two freestanding feed shelters at Farhills Barn.

SUPPORT



<b>438</b>	19/0696/FUL Salcombe Regis Ward SUPPORT	Mrs Susan Rignal	Old Farmhouse, Hillside Road, Sidmouth, EX10 8JG. Installation of fire escape door (retrospective application).
<b>439</b>	19/0697/LBC Salcombe Regis Ward SUPPORT	Mrs Susan Rignal	Old Farmhouse, Hillside Road, Sidmouth, EX10 8JG. Installation of fire escape door (retrospective application).
<b>440</b>	18/2735/FUL Sidford Ward  SUPPORT	Sidmouth Hospiscare Trust	Sidford Branch Surgery, Church Street, Sidford, Sidmouth, EX10 9RL. First floor extension and alterations to provide new offices to the previously approved application 18/1455/FUL.
<b>441</b>	19/0685/FUL Sidbury Ward  SUPPORT with the addition of a privacy screen to the balcony.	Mr Paul Sexton	Bristol Cottage, Greenhead, Sidbury, Sidmouth, EX10 0RH. Construction of dormer window to rear elevation and balcony to front floor.
<b>442</b>	19/0597/FUL Sidbury Ward  UNABLE TO SUPPORT Reasons: Members considered that the building would be obtrusive and damaging in the natural landscape. They did not agree that the agricultural requirement for the building in the Area of Outstanding Natural Beauty outweighed the damage caused and therefore could not be justified. The proposal was therefore contrary to East Devon Local Plan Strategy 46 (Landscape Conservation and Enhancement and AONBs)	Mr Upchurch	Partridge Hill, Sidbury. Construction of agricultural building, access track and widened access and depositing of soil excavated from the side of the building.
<b>443</b>	19/0627/LBC Sidbury Ward  UNABLE TO SUPPORT Reasons: The proposed changes would be out of keeping with the design of the existing building.	Mr & Mrs Chivers	Western Farm, Harcombe, Sidmouth, EX10 0PR. Various works including: Retention of replacement door on front (south) elevation with new door with fixed glazed panel above, lowering of door threshold in conjunction with lowering floor level in hallway and the construction of new steps leading up to reception and boot room; removal of steps leading from kitchen to hallway and blocking up of existing doorway and new door opening from hallway into kitchen.
<b>444</b>	19/0665/FUL Primley Ward  SUPPORT	Mr & Mrs D R Shields	3 Coombe Hayes, Sidmouth, EX10 9XX. Demolition of existing conservatory structure and construction of single storey rear replacement extension.
<b>445</b>	19/0645/FUL Primley Ward SUPPORT	Mr Brian Ludford	18 Malden Road, Sidmouth, EX10 9LS. Conversion of existing garage to accommodation.

- 446 19/0750/FUL Mr And Mrs 7 Newlands Road, Sidmouth, EX10 9NL. Construction of  
Primley Ward Russell front dormer, first floor extension and single storey side  
extension (revision to 18/1465/FUL).
- SUPPORT
- 447 19/0661/FUL Mr Rob Summers 12A Woolbrook Road, Sidmouth, EX10 9UU. Insertion of  
North Ward two first floor windows.  
SUPPORT
- 448 19/0673/LBC Ms K Boyle 1 Enfield Villas, Vicarage Road, Sidmouth, EX10 8TD.  
East Ward Construction of single storey side and rear extension and  
internal alterations including conversion of downstairs  
room to cloakroom and insertion of wall to create  
separate shower room.
- SUPPORT subject to the agreement of the Conservation Officers.
- 449 19/0672/FUL Ms K Boyle 1 Enfield Villas, Vicarage Road, Sidmouth, EX10 8TD.  
East Ward Construction of single storey side and rear extension and  
internal alterations including conversion of downstairs  
room to cloakroom and insertion of wall to create  
separate shower room.
- SUPPORT
- 450 19/0440/FUL Western Power Bridge House, Mill Street, Sidmouth. Partial demolition  
East Ward Distribution and rebuild of existing Grade II Listed rustic flint rubble  
garden wall to facilitate electricity pole change.
- SUPPORT
- 451 19/0441/LBC Western Power Bridge House, Mill Street, Sidmouth. Partial demolition  
East Ward Distribution and rebuild of existing Grade II Listed rustic flint rubble  
garden wall to facilitate electricity pole change.
- SUPPORT subject to the agreement of the Conservation Officers.
- 452 **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.
- |                     |             |  |
|---------------------|-------------|--|
| 19/0538/TCA         | Mr Charnock | 1 Sidleigh Sid Road  |
| Salcombe Regis Ward |             | Sidmouth EX10 9DE. T1, hazel<br>- fell and grind stump to below<br>ground level. |
- NOTED
- 453 **Appeals**  
Planning Application 18/1094/MOUT Land East of Two Bridges, Two Bridges Road Sidford.  
Change of use of agricultural land to employment land.  
Planning Application 18/2544/TRE 87 Sidford High Street, Sidford, EX10 9SA. Fell and replace –  
Monterey Pine.  
The Planning Clerk reported that the appeal had been lodged by the Applicant in respect of the  
above application.
- 454 **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 1<sup>st</sup> May 2019**

Councillors present: - Kelvin Dent (Chairman)  
Jeff Turner (Vice-Chairman)  
Ian Barlow  
Marc Kilsbie  
Ian McKenzie-Edwards  
Simon Pollentine  
John Rayson

Also Present: - David Barratt

Apologies: - Dawn Manley

The meeting started at 6.30pm and finished at 7.50 pm.

**455 Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
Cllr Kelvin Dent	19/0551/TRE Garth, Knowle Drive, Sidmouth, EX10 8HN	Personal Interest	Remained in the Chamber during discussion but did not vote.	Lives opposite the applicant.

**456 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.

**457 Applications for consideration**

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

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

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

- 458** 18/2888/FUL Mr B. Glanville North Ward Single- and two-story side extension; extension to existing dormer; roof shape remodelling; cladding and re-roofing
- SUPPORT
- Applications for consideration**
- 459** 19/0391/FUL Mrs B Parkyn East Ward 22 Fore Street, Sidmouth, EX10 8AL. Demolition of the rear part of shop and reconstruction with 7 no. two storey dwellings above.
- SUPPORT
- Note;
- Members considered that the economic benefit and advantages to the town would outweigh any disruption to the conservation area.

- Members drew the Principal Planning Authority's attention to the emerging Sid Valley Neighbourhood Plan Policy 14 Principal Residency which states: Any new open market housing, excluding replacement dwellings, will only be supported when it is restricted to being used as a Principal Residence and not as a 'second home', in that the occupier uses it as their main residence, regardless of who owns the Freehold.

**460** 19/0693/FUL Mrs Julie Mitchell 4 Lower Wheathill, Sidmouth, EX10 9UA.  
Primley Ward Construction of single storey rear extension and detached car port.

SUPPORT

**461** 19/0674/FUL Mr Tom & Mrs Emma Mead, Fortescue Road, Sidmouth, EX10 9QG.  
Salcombe Regis Bambridge-Sutton Construction of dwelling in garden including demolition of existing garage and provision of parking spaces and replacement of fence with extension to stone boundary wall.

UNABLE TO SUPPORT

Members considered that the application was contrary to Policy 7 and 8 of the emerging Sid Valley Neighbourhood plan:

- Policy 7 Infill Development, Extensions and Trees: Development should be designed so as not to adversely impact on the amenities of its neighbours and should seek to protect any existing trees that contribute to the overall amenity of the area, as well as being appropriately landscaped.
- Policy 8 Local Distinctiveness Development: proposals will be expected to have regard to character of the immediate area as set out in the Place Analysis. All new development, including innovative designs, should be designed to complement and enhance the local distinctiveness of the character of its immediate locality, reflecting the height, scale, massing, fenestration, materials, landscaping and density of buildings as described in the Place Analysis.
- Members also drew attention to Policy 14 of the emerging Sid Valley Neighbourhood Plan Principal Residency: Any new open market housing, excluding replacement dwellings, will only be supported when it is restricted to being used as a Principal Residence and not as a 'second home', in that the occupier uses it as their main residence, regardless of who owns the Freehold.
- Members also felt that there was insufficient parking provision for ether property.
- Over development of the area and the development would suffer due to the 3 big trees to the left of the development.

**462** 19/0675/LBC Mr Tom & Mrs Emma Mead, Fortescue Road, Sidmouth, EX10 9QG.  
Salcombe Regis Bambridge-Sutton Construction of dwelling in garden including demolition of existing garage and provision of parking spaces and replacement of fence with extension to stone boundary wall.

UNABLE TO SUPPORT

Members considered that the application was contrary to Policy 7 and 8 of the emerging Sid Valley Neighbourhood plan:

- Policy 7 Infill Development, Extensions and Trees: Development should be designed so as not to adversely impact on the amenities of its neighbours and should seek to protect any

existing trees that contribute to the overall amenity of the area, as well as being appropriately landscaped.

- Policy 8 Local Distinctiveness Development: proposals will be expected to have regard to character of the immediate area as set out in the Place Analysis. All new development, including innovative designs, should be designed to complement and enhance the local distinctiveness of the character of its immediate locality, reflecting the height, scale, massing, fenestration, materials, landscaping and density of buildings as described in the Place Analysis.
- Members also drew attention to Policy 14 of the emerging Sid Valley Neighbourhood Plan Principal Residency: Any new open market housing, excluding replacement dwellings, will only be supported when it is restricted to being used as a Principal Residence and not as a 'second home', in that the occupier uses it as their main residence, regardless of who owns the Freehold.
- Members also felt that there was insufficient parking provision for ether property.
- Over development of the area and the development would suffer due to the 3 big trees to the left of the development.

**463** 19/0788/FUL Ms K Lilburn Halfway House, Sidbury, Sidmouth, EX10 0QN.  
Sidbury Ward Construction of two storey side extension including balcony.

SUPPORT

**464** 19/0553/FUL Mr And Mrs A 30 Sidford High Street, Sidford, Sidmouth, EX10 9SL.  
Sidford Ward Russell Construction of single storey front and rear extensions.

SPLIT DECISION

Members SUPPORTED the front/south side of the application and the privacy screen. Members were UNABLE TO SUPPORT the rear/north side of the application for the following reason:

- The proposed changes would be out of keeping with the design of the existing building.

**465** 19/0726/OUT Mr & Mrs Church Foxgrove, Coreway, Sidford, Sidmouth, EX10 9SD.  
Sidford Ward Erection of new dwelling.

SUPPORT

**466 Tree Applications for Decision**

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

**a)** 19/0791/TRE Mr Rob Scholefield Street Record, Baker Close, Sidmouth. Dismantle  
North Ward multi stemmed Ash tree.

DEFERRED

**b)** 19/0551/TRE Mr A Aheonidov Garth, Knowle Drive, Sidmouth, EX10 8HN. T1 Bay -  
South Ward Fell; T2 Portuguese Laurel - Fell; T3 Portuguese  
Laurel – Fell At applicant's request, due to lack of  
light and the trees being overgrown.

REFUSED

NOTE: Members supported the arboricultural officer report.

**467 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) 19/0722/TCA Mr Andrew Cresswell Applelands, Bickwell Valley, Sidmouth EX10 8RF.  
South Ward T1 Willow: overhanging a neighbours property and also crowding and affecting the growth of a nearby larch. T2 Laurel: growing from the old stump of a long dead tree and lacking stability.

NOTED

- b) 19/0725/TCA Mr Tim Johnson Marycourt, Convent Road, Sidmouth, EX10 8RE.  
South Ward Large conifer - overgrown and irregular in shape - reduce mass by 30-40% to thin out, clear dead wood and shape.

WITHDRAWN

**468 Unsupported Decisions**

Planning Application 19/0210/FUL

120 Alexandria Road, Sidmouth.

Construction of a single storey rear/side extension (removal of garage).

Town Council

District Council

Did not support

Granted

**469 Appeals**

No appeal had been lodged.

**470 Enforcement Letters**

No Enforcement letters were received.

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

**Sidmouth Town Council - Detailed Income and Expenditure Report****Month 12 - March 2019**

	Actual Year to Date	Current Annual Budget	Budget Variance
<b><u>Council Services</u></b>			
Public Conveniences	28,709	30,000	1,291
Youth Service Support	30,000	30,000	0
Flower Beds, Planters & Watering	16,703	17,000	297
Christmas Lighting & Events	11,055	12,000	945
Donation to Christmas Lighting (Income)	-1,500	-1,500	0
Tourism Promotion	4,443	8,000	3,557
Verge Cutting, Town Maintenance & Weeding	8,056	9,500	1,444
Verge Cutting DCC Grant (Income)	-4,298	0	4,298
Street Furniture	6,411	2,000	-4,411
Sidmouth Information Centre	26,600	26,600	0
Drinking Fountain Sidbury	83	100	17
Dog Hygiene Bins	800	1,000	200
Annual Report Printing/Distribution	0	800	800
War Memorials	36	100	64
Parish Paths Partnership Payments	4,215	0	-4,215
Parish Paths Partnership (Income)	-3,500	0	3,500
	<b>£127,813</b>	<b>£135,600</b>	<b>£7,787</b>

**Discretionary Expenditure**

Grants	15,578	16,000	422
Sidmouth Folk Week	30,000	30,000	0
Sidmouth Town Band	4,000	4,000	0
Sidmouth in Bloom	3,000	3,000	0
South West Museum Development	800	800	0
Air Display	21,609	6,000	-15,609
Donation to Air Display (Income)	-12,615	0	12,615
Sidmouth Hopper Bus	22,647	18,000	-4,647
Donation to Hopper Bus (Income)	-10,100	0	10,100
Neighbourhood Plan	3,888	12,500	8,612
Sale of Street Name Booklets (Income)	-575	0	575
Port Royal Regeneration	2,383	10,000	7,617
Donation to use of Party Tent (Income)	-25	0	25
Western Town Webcam	529	0	-529
EDDC CIL Receipts (Income)	-707	0	707
Woolley Bequest Payments	5,000	0	-5,000
Woolley Bequest (Income)	-173	0	173
	<b>£85,239</b>	<b>£100,300</b>	<b>£15,061</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 12 - March 2019

	Actual Year to Date	Current Annual Budget	Budget Variance
<b><u>Woolcombe House</u></b>			
Services Gas/Water/Elec	3,471	3,500	29
Woolcombe House Business Rate	6,840	6,500	-340
Woolcombe House (Loan Interest&Repayment)	14,889	14,890	1
Woolcombe House-General Maintenance	8,241	8,000	-241
Woolcombe House Building Reserve	0	2,000	2,000
Council Chamber Hire (Income)	-100	0	100
	<b>£33,341</b>	<b>£34,890</b>	<b>£1,549</b>

### **Other Property**

Alma Lane Field	127	500	373
Stowford Community Centre	216	0	-216
Manstone Youth Centre	17,257	18,000	743
Manstone Sports and Play Areas	2,035	40,000	37,965
Long Park & Play Area	1,255	1,500	245
Seafront Amenity Building	21,068	20,000	-1,068
Conservatory Maintenance	746	1,000	254
Fire Beacon Nature Reserve	6,633	0	-6,633
Fire Beacon Stewardship (Income)	-11,385	0	11,385
Sidmouth Golf Club (Income)	-5	-5	0
Elec Pole Rent (Income)	-38	-40	-2
	<b>£37,909</b>	<b>£80,955</b>	<b>£43,046</b>

### **Trust Property**

#### **The Ham**

The Ham Ground Mtce	3,559	4,100	541
The Ham Other Mtce	1,062	2,500	1,438
The Ham Play Equipment	1,380	1,500	120
The Ham Reserve	0	2,000	2,000
The Ham 3Phase Power	1,779	1,600	-179
The Ham Rent (Income)	-10,780	-9,000	1,780

#### **Manstone**

Manstone Land Ground Mtce	420	500	80
Manstone Other Maintenance	1,300	1,600	300
Manstone Reserve	5,000	2,000	-3,000
Manstone Rent (Income)	-2,155	-990	1,165

#### **Salcombe Regis**

S.R. Recreation Field (water)	229	250	21
S.R. Recreation Field Rent (Income)	-605	-525	80
	<b>£1,189</b>	<b>£5,535</b>	<b>£4,346</b>



## Sidmouth Town Council - Detailed Income and Expenditure Report Month 12 - March 2019

	Actual Year to Date	Current Annual Budget	Budget Variance
<b><u>Members</u></b>			
Members/Chairman's Allowances	4,649	5,000	351
Chairman's Expenses	1,210	2,000	790
Members Expenses/Training	277	800	523
Civic & Hospitality	134	1,000	866
	<b>£6,270</b>	<b>£8,800</b>	<b>£2,530</b>
<b><u>Staff</u></b>			
Salaries	91,006	92,000	994
Pensions	17,581	20,000	2,419
Staff Eye Tests	10	100	90
Training & Conferences	0	1,000	1,000
Officers Expenses	64	100	36
Tourism/Promotion Admin (Income)	-10,000	-10,000	0
	<b>£98,661</b>	<b>£103,200</b>	<b>£4,539</b>
<b><u>Office Expenses</u></b>			
Postage	1,410	1,600	190
Stationery	1,263	1,500	237
Telephone	3,169	3,500	331
Subscriptions	2,019	2,000	-19
Photocopier	843	1,500	657
Internet, website and webcams	3,040	3,000	-40
Computer Software Contracts	1,212	1,200	-12
Computer Maintenance Contingency	3,081	1,000	-2,081
Advertisements	10	500	490
Audit	1,600	1,600	0
Insurance	4,862	5,000	138
Sundry	1,201	1,200	-1
Bank Charges	115	200	85
Bank Interest Received (Income)	-2,394	0	2,394
	<b>£21,431</b>	<b>£23,800</b>	<b>£2,369</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 12 - March 2019

<b>Expense Group Totals</b>	Actual Year to Date	Current Annual Budget	Budget Variance
Council Services	127,813	135,600	7,787
Discretionary Expenditure	85,239	100,300	15,061
Woolcombe House	33,341	34,890	1,549
Other Freehold Property	37,909	80,955	43,046
Trust Property	1,189	5,535	4,346
Members	6,270	8,800	2,530
Staff	98,661	103,200	4,539
Office Expenses	21,431	23,800	2,369
Precept Received	-488,467	-488,467	0
Council Tax Support Grant	-4,613	-4,613	0
<b>Net Income over Expenditure</b>	<b>-£81,227</b>	<b>£0</b>	<b>£81,227</b>

**Current/Deposit Bank Accounts** £655,589

*of which*

**Woolley Bequest** £20,764

**Earmarked Reserves** £466,835

**STC Consolidated Accounts 31 March 2019**

**Earmarked Reserves**

Beach Access / Boat Jetty / Beach Management Scheme	100,000
Civic Regalia	2,517
Computer Reserve	4,370
Conservatory Maintenance	3,000
Community Infrastructure Levy	890
Elections	8,000
Fisherman's Sheds/Port Royal Regeneration	14,600
Grants	422
Ham Maintenance	24,933
Long Park & Play Area Maintenance	34,998
Manstone Sports & Play Area Mtce	145,130
Air Display	21,319
Sand Bags	2,000
Seafront Amenity Building Maintenance	9,134
Seagull Management	2,500
Stowford Community Centre	10,000
Street Furniture	1,351
Tourism Promotion	8,817
Town Maintenance & Weeding	5,742
War Memorials	2,000
Woolcombe House Building Maintenance	23,724
Youth Centre Building Reserve ( <i>from DCC</i> )	10,000
Youth Service Support	8,460

**STC Holding/Working Accounts**

Fire Beacon Nature Reserve	5,934
Parish Paths Partnership	3,685
Sidmouth Hopper Bus	13,309

**Other Reserves**

Woolley Bequest	20,764
Guide Account Reserve	6,457
TIC Account Reserve	3,509
STC General (unallocated) Reserve	165,310

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£662,875

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6 Hill View  
Sidmouth  
Devon  
EX10 9DF

Councillors of Sidmouth Town Council  
Town Clerk  
Sidmouth Town Council  
Woolcombe House  
Woolcombe Lane  
Sidmouth  
EX10 9BB

30 April 2019

**Internal Audit Report for the year ended 31 March 2019**

Dear Councillors,

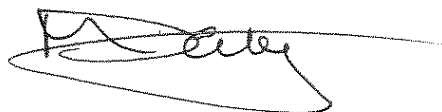
I have completed the 2018/9 annual Internal Audit Review in accordance with the Sidmouth Town Council – Schedule of Internal Audit 2017. I have reviewed the suitability and operation of key financial policies and practices.

Based on the testing completed, I can confirm that there are no matters of significance to bring to your attention, with all key systems operating in line with the Council's policies and procedures to ensure the appropriate use of Council funds in discharging your duties.

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

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

Kind regards

A handwritten signature in black ink, appearing to read 'Martin Cordy', with a long horizontal line extending to the right.

Martin Cordy

## Annual Internal Audit Report 2018/19

Sidmouth Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ( <i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i> )			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (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 authority adequate controls existed (list any other risk areas on separate sheets if needed).

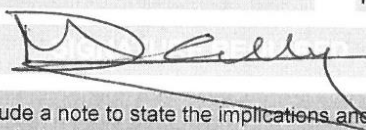
Date(s) internal audit undertaken

24/01/2019      10/04/2019      30/04/2019

Name of person who carried out the internal audit

Mr Martin Cordy

Signature of person who carried out the internal audit



Date

30/04/2019

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

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

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Sidmouth Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

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

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

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

and recorded as minute reference:

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

Chairman

Clerk

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

Authority web address

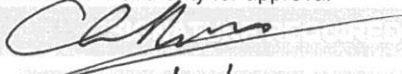
Section 2 – Accounting Statements 2018/19 for

Sidmouth Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	566,448	589,984	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	444,260	488,467	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	133,388	124,471	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	138,576	143,062	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 authority's borrowings (if any).
6. (-) All other payments	400,647	382,096	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	589,984	662,875	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	605,332	677,458	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	2,576,152	2,581,428	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	146,974	140,149	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

  
Date 1/5/19

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

as recorded in minute reference:

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

10 April 2019

Dear Sir / Madam,

**Sidbury War Memorial, Greenhead, Junction of Chapel Street, Sidbury,  
Devon – Awarded Listed Building Status  
List Entry Number: 1463228**

As you will know from our earlier letters we have been considering adding the above building to the List of Buildings of Special Architectural or Historic Interest.

We have taken into account all the representations made, and completed our assessment of the building. I am pleased to inform you that having considered our recommendation, the Secretary of State for Digital, Culture, Media and Sport has decided to add Sidbury War Memorial to the List of Buildings of Special Architectural or Historic Interest. The building is now listed at Grade II.

Please follow the link below to download a copy of our advice report, which gives the principal reasons for this decision. The List entry for this building, together with a map, has now been published on the National Heritage List for England, and will be available for public access from tomorrow. This List can be accessed through our website.

<http://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=CF314141-BAF0-4B0F-9595-DF3F1DD4BA54&cn=A3731F85-5F94-4DB6-BC13-EBBDC234AE25>

Listing helps us to mark a building's significance and celebrate its special architectural and historic interest. It brings specific protection so that its special interest can be properly considered in managing its future. Listing does not mean, however, that no alterations can be made - in fact in the vast majority of cases applications to make changes to a listed building are approved. Further information about listed buildings can be found on the 'Your Home' pages of our website.

The local planning authority will now be preparing the statutory notices required under the Planning (Listed Buildings and Conservation Areas) Act 1990 Buildings of Special Architectural or Historic Interest.

Please be aware that the listing of the building took effect on the day that the List entry was published on the National Heritage List for England.

As of 25 June 2013, the Enterprise and Regulatory Reform Act (ERRA) has enabled a number of heritage reforms, including an amendment to the Planning (Listed Buildings and Conservation Areas) Act 1990 that provides two potential ways to be more precise about what is listed. Whether or not the new provisions have been invoked with regard to this building is explained in the Advice Report. A List entry that makes use of these provisions will clarify what attached and curtilage structures are excluded from the listing and/or which interior features definitively lack special interest; however, owners and managers should be aware that other planning and development management constraints might apply to these structures, and should clarify these with the Local Planning Authority. Further information is available on our website at

<https://historicengland.org.uk/listing/what-is-designation/listed-buildings/listing-and-the-erra/>

If you consider that this decision has been wrongly made you may contact the DCMS within 28 days of the date of this letter to request that the Secretary of State review the decision. An



example of a decision made wrongly would be where there was a factual error or an irregularity in the process which affected the outcome. You may also ask the Secretary of State to review the decision if you have any significant evidence relating to the special architectural or historic interest of the building which was not previously considered. Further details of the review criteria and process and how to request a review are contained in the annex to this letter.

Please do not hesitate to contact me if I can be of any further assistance. More information can also be found on our website at <https://historicengland.org.uk>.

Yours sincerely

Nick Law

Listing Co-ordinator - West

Listing Department  
Historic England  
29 Queen Square  
Bristol  
BS1 4ND