

**SIDMOUTH TOWN COUNCIL**  
**Minutes of the Annual Meeting of Sidmouth Town Council**  
**held at the Council Chamber, Woolcombe House, Sidmouth,**  
**on Monday 18 May 2015 at 6.30pm**

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

The meeting started at 6.30pm and finished at 8.30pm.

## **PART 'A'**

### **1 Election of the Chairman of the Council**

It was proposed by Councillor Ian Barlow and seconded by Councillor Frances Newth that Councillor Jeff Turner be elected Chairman of Sidmouth Town Council for the forthcoming year.

There being no other nominations, Councillor Turner was duly elected Chairman of Sidmouth Town Council for the forthcoming year.

Councillor Turner read aloud and signed the Chairman's Declaration of Acceptance of Office.

### **2 Appointment of the Vice-Chairman of the Council**

It was proposed by Councillor Graham Liverton and seconded by Councillor John Hollick that Councillor Ian McKenzie-Edwards be appointed Vice-Chairman of Sidmouth Town Council for the forthcoming year.

There being no other nominations, Councillor McKenzie-Edwards was duly appointed Vice-Chairman of Sidmouth Town Council for the forthcoming year.

Councillor McKenzie-Edwards read aloud and signed the Vice-Chairman's Declaration of Acceptance of Office.

**3 Prayers**

Prayers were taken by Canon Paul Cummins.

**4 Minutes**

The minutes of the meeting of the Town Council held on Monday 13 April 2015 were signed as a true and accurate record.

**5 Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
Cllr Kelvin Dent	19 Knowle – Transfer of Public Open Space to Sidmouth Town Council	Personal	Remained in the Chamber during discussion and voting	Vice Chairman Knowle Residents Assoc.
Cllr Stuart Hughes	19 Knowle – Transfer of Public Open Space to Sidmouth Town Council	Personal	Remained in the Chamber during discussion and voting	Devon County Councillor

**6 Public Open Question Time**

- Robert Crick asked whether it was time for the Town Council to adopt a Sidmouth Town Plan and whether the northern end of The Ham could be designated as an informal play area for teenagers.
- Councillor Ian Barlow asked Sidmouth's District Councillors to work hard on behalf of Sidmouth to obtain the £1.2 million S106 finance made available from the Fortfield redevelopment.
- Councillor Louise Cole asked Sidmouth's District Councillors to outline how they proposed to work jointly with the Sidmouth Town Councillors.

**7 Police Report**

Sgt Andy Squires presented the police report for April 2015 which showed a total of 50 incidents compared to 37 incidents recorded in April 2014.

**8 Committee/Working Group Membership**

The lists of Committee/Working Party Memberships were approved:

Planning Committee

Tourism & Economy Committee

Emergency Committee

Past Chairmen and Personnel Committee

Parish Paths Partnership

Traffic Management Group

Youth Provision Working Group

Section 106 Working Group

**9 Members with Special Responsibilities**

Nominations were approved 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 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 D. Manley
Sidbury Public Conveniences	Councillor D. Addis
Manstone Public Conveniences	Councillor G.K. Liverton

**Trustee:**

The Ham	Councillors F.I. Newth & S.P. Pollentine
Fishermen's Sheds & Shop	Councillors 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

**10 Representatives on Outside Bodies**

The list of Town Council representatives on outside bodies was approved.

**11 Annual Subscriptions**

The following subscriptions were considered and approved for renewal:

	<u>2014/15 Subs</u>
<b>Organisation:</b> 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

**12 Register of Members' Interests and Register of Gifts and Hospitality**

Members were reminded to update their registers in respect of Members' Interests and gifts/hospitality.

**13 Members' Allowances**

Members were reminded to notify the Town Clerk if they were not claiming a Members' Allowance; otherwise back payments would be made for 2015/2016.

**14 Council Property**

Members were advised that the Deeds and Trust documents in the custody of the Town Council were available for Members' inspection on request to the Town Clerk.

**15 Standing Orders**

Members were asked to consider the Council's Standing Orders 2015; as previously circulated.

**RESOLVED:** That the Council's Standing Orders be noted and agreed.

**16 Committee/Working Group Reports**

16.1 Planning Committee Reports

Councillor Dyson, Chairman of the Planning Committee presented the reports of the Planning Committee meetings held on Wednesdays 1, 15 and 29 April 2015.

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

**17 Reports from Members with Special Responsibilities**

17.1 Finance Report

Councillor Dyson presented the March 2015 Finance Report.

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

17.2 Sidmouth Hopper Bus

Councillor Dyson reported that the Hopper Bus service would commence on Thursday 21 May 2015 with the official launch being held on Friday 22 May 2015 at 9.40am. Members were invited to gather at the Bedford Lawn car park.

**RESOLVED:** That Councillor Dyson's Hopper Bus report be noted.

**18 Annual Return**

The Council's Internal Auditor, Mr. Howard Slack, had visited the Council Offices and undertaken the Audit of the Council's accounts. Attached with the agenda was 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 was required to be signed by the Chairman and Clerk. Members were asked to consider the Annual Governance Statement in Section 2 as this would require completion prior to signing.

**RESOLVED:** That the Annual Governance Statement be noted and agreed for signing by the Chairman and Town Clerk.

**19 Knowle – Transfer of Public Open Space to Sidmouth Town Council**

The Town Clerk read a letter received from Richard Cohen, EDDC Deputy Chief Executive formally inviting the Town Council to commence detailed discussion on the District Council's intention to transfer 3.516 hectares of Knowle Parkland and the lower car park to Sidmouth Town Council. A letter from Nick Wright, EDDC Economy Practice Manager reported that a recent nomination for land at Knowle Park to be registered as an Asset of Community Value had been unsuccessful.

**RESOLVED:** That the Chairman, Vice Chairman and Town Clerk be authorised to commence negotiations with the District Council with a view to transfer Knowle Parkland and the lower car park to the Town Council.

**20 Minshull Trust**

Members were asked to consider a recommendation that the administration of the Minshull Trust should be passed back to Sidmouth Consolidated Charities.

**RESOLVED:** That it be agreed that the administration of the Minshull Trust be passed back to Sidmouth Consolidated Charities.

**21 Sidford Post Office**

Members were asked to consider the proposed move of Sidford Post Office to a new premises and branch modernisation.

**RESOLVED:** That Sidmouth Town Council supports the move of Sidford Post Office to the Spar shop in Sidford.

**22 Meeting Dates**

Members were 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 had been changed from the provisional list.

.....  
CHAIRMAN OF THE COUNCIL