



# SIDMOUTH TOWN COUNCIL

WOOLCOMBE HOUSE  
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SIDMOUTH  
DEVON  
EX10 9BB

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To: All Members of the Town Council  
Town Clerk

9 May 2022

For information:  
District Councillor for Sidmouth not on the Town Council

Dear Sir/Madam,

## **Annual Meeting of Sidmouth Town Council Monday 16 May 2022 at 6.30pm**

You are hereby summoned to attend the above meeting to be held at the **Methodist Church Hall,  
High Street, 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,

**Christopher E Holland**  
Town Clerk

## **A G E N D A**

### **PART 'A'**

Page/s

#### **1 Election of the Chair of the Council**

1.1 It will be proposed by Councillor Deidre Hounsom and seconded by Councillor Kelvin Dent that Councillor Chris Lockyear be elected to the position of Chair of Sidmouth Town Council for the forthcoming year.

1.2 To receive any other nominations for the position of Chair of Sidmouth Town Council.

1.3 To receive the elected Chair's Declaration of Acceptance of Office.

#### **2 Appointment of the Vice Chair of the Council**

2.1 It will be proposed by Councillor Chris Lockyear and seconded by Councillor Louise Cole that Councillor Hilary Nelson be appointed Vice Chair of Sidmouth Town Council for the forthcoming year.

2.2 To receive any other nominations for the position of Vice Chair of Sidmouth Town Council.

2.3 To receive the elected Vice Chair's Declaration of Acceptance of Office.

3 **Apologies**

To receive any apologies for absence.

4 **Minutes**

To confirm the minutes of the meeting of the Town Council held on Monday 4 April 2022.

6 – 8

5 **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.

6 **Matters of Urgency or Report from the Chair**

To consider any items that in the opinion of the Chair should be dealt with as matters of urgency because of special circumstances. (Note: such circumstances need to be recorded in the minutes).

7 **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.

8 **Public Open Question Time**

In accordance with Sidmouth Town Council Standing Orders Item 3 (d) – (i) Members of the Public are invited to put a question (one per person), to the Council through the Chair (taking no more than 3 minutes each and for a total of 15 minutes). Please note that in accordance with standing order 3(h), a question shall not give rise to a debate or require an immediate response.

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 and members of the public are reminded to notify the Town Clerk and Councillor concerned of questions to be raised. This arrangement is in place to enable a considered response at the meeting. The Chair of the Council has the right and discretion to control questions to avoid disruption, repetition and to make best use of the meeting time.)*

9 **Police Advocate Report**

To receive the Police Advocate report from Councillor Dent.

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

10 **Committee/Working Group Membership**

To consider and approve the list of nominations for Working Group appointments for the ensuing year:

a) Planning Working Group Membership

b) It will be proposed by Cllr Barlow and seconded by Cllr Hounsom, that Cllr Dent be appointed Chair of the Planning Working Group.

c) It will be proposed by Cllr Dent and seconded by Cllr Barlow, that Cllr Turner be appointed Vice Chair of the Planning Working Group.

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- d) Tourism & Economy Working Group Membership  
 e) It will be proposed by Cllr Barlow and seconded by Cllr Nelson, that Cllr Cole be appointed Chair of the Tourism & Economy Working Group.  
 f) It will be proposed by Cllr Cole and seconded by Cllr Barlow, that Cllr Nelson be appointed Vice Chair of the Tourism & Economy Working Group.
- g) Environment Working Group Membership  
 h) It will be proposed by Cllr Bickley and seconded by Cllr Lockyear that Cllr Barlow be appointed Chair of the Environment Working Group.  
 i) It will be proposed by Cllr Barlow and seconded by Cllr Lockyear that Cllr Bickley be appointed Vice Chair of the Environment Working Group.

*(Members are reminded that whilst meeting online, the above bodies are known as Working Groups and can only make decisions through ratification and approval at Council.)*

**j) Other Working Groups**

9

Tourism & Economy Advisory Group  
 Youth Provision Working Group  
 Council Resources Review Working Group  
 Parish Paths Partnership Working Group (P3)  
 Emergency Working Group  
 Section 106 and CIL Working Group  
 Knowle Gardens Maintenance Working Group  
 Sidmouth Air Show Evaluation Working Group  
 Past Chairs and Personnel Working Group

**11 Members with Special Responsibilities**

To consider and approve the list of nominations received for Members with Special Responsibilities.

10

**12 Representatives on Outside Bodies**

To consider and approve the list of nominations received for Town Council representatives on outside bodies.

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*(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)*

**13 Annual Subscriptions**

The following subscriptions are to be considered for renewal: Paid 2021/22

<b>Organisation:</b>	Devon Association of Local Councils	£1,428
	Society of Local Council Clerks	£ 289
	South West Councils	£ 445
	Walkers are Welcome	£ 90
	Information Commission	£ 35
	International Tree Foundation	£ 25
	Campaign to Protect Rural England	£ 10

- 14 **Register of Members' Interests and Register of Gifts and Hospitality**  
 Members are reminded to complete/update their registers in respect of Members' Interests and gifts/hospitality; this must be completed by 30 May 2022 at the latest.
- 15 **Members' Allowances**  
 Members are reminded to notify the Town Clerk if they are **not** claiming a Members' Allowance; otherwise please reply to the email you will receive so that bacs payments can be made for 2022/2023.  
*(Bacs payments will be made on 21 June 2022 if your details are not received by this date then it will be assumed that you do **not** wish to claim the allowance.)*
- 16 **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.
- 17 **Standing Orders**  
 To confirm that there are no changes required to the Sidmouth Town Council's Standing Orders as issued and confirmed by Members in May 2021.
- 18 **Financial Regulations**  
 To confirm that there are no changes required to the Sidmouth Town Council's Financial Regulations as issued and confirmed by Members in May 2021.
- 19 **Internal Audit**  
 To confirm that there are no changes required to the Sidmouth Town Council's Internal Audit Schedule as issued and confirmed by Members in May 2021.
- 20 **Risk Assessment**  
 To confirm that there are no changes required to the Sidmouth Town Council's Risk Assessment as issued and confirmed by Members in May 2021.
- 21 **Committee/Working Group Reports**
- 21.1 Planning Working Group Reports  
 To receive the reports of the Planning Working Group meetings held on Wednesdays 30 March, 13 and 27 April 2021. 12 – 22
- 21.2 Environment Working Group Report
- a) To receive the report of the Environment Working Group meeting held on Monday 25 April 2022 23 – 25
- b) Members are asked to consider the attached Tree Strategy document which has been recommended for adoption by the Council 26 – 29
- 21.3 Tourism & Economy Working Group  
 To receive an update, if appropriate, from the Chair of the Tourism & Economy Working Group.
- 21.4 Council Resources Review Working Group  
 To receive an update, if appropriate, from the Chair of the Council Resources Working Group.
- 21.5 Youth Provision Working Group  
 To receive an update, if appropriate, from the Chair of the Youth Provision Working 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 2022. 30 – 34
- b) To receive the Finance Report for the year ending 31 March 2021 together with a breakdown of Earmarked Reserves, Holding/Working Accounts and Other Reserves at 31 March 2021.
- 22.2 Other Reports from Members with Special Responsibilities  
To receive other notified reports from other Members.
- 23 **Annual Return – Internal Audit Report 2021/22**  
The Council’s Internal Auditor, Mr. Martin Cordy, has 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. 35 – 36
- 24 **Annual Return – Governance Statement 2021/22**  
Members are asked to consider and approve the Annual Governance Statement, which requires approval by Council prior to signing by the Chair and Town Clerk. 37
- 25 **Annual Return – Accounting Statements 2021/22**  
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 Chair. 38

**SIDMOUTH TOWN COUNCIL**  
**Minutes of the Meeting of Sidmouth Town Council**  
**held at Sidmouth Methodist Church Hall**  
**on Monday 4 April 2022**  
**on the rising of the Annual Town Assembly Meeting**

Ward	Councillors Present:
Sidmouth North	Charissa Evans
	Stuart Hughes
Sidmouth South	Kelvin Dent
	Chris Lockyear (Vice Chair)
	Hilary Nelson
	Rachel Perram
Sidmouth West	Louise Cole
Primley	Deirdre Hounsom
	Jeff Turner
Sidford	Jack Brokenshire
	Marianne Rixson
Sidbury	John Loudoun
Salcombe Regis	Ian Barlow (Chair)
Apologies:	Denise Bickley, Steven Kendall-Torry, Dawn Manley, Emma Murdoch, Richard Thurlow, Jenny Ware

The meeting started at 7.40pm and finished at 8.30pm.

**PART 'A'**

**128 Minutes**

The minutes of the meeting of the Town Council held on Monday 7 March 2022 were signed as a true and accurate record.

**129 Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
Cllr Chris Lockyear	130 Matters of Urgency or Report from the Chair	Personal	Remained in the meeting during discussion and voting	Science Festival member
Cllr Stuart Hughes	137 Proposed Amendment Order No. 1 2022 Roxburgh short stay car park	Personal	Remained in the meeting during discussion and voting	County Council member

**130 Matters of Urgency or Report from the Chair**

- The Vice Chair reported that following discussions at the March Council and Tourism & Economy meetings he had put forward the suggestion to have four Beacon 'searchlights' displaying on the Esplanade as part of the Science Festival. He would be able to arrange for an eminent scientist to conduct an official switch on ceremony. The cost for the four beacon lights for 2 evenings (Thurs 2 and Fri 3 June) would be in the region of £9,000 to £10,000 and would be paid from the Rayson Bequest Fireworks/Light displays fund.  
**RESOLVED:** That Members considered that the cost to the legacy fund was too high to have Beacon 'searchlights' on the Esplanade.

- The Chair reminded Members that an Informal meeting would be held via zoom on Wednesday 27 April 2022.

### **131 Public Open Question Time**

- A member of the public asked whether the Town Council had considered organising a Help Centre for Ukrainian refugees in Sidmouth.  
Cllrs Barlow and Hughes replied that Sid Valley HELP, who co-ordinated local civic groups, had been in discussions with both County and District Councils and had accepted that, at the present time, arrangements were best dealt with at a County and District level.
- Councillor Dent asked Members to authorise a letter of congratulation and thanks to the organisers of the successful 'Wear a Hat' day that had raised over £3,000 for the Brain Tumour Research charity.

### **132 Police Advocate Report**

Councillor Dent reported that he had nothing further to add following the Police Annual Report given by officers Adam Speers and Kelly Edgar at the Annual Town Assembly.

**RESOLVED:** That the Police Advocate report be noted.

### **133 Working Group Reports**

#### 133.1 Planning Working Group Reports

Councillor Dent, Chair of the Planning Working Group, presented the reports of the Planning Working Group meetings held on Wednesdays 2 and 16 February 2022.

**RESOLVED:** That the Planning Working Group reports be agreed and noted.

#### 133.2 Tourism & Economy Working Group Report

Councillor Cole, Chair of the Tourism & Economy Working Group, presented the report of the Tourism & Economy Working Group meeting held on Monday 14 March 2022.

**RESOLVED:** That the Tourism & Economy Working Group report be noted.

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

#### 134.1 Finance Report

Councillor Lockyear presented the Finance Report for February 2022.

**RESOLVED:** That the Finance Report for February 2022 be noted.

#### 134.2 Hope Cottage Museum Report

Councillor Dent reported that following the museum's extension and refurbishment it had now reopened and Members were invited to attend a private guided tour of the museum on Monday 9 May at 6.30pm. This invitation was also extended to Members partners and staff members and partners.

**RESOLVED:** That the Hope Cottage Museum report be noted.

### **135 Fire Beacon – Higher Tier Countryside Stewardship agreement**

Toby Taylor of the RSPB presented a proposal from the RSPB for a new Higher Tier Countryside Stewardship agreement.

**RESOLVED:** That the RSPB's proposal for a new Higher Tier Countryside Stewardship Scheme agreement with Natural England be agreed and supported.

### **136 Queen's Platinum Jubilee**

- a) Platinum Jubilee Beacon – The Chair of Council reported that the Town Council working in partnership with Sidmouth in Bloom, had arranged for a beacon to be lit at Fire Beacon Hill which would be visible from the town. The gas fired beacon had been supplied free of charge from the Institute of Chartered Surveyors. A second one could be purchased by the

Town Council and placed on the Esplanade; this would be at a cost of approx. £1,000 and would be made available for use during the many events and festivals held in Sidmouth.

- b) Commemorative Gift for Sid Valley Primary School children – Cllr Perram reported that a sufficient number of Cornish manufactured bone china mugs, using the agreed design, had been ordered and a production slot had been booked. Final costs were awaited but would be within the agreed budget £4,000.
- c) Street Party – The Chair asked whether Members wished to book a table for the Jubilee Street Party celebrations.

**RESOLVED:** That:

- a) Platinum Jubilee Beacon: Members agreed that a second gas fired beacon be purchased using the Rayson Bequest Party/Celebration fund and would be placed on the Esplanade and lit as part of the nationwide beacon lighting.
- b) Commemorative Gift for Sid Valley Primary School children – That it be noted that Cornish manufactured and printed mugs had been ordered for all the Primary school children, from Reception to Year 6, at a cost of up to £4,000 (net of VAT) being allocated from the Rayson Bequest Party/Celebration fund.
- c) Street Party: No further action to be taken.

**137 Proposed Amendment Order No. 1 of 2022 – Roxburgh short stay car park, Sidmouth**

Members considered the Notice of Proposed Amendment Order for Roxburgh short stay car park, Sidmouth.

**RESOLVED:** That Members were concerned that the classes of vehicles permitted to wait in parking spaces included Motor Caravans from 8am to 10pm; the access roads were narrow and large motor caravans should not be encouraged to be driven into the town centre, as was the case with the existing parking restrictions in place.

.....  
CHAIR OF THE COUNCIL



**WORKING GROUPS 2022-23**

**Current Members/Nominations**

**Planning Working Group**

**Councillors: Barlow, Dent, Hounsom, Kendall-Torry, Lockyear, Loudon, Manley, Perram, Turner, Ware**

*(Meets fortnightly as a statutory consultee to give views on Planning applications. Also determines advertisement and tree applications. Should have at least one Member from each ward in membership.)*

**Tourism & Economy Working Group**

**Councillors: Barlow, Brokenshire, Cole, Evans, Hounsom, Kendall-Torry, Lockyear, Manley, Nelson, Thurlow**

*(Meets quarterly – Considers how best to help promote the town and encourage and stimulate local business.)*

**Tourism Advisory Group**

**Chair and Vice Chair of the Tourism & Economy Working Group and invited representatives:**

**Sally Mynard, Jo Watson and Louise Thompson**

*(Meets frequently to continue and coordinate operational work on Tourism & Economy Promotion)*

**Environment Working Group**

**Councillors: Barlow, Bickley, Evans, Hounsom, Lockyear, Murdoch, Perram, Rixson**

*(Meets quarterly to coordinate and improve the natural and built environment of the Sid Valley. Invited non-voting group representatives include Sidmouth Arboretum, Sidmouth in Bloom, Sidmouth Plastic Warriors, Sidmouth Chamber of Commerce, Sid Vale Association and others as required.)*

**Youth Provision Working Group**

**Councillors: Barlow, Bickley, Cole, Evans, Hounsom, Hughes, Lockyear, Manley, Nelson, Turner, Ware**

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

**Council Resources Review Working Group**

**Councillors: Barlow, Dent, Nelson, Lockyear, Turner**

*(Meets frequently to examine, review and recommend to Council regarding properties and resources)*

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

**Councillors: Turner, Murdoch and volunteers**

*(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)*

**Emergency Working Group**

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

*(Meets as and when necessary, in times of serious emergency and when the town is completely cut off from the main emergency providers and principal authorities such as EDDC and DCC)*

**Section 106 and CIL Working Group**

**Chair and Vice Chair of the Council and Councillors: Barlow, Brokenshire, Hughes, Kendall-Torry, Loudon, Manley, Ware**

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

**Knowle Gardens Maintenance Working Group**

**Councillors, Barlow & Dent, Rixson, Sidmouth in Bloom, Ed Dolphin and Di Fuller**

*(Meets to help advise on the restoration and maintenance of the formal Knowle Gardens)*

**Sidmouth Air Show Evaluation Working Group**

**Councillors: Barlow, Dent, Nelson, Thurlow**

*(Working on an evaluation of the 2022 Air Show)*

**Past Chairs and Personnel Working Group**

**Chair and Vice-Chair of the Council and former Chairs serving on the Council (Hughes, Turner)**

*(Meets when required for senior officer recruitment)*

<b>MEMBERS WITH SPECIAL RESPONSIBILITIES 2022/23</b>
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**Current Post Holder(s)/Nominations**

Finance	Councillor J. Turner Deputy – <i>VACANCY</i>
Sidmouth Information Centre Finance	Chair of the Tourism & Economy Committee
Woolcombe House	Chair of the Council
Emergency Coordinator	Chair of the Council
Property and Maintenance	Chair of the Council
Seafront Amenity Buildings and Toilets	Councillor I. Barlow
Alma Lane Field	Members for Salcombe Regis Ward
Long Park Recreation Ground	Councillor J. Brokenshire
Fire Beacon Nature Reserve	Councillor D. Bickley Councillor M. Rixson
Flag Raising	Councillor J. Brokenshire
Play Areas	Councillor L. Cole Councillor C. Evans
Sidbury (EDDC) Public Conveniences	Councillor J. Loudon

**Trustee Land/Councillors**

The Ham (inc Fishermen’s sheds and shops)	Member for East Ward
Manstone Recreation Ground	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 2022/2023</b></p>
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<b><u>Outside Body</u></b>	<b><u>Current Representatives/Nominations</u></b>
Kennaway House	Chair of the Council and Cllr. K. Dent
Sidmouth in Bloom	Cllr. J. Ware and Cllr D. Housom
Citizen’s Advice Bureau	Cllr. J. Loudon
Devon Association of Local Councils	Chair and Vice Chair of the Council
Norman Lockyer Observatory Management Committee	Cllr. S. Hughes and Cllr. J. Ware
Sidmouth Cricket, Tennis, Croquet and Hockey Club	Cllr. J. Turner and Cllr. K. Dent
Sidmouth Consolidated Charities	Cllr. J Ware
Sidmouth Twinning	Chair of the Council (as President automatically) VACANCY
East Devon Arts and Culture Forum	Cllr. L. Cole Cllr. D. Housom, Cllr. J. Loudon (Deputies)
Sidmouth Folk Week Trust	Cllr. C. Lockyear
Stowford Rise Community Centre Management Steering Group	Cllr. J. Ware Cllr. J. Loudon & Cllr. D. Manley (Deputies)
Jurassic Coast Trust	Cllr L. Cole and Cllr. J. Turner Cllr. J. Loudon (Deputy)
Sidmouth Fair Trade	Chair of the Council, Cllr. D. Housom
Sidmouth Health and Care Forum	Cllr. I Barlow
Sidmouth Arboretum & Tree Wardens	Cllr. C. Lockyear and Mr E. Dolphin, Mrs D. East.
Sidmouth Biodiversity Group	Cllr. D. Bickley and Cllr. C. Lockyer
EDDC Sidmouth Beach Management Plan	Councillor C. Lockyear Councillor I. Barlow (Deputy)
Patient Participation Group of the Sid Valley Practice	Councillor R. Perram
Devon and Cornwall Police Advocate	Councillor K. Dent Councillor J. Loudoun (as Deputy and EDDC Rep)

**Sidmouth Town Council's Planning Working Group  
held on Wednesday 30 March 2022**

(The Working Group met online)

Councillors present: Kelvin Dent (Chair)  
Jeff Turner (Vice Chair)  
Ian Barlow  
John Loudoun  
Simon Kendall-Torry  
Rachel Perram  
Deirdre Hounsom  
Jenny Ware

Apologies; Cllr Chris Lockyear

The meeting started at 10.00 am and finished at 11.00am

**409 Declarations of Interest**

Cllr John Loudoun	21/2782/FUL and 21/2783/LBC 23 Cotford Road, Sidbury, Sidmouth, EX10 0SQ.	Personal Interest	Remained in the meeting during discussion and did not vote.	Nearby resident
Cllr Ian Barlow	The Beacon, Peak Hill Road, Sidmouth, EX10 8RZ.	Personal Interest	Remained in the meeting during discussion and did not vote.	Acquainted with the applicant

**410 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.

**411 Minutes**

Agreed and delegated to the Chair of the Planning Committee to sign as a true and accurate record, the Minutes of the Planning Working Group meeting of 16 March 2022.

**412 Applications for consideration**

**RECOMMENDED:** That in respect of the Planning Applications set out below, representations to the manner in which they should be determined, be made known to the East Devon District Council in accordance minute 230 of Council, 19 April 2021 and with schedule 16 of the Local Government Act 1972.

**Urgent items or Amended Plans received after formulation of the agenda.**

None reported

- 413** 22/0511/FUL Mr Andy The Hollies, Salcombe Road, Sidmouth, EX10 8PU. Change of use  
East Ward Salvidge from bed and breakfast to a family home.

**UNABLE TO SUPPORT**

- Members did not wish to see the loss of important hotel/B&B accommodation and associated employment in the town.
- Members did not believe that marketing of the B&B business had met the marketing requirements of the East Devon Local Plan Policy E18 and criteria.

- 414** 21/3060/FUL Mr Martin Cambridge Cottage, Salcombe Road, Sidmouth, EX10 8PR.  
East Ward Millmow Construction of single storey side extension.

**SUPPORT**

- 415** 22/0574/FUL Mrs Whelan 3 Newlands Close, Sidmouth, EX10 9NW. Conversion of roof space to habitable use to include a rear dormer and addition of rooflights.
- SUPPORT**
- 416** 22/0547/FUL Mr Daniel 70 Malden Road, Sidmouth, EX10 9NA. Erection of a bungalow.  
Primley Ward Room
- SUPPORT**
- 417** 22/0044/FUL Mr Kenneth 9 Sidgard Road, Sidmouth, EX10 9DA. Single storey side extension, porch to front, conversion of roofspace to habitable use to include a rear dormer and alterations to fenestration.  
Salcombe Sims  
Regis Ward
- UNABLE TO SUPPORT**
- The dormer would change the character of the building. which would be contrary to Policy 7 (Local Distinctiveness) of the Sid Valley Neighbourhood Plan.
  - Members strongly objected to the fence which had been erected around the property and asked the Local Planning Authority to consider whether it constitutes a breach of planning control.
- 418** 21/2782/FUL Mrs Maxine 23 Cotford Road, Sidbury, Sidmouth, EX10 0SQ. Installation of 4no. double glazed rooflights to single storey extension to Grade 2 listed building.  
Sidbury Ward Jordan
- Had the Town Council been in a position to comment, it would have supported the application.**
- 419** 21/2783/LBC Mrs Maxine 23 Cotford Road, Sidbury, Sidmouth, EX10 0SQ. Installation of 4no. double glazed rooflights to single storey extension to Grade 2 listed building.  
Sidbury Ward Jordan
- Had the Town Council been in a position to comment, it would have supported the application.**
- 420** 22/0543/FUL Mrs J 13 Ballard Grove, Sidford, Sidmouth, EX10 9EP. First floor extension over garage.  
Sidford Ward Palmer
- SUPPORT**
- 421** 22/0550/FUL Mr Mick 40 Sidford High Street, Sidford, Sidmouth, EX10 9SL. Single storey side extension of existing garage, alteration to fenestration and replacement of existing games annex with new home office annex.  
Sidford Ward Brookman
- SUPPORT** – Members would like a legal tie imposed between the building and the house and a restriction on the building being used for accommodation.
- 422** 21/3289/FUL Mr Daryl Sidford Tennis Club, Byes Lane, Sidford, Sidmouth, EX10 9QX. Installation of floodlights to court 3, upgrading of existing floodlights to LED on court 1&2.  
Sidford Ward Bass
- SUPPORT** – Members would like to see the lights not used after 9pm.
- 423** 22/0500/FUL Mr Alan Bickwell Grange, Bickwell Valley, Sidmouth, EX10 8SG. Conversion of existing dwelling to provide an ancillary annexe.  
South Ward Clarke
- SUPPORT**
- 424** 22/0518/FUL Karen Cotswold, Knowle Drive, Sidmouth, EX10 8HW. Two storey side extension and single storey rear extension with alteration to fenestration.  
South Ward Prance
- SUPPORT**
- 425** 22/0360/LBC Lesley The Beacon, Peak Hill Road, Sidmouth, EX10 8RZ. Construction of replacement handrail to the south of the site adjacent to the public walkway.  
South Ward Brend
- SUPPORT**

## 426 Trees in Conservation Areas

To note the following proposed works to trees in a Conservation Area:

- a) 22/0371/TCA Saddlers Mead, Sid Road, Sidmouth, EX10 9AQ. Fell an overgrown Christmas tree, Norway Spruce, which has grown to approx. 10 metres high. The tree has no amenity value and can only be seen from Saddlers Mead and Cherries. It is proposed to plant four new trees in the garden a sorbus, amelanchier, crab apple and a witch hazel with more to follow.

### WORKS NOTED

- b) 22/0537/TCA Redstock, Bickwell Valley, Sidmouth, EX10 8SQ. T1 Willow. Crown reduce by 2-3m T2 Laurel. Fell.

### DEFERRED

- c) 22/0379/TCA Mr Mount Pleasant Hotel, Hillside Road, Sidmouth, EX10 8JA. Copper Salcombe Jonathan beech: fell tree to leave a three-metre standing deadwood column. Regis Ward Reaney

### WORKS NOTED

## 427 Tree Preservation Orders

Notification of any applications to trees covered by Tree Preservation Orders.

- a) 22/0328/TRE Mrs 3 St Kilda, Alma Lane, Sidmouth, EX10 8JP. Yew tree - all over Salcombe Deborah crown reduction of 1.5 to 2 metres to blend it into a natural shape. Regis Ward Bennett Attached photograph shows the yew tree with a red line indicating the required work to achieve the crown reduction. Reason - The branches are now overhanging garden and shed and in parts almost touching it, as well as our neighbours garden and shed of St. Kilda Lodge and the garages of Salcombe Court, causing excessive moss on the garage roofs and dampness.

### APPROVED

- b) 22/0323/TRE Mr John 1 Brownlands Road, Sidmouth, EX10 9AR. T1: Oak tree - reduce Salcombe Pendlebury back to previous pruning points, removing branch ends lengths 2 - Regis Ward 4m in length. The reason for this work is to tidy up storm damage and give the tree a nice form to regrow from. T2: Oak tree - reduce back to previous pruning points, removing branch ends lengths 2 - 5m in length. The reason for this work is to tidy up storm damage and give the tree a nice form to regrow from. G1: Field Maples - coppice due to storm damage so they can regenerate as advised by the tree officer on his visit.

### APPROVED

- c) 22/0288/TRE Mr Russel Balfour Manor, Station Road, Sidmouth, EX10 8XW. T1 Holm Oak, South Ward George DBH 30inches Re-Pollard back to historic pruning points to gain more light to garden and lawn T2 Cork Oak DBH 30inches Re-Pollard back to historic pruning points to gain more light to garden and lawn T3 Yew DBH 20inches Thin Crown by 10%,maximum pruning cuts of no more than 75mm, to gain more light to garden and lawn T4 Yew DBH 36inches Thin Crown by 10%,maximum pruning cuts of no more than 75mm, to gain more light to garden and lawn T5 Yew DBH 34inches Thin Crown by 10% Maximum pruning cuts of no more than 75mm, to gain more light to garden and lawn.

### APPROVED

- 428 New Tree Preservation Order – None received**
  
- 429 Exemption to a Tree Preservation Order - None received.**
  
- 430 Appeals - None received**
  
- 431 Unsupported decisions - None received**
  
- 432 Enforcement Letters**  
No Enforcement letters were received.
  
- 433 Local Plan – An informal update was given by Councillor Loudoun. A further call for sites has been issued and the reclassification of certain settlements is being considered.**

.....  
**CHAIR OF THE PLANNING WORKING GROUP**

**Sidmouth Town Council's Planning Working Group  
held on Wednesday 13 April 2022**

(The Working Group met online)

Councillors present: Kelvin Dent (Chair)  
Jeff Turner (Vice Chair)  
Ian Barlow  
John Loudoun  
Simon Kendall-Torry  
Rachel Perram  
Jenny Ware

Apologies; Cllr Chris Lockyear and Deirdre Hounsom.

The meeting started at 10.00 am and finished at 11.05am

**409 Declarations of Interest**

Cllr Rachel Perram	22/0669/FUL Southcote, Convent Road, Sidmouth, EX10 8RL.	Personal Interest	Left the meeting	Applicant
All Cllrs	22/0669/FUL Southcote, Convent Road, Sidmouth, EX10 8RL.	Personal Interest	Remained in the meeting during discussion and did vote.	Applicant a member of the council.
Chrissie Leedham Planning Clerk	22/0552/FUL Sidmouth Bowling Club Headquarters, Coburg Terrace, Sidmouth, EX10 8NH.	Personal Interest	Remained in the meeting during discussion and did not vote.	Member of the bowls club

**410 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.

**411 Minutes**

Agreed and delegated to the Chair of the Planning Committee to sign as a true and accurate record, the Minutes of the Planning Working Group meeting of 30 March 2022.

**412 Applications for consideration**

**RECOMMENDED:** That in respect of the Planning Applications set out below, representations to the manner in which they should be determined, be made known to the East Devon District Council in accordance minute 230 of Council, 19 April 2021 and with schedule 16 of the Local Government Act 1972.

**Urgent items or Amended Plans received after formulation of the agenda.**

None reported

- 413** 22/0068/FUL Mr G Matthews 40 - 42 High Street, Sidmouth, EX10 8EB. Formation of window and door openings to approved scheme under application 21/2472/PDMA and provision of balconies.

**SUPPORT**

- 414** 22/0661/FUL Mr Rowan Edwards Anchor Inn, Old Fore Street, Sidmouth, Devon, EX10 8LP. Replace UPVC door for new timber half-glazed double doors, renovation of raised garden wall and works to clad existing raised decking area structure.

**SUPPORT** - Members would like to see the lights and garden not used after 11pm.



<b>415</b>	22/0660/LBC East Ward	Mr Rowan Edwards	Anchor Inn, Old Fore Street, Sidmouth, Devon, EX10 8LP. Replace UPVC door for new timber half-glazed double doors, renovation of raised garden wall and works to clad existing raised decking area structure.
			<b>SUPPORT</b> - subject to the views of the Conservation Officer.
			• Members would like to see the lights and garden not used after 11pm.
<b>416</b>	22/0552/FUL East Ward	Mr John Chew	Sidmouth Bowling Club Headquarters, Coburg Terrace, Sidmouth, EX10 8NH. Construction of new external porch, wheelchair ramp, solar shading and replacement windows.
			<b>SUPPORT</b>
<b>417</b>	22/0044/FUL Salcombe Regis Ward	Mr Kenneth Sims	9 Sidgard Road, Sidmouth, EX10 9DA. Single storey side extension, porch to front, conversion of roofspace to habitable use to include a rear dormer and alterations to fenestration.
			<b>SUPPORT</b>
<b>418</b>	22/0479/FUL Sidford Ward	Mr Timms	Blue Ridge, Elm Way, Sidford, Sidmouth, EX10 9SY. Raising of roof to provide first floor accommodation.
			<b>SUPPORT</b>
<b>419</b>	22/0612/FUL Sidbury Ward	Mr and Mrs M Glide	Deepway Cottage, Deepway, Sidbury, Sidmouth, EX10 0SA. raising height of chimney, enlargement of window and replacement of door.
			<b>SUPPORT</b>
<b>420</b>	22/0643/FUL Sidford Ward	Mrs Ruta Kreivyte	3 Drakes Avenue, Sidford, Devon, EX10 9QY. Porch to rear extension.
			<b>DEFERRED</b>
<b>421</b>	22/0632/FUL South Ward	M & A Laird	Torwood, Cottington Mead, Sidmouth, Devon, EX10 8HB. Single storey side extension.
			<b>SUPPORT</b> – Members would like a restriction on the home office being used for accommodation.
<b>422</b>	22/0639/FUL South Ward	M & A Laird	Torwood, Cottington Mead, Sidmouth, Devon, EX10 8HB. Single storey rear extension & conversion of existing garden room to a garden office, with alteration to fenestration.
			<b>SUPPORT</b> – Members would like a restriction on the home office being used for accommodation.
<b>423</b>	22/0669/FUL South Ward	Mr & Mrs Perram	Southcote, Convent Road, Sidmouth, EX10 8RL. Erection of detached double garage and demolition of existing detached garage.
			<b>SUPPORT</b> – Members regret the loss of an attractive building in the conservation area but a similar development had already been built next door.
<b>424</b>	22/0679/FUL South Ward	Mr J Brooks- Stevens	Sidmouth Harbour Hotel, Manor Road, Sidmouth, EX10 8RU. Replacement of existing multi-use storage area with provision for covered bin storage, linen trolley storage, swimming pool plant items and other insulated storage.
			<b>SUPPORT</b>
<b>425</b>	21/2875/VAR South Ward	Mr Spencer Brinton	55 Peaslands Road, Sidmouth, EX10 9BE. Variation of Condition 2 (approved plans) and Condition 4 (landscaping) of planning application 21/1148/FUL (Construction of a two-storey dwelling).
			<b>SUPPORT</b>
<b>426</b>	22/0735/FUL South Ward	Mr and Mrs Thorpe	1 Sidlands, Sidmouth, EX10 8UE. Single storey front extension, single storey side extension, single storey rear extension and two storey rear extension to replace existing garage, plant room and utility.
			<b>SUPPORT</b>

#### **427 Trees in Conservation Areas**

To note the following proposed works to trees in a Conservation Area:

- a) 22/0560/TCA Mrs Hazel Manataka, Redwood Road, Sidmouth, EX10 9AD. T1, Eucalyptus  
Salcombe Nelson DBH 20inches, situated in the front garden overhanging pavement;  
Regis Ward this tree is a poor unwanted specimen/species, with various  
amounts of canker visible, fell tree.

##### **WORKS NOTED**

- b) 22/0537/TCA Redstock, Bickwell Valley, Sidmouth, EX10 8SQ. T1 Willow. Crown  
South Ward reduce by 2-3m T2 Laurel. Fell.

##### **WORKS NOTED**

- c) 22/0371/TCA Saddlers Mead, Sid Road, Sidmouth, EX10 9AQ. Fell an overgrown  
Salcombe Christmas tree, Norway Spruce, which has grown to approx. 10  
Regis Ward metres high. The tree has no amenity value and can only be seen  
from Saddlers Mead and Cherries. It is proposed to plant four new  
trees in the garden a sorbus, amelanchier, crab apple and a witch  
hazel with more to follow.

##### **WORKS NOTED**

#### **428 Tree Preservation Orders**

Notification of any applications to trees covered by Tree Preservation Orders.

- a) 22/0458/TRE Mr Bland Strands, Millford Road, Sidmouth, EX10 8DP. T1 Cupressus  
Salcombe macrocarpa - reduce height by 2 - 3m and shorten side branches by  
Regis Ward similar amount to a suitable second or third order branch. Remove  
broken branches and dead wood over 75mm. Prune back branches  
away from wires and over roof to give a clearance of approximately  
2m. Work to leave a height of approximately 18m and a radial  
spread of approximately 6m.

##### **APPROVED**

**429 New Tree Preservation Order – None received**

**430 Exemption to a Tree Preservation Order - None received.**

**431 Appeals - None received**

**432 Unsupported decisions - None received**

#### **433 Enforcement Letters**

No Enforcement letters were received.

**434 Local Plan – No change.**

.....  
**CHAIR OF THE PLANNING WORKING GROUP**

**Sidmouth Town Council's Planning Working Group  
held on Wednesday 27 April 2022**

(The Working Group met virtually)

Councillors present: Kelvin Dent (Chair)  
Deirdre Housom  
Ian Barlow  
John Loudoun  
Steven Kendall-Torry  
Rachel Perram  
Jenny Ware

Apologies; Cllr Chris Lockyear and Jeff Turner (Vice Chair).

The meeting started at 10.00 am and finished at 11.05am

**409 Declarations of Interest**

Cllr Rachel Perram, Cllr Ian Barlow and Cllr Steven Kendall-Torry	22/0473/FUL Flat 1, Sidbury House, Church Street, Sidbury, Sidmouth, EX10 0SB.	Personal Interest	Remained in the meeting during discussion and did not vote.	Acquainted with the applicant.
Cllr Jenny Ware, Steven Kendall-Torry	22/0293/FUL 2 Corefields, Sidford, Sidmouth, EX10 9SG	Personal Interest	Remained in the meeting during discussion and did not vote.	Acquainted with the applicant.

**410 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.

**411 Minutes**

Agreed and delegated to the Chair of the Planning Committee to sign as a true and accurate record, the Minutes of the Planning Working Group meeting of 13 April 2022.

**412 Applications for consideration**

**RECOMMENDED:** That in respect of the Planning Applications set out below, representations to the manner in which they should be determined, be made known to the East Devon District Council in accordance minute 230 of Council, 19 April 2021 and with schedule 16 of the Local Government Act 1972.

**Urgent items or Amended Plans received after formulation of the agenda.**

None reported

- 413** 22/0400/ADV Ms Lucy Fat Face, 4 Fore Street, Sidmouth, EX10 8AJ. Removal of fascia sign and replacement with non-illuminated fascia sign. Installation of a 'A board' and sign panel to cover existing stencil.

**APPROVE.** Notes:

1. Members reluctantly agreed to approve this application in view of the advice received but remained concerned about the safety of pedestrians in view of the narrow footway at this point which they considered was the responsibility of the Applicant.
2. Members asked to receive Officers' advice before deciding advertisement applications in future, please, as is the practice with applications relating to trees.

- 414** 22/0794/FUL Mr & Mrs 16A Stevens Lane, Sidmouth, EX10 9UL. Garage conversion and extension and loft conversion with internal alterations.  
**SUPPORT** Stephen & Julie Eyres

- 415** 22/0547/FUL Mr Daniel 70 Malden Road, Sidmouth, EX10 9NA. Erection of a bungalow.  
Primley Ward Room  
**SUPPORT**
- 416** 22/0574/FUL Mrs 3 Newlands Close, Sidmouth, EX10 9NW. Conversion of roof space  
Primley Ward Whelan to habitable use to include a rear gable extension and addition of  
rooflights and side window to serve stairwell  
**SUPPORT**
- 417** 22/0338/LBC Langman Higher Thorn Cottage, Salcombe Regis, Sidmouth, EX10 OPA.  
Salcombe Retention of the following: door installed (D3) on north elevation  
Regis Ward and variation of condition 3 (13/1174/LBC) window profile.  
Proposed: install glazed panel in door (D1) on east elevation and  
door (D2) south elevation and replace rainwater goods on south  
elevation.  
**SUPPORT** - subject to the views of the Conservation Officer.
- 418** 22/0784/FUL Mr Simon Mortimer House, Cliff Road, Sidmouth, Devon, EX10 8JN. Reprofiling  
Salcombe Elliott of existing rear lawned garden. Repair of existing perimeter bank  
Regis Ward and infilling with hedging plants.  
**SUPPORT**
- 419** 22/0092/LBC Mr and Deepway Cottage, Deepway, Sidbury, Sidmouth, EX10 0SA. ncrease  
Sidbury Ward Mrs M height of chimney and fit cowl on east roadside; replace external  
Glide door and side panels with French doors on rear (east) elevation;  
increasesize of window opening and replace window at first floor  
rear (west) elevation and create new opening at ground floor  
between kitchen and breakfast room.  
**SUPPORT** - subject to the views of the Conservation Officer.
- 420** 22/0473/FUL Miss Sara Flat 1, Sidbury House, Church Street, Sidbury, Sidmouth, EX10 0SB.  
Sidbury Ward Hook Extend existing garden boundary fence (existing fence approved  
under application no 21/0646/FUL) and erect small timber  
greenhouse in rear garden.  
**SUPPORT** – Provided the hedge remained as detailed on the application and there was no  
damage to any trees.
- 421** 22/0293/FUL Mr and 2 Corefields, Sidford, Sidmouth, EX10 9SG. Demolition of  
Sidford Ward Mrs J Horn conservatory and construction of single storey rear extension.  
**SUPPORT**
- 422** 22/0643/FUL Mrs Ruta 3 Drakes Avenue, Sidford, Devon, EX10 9QY. Porch to rear  
Sidford Ward Kreivyte extension.  
**DEFERRED** awaiting an updated application as advised by the Local Planning Authority
- 423** 22/0808/FUL Mr and Danetree, Coreway, Sidford, Sidmouth, Devon, EX10 9SD.  
Sidford Ward Mrs Ashby Conversion of roof space to habitable use to include two rear and  
two front facing dormers, gable end windows and rear roof  
windows, general external remodeling and recladding and new  
porch canopy.  
**SUPPORT**
- 424** 22/0787/FUL Mr Paul 6 Alexandria Road, Sidmouth, Devon, EX10 9HB. Addition of dormer  
South Ward Laver and cladding  
**SUPPORT**

#### 427 Trees in Conservation Areas

To note the following proposed works to trees in a Conservation Area:

- a) 22/0705/TCA Susan Mendus-Edwards 1 Camden Elysian, Fields, Sidmouth, EX10 8UH. G1, Sycamore: crown lift to 5m above ground level over access driveway only. Maximum diameter of cut (MDC) 100mm G2, Bay: coppice remaining stems following recent stem failure over driveway. G3, Cypress: reduce height by approximately 3m and trim both sides to contain. T4, Sycamore: dismantle in sections to near ground level. Reason for works: G1 - Access has become difficult for larger vehicles using the driveway to access the other properties. G2 - Safety, recent stem failure has left the remaining stems compromised G3 - Overgrown Cypress boundary hedge, reducing the entire line of trees to contain the height and spread, to encourage thickening for a screen. T4 - Weak union at base of the tree, compression fork with elements of decay on southern side.

#### WORKS NOTED

#### 428 Tree Preservation Orders

Notification of any applications to trees covered by Tree Preservation Orders.

- a) 22/0564/TRE Mr Hywel Davies 1 Cottington Court, Sidmouth, EX10 8HD. G1, two suppressed Holm Oak trees: Proposal - Reduce in height by 4metres. Reasons and written evidence provided by Hywel Davies (Exe Tree Care Ltd) They have been suppressed by the larger trees surrounding, and hence the girth of each central leader is not great enough to support itself, given the lateral wind forces exerted over time, and the height reached whilst 'growing for the light'. I recommend the work to reduce the risk of future failure, given the proximity of each tree over Cotmaton Rd; diameter cuts sizes of 20cm. BS 3998 adhered to. T2, Suppressed Lawson cypress – Fell Reasons - Situated between the Yew tree and Holm Oak, this tree is severely suppressed, and cannot mature in the position it is in. I therefore recommend felling, allowing other mature trees to fill the space. T3- Yew: Crown lift from the lawn by 1 metre. Cut sizes of 9cm. 2<sup>nd</sup> and 3<sup>rd</sup> order growth only. Reasons - To create light to the beds and lawn, and better access for mowers etc.

#### APPROVAL NOT REQUIRED

429 New Tree Preservation Order – None received

430 Exemption to a Tree Preservation Order - None received.

431 Appeals - None received

#### 432 Unsupported decisions

21/3060/FUL Cambridge Cottage, Salcombe Road, Sidmouth, EX10 8PR. Ground floor internal alterations with single storey side extension.

Sidmouth Town Council  
UN-SUPPORT

EDDC  
APPROVED

21/2563/FUL 161 Manstone Avenue, Sidmouth, EX10 9TJ. Two-storey rear extension to rear with pitched roof and matching materials.

Sidmouth Town Council  
UN-SUPPORT

EDDC  
APPROVED

21/3196/FUL Westering, 1 Connaught Close, Sidmouth, EX10 8TU. Install 3 No rooflights to side elevation, raise existing dormer on front elevation by approx 450mm.

Sidmouth Town Council  
SUPPORT

EDDC  
REFUSED

**433 Enforcement Letters**

No Enforcement letters were received.

**434 Local Plan – No change.**

.....  
**CHAIR OF THE PLANNING WORKING GROUP**

**SIDMOUTH TOWN COUNCIL**  
**Minutes of a Meeting of Sidmouth Town Council’s**  
**Environment Working Group held on**  
**Monday 25 April 2022 at 6.30pm**  
 (The Environment Working Group met virtually)

Councillors present: Chris Lockyear (Vice Chair)  
 Ian Barlow  
 Charissa Evans  
 Marianne Rixson  
 Deidre Hounsom

Invited Reps: Jon Ball (Sidmouth Arboretum)  
 Jeremy Woodward (Vision Group of Sidmouth)  
 Jan Metcalf (Sid Valley Biodiversity Group - rivers group)  
 Richard Eley

Apologies Cllr Denise Bickley (Chair), Cllr Rachel Perram, Dave Bramley (Sidmouth Science Festival),

The meeting started at 6.30pm and finished at 8.15pm

**PART ‘A’**

**1 Minutes**

The minutes of the Environment Working Group meeting held on Monday 17 January 2022 were confirmed and agreed as a true record. Also, an update was given on each resolution from these minutes.

**2 Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
Cllr Charissa Evans	Item 7	Personal	Remained in the Meeting during discussion and voting	Works at the Primary School
Cllr Chris Lockyear	All items	Personal	Remained in the Meeting during discussion and voting	Member of Sidmouth Biodiversity Group

**3 Matters of Urgency and Report**

There were no matters of urgency or report.

**4 Exclusion of the Public**

There were no items required to be dealt with under Part B.

**5 Environment Working Group - operational business**

An update was given on the actions from the previous meeting. The grant which was applied for regarding cleaning the marketplace was unsuccessful so the work would be done using the local cleaning team and volunteers. The River Sid Fish Pass paper had been considered by full Council and support agreed. Also, the working group was happy to receive and consider any funding requests to use its budget.

**6 Questions on Environment Newsletter**

The group agreed that the newsletter was working well and was very good, and were happy with the way it was progressing. Anyone who would like to have an input into the next edition should contact [denisebickley@hotmail.com](mailto:denisebickley@hotmail.com). If anyone had any sustainability items for the May edition, they should let Catherine Causley [ccausley@eastdevon.gov.uk](mailto:ccausley@eastdevon.gov.uk) know so she could add it to what EDDC were doing.

## 7 **Natural Environment**

STC Tree Strategy – The working group considered the paper with a view to recommend its adoption by the Council.

### **RECOMMENDED:**

- 1) that Council be recommended to adopt the draft STC Tree Strategy
- 2) Chris Lockyear to look at the document becoming part of the NHP and will also investigate whether EDDC can share a list of all TPOs, maybe in map form.

### **Funding for Sidmouth Primary School Environment Project (£350)**

Sidmouth Primary School were looking to re-develop the school pond which had fallen into disrepair and were also looking to make a seating area.

**RESOLVED:** That the funding application be approved.

### **Water monitoring project funding request (up to £1000)**

Jan Metcalf had requested up to £1000 to monitor the water around the river Sid and the sea front all year round as it was only carried out during the bathing months.

**RESOLVED:** That the funding application be approved.

### **Sidmouth Biodiversity group funding £680**

The group had asked for funding to help make them more visible throughout the area allowing them to produce display material, leaflets and ad hoc information making them more consistent with the messages they wish to send out.

**RESOLVED:** That the funding application be approved.

- **Update on discussions with South West Water and Environment Agency**

Chris Lockyear explained that a meeting had taken place with South West Water and Simon Jupp MP where use of the Combined Sewage Outfalls (CSO) was discussed. Minutes have been written and shared with South West Water but although they confirmed they were substantially correct, they were not happy for them to be published. The Town Council is awaiting a response from South West Water to a number of questions. A meeting is now planned with the Environment Agency (EA) and Simon Jupp MP, to discuss permitting, compliance and future planning with regard to the CSOs and the sewage treatment system in general.

- **Tree planting**

The arboretum had planted about 40 trees in the area and were looking at other areas to do this. Richard Eley had suggested that Sidmouth plant 70 trees for the Queens jubilee and was happy to carry this out but needed to understand where they should go.

**RESOLVED:** Jon Ball will collate a list of suggested areas for the next meeting and would appreciate any suggestions being sent to him.

## 8 **Low Carbon Town      Infrared Camera Project**

Sidmouth Town Council had purchased an infrared camera and had carried out 90 infrared surveys by 9 volunteers for residents of the Sid Valley. The group would be looking for more local residents to become involved and will offer the service again towards the end of the year.

## 9 **Sustainability**

**Focus area option / Requests for support** – The group were asked if they could think about any ideas for future sustainability projects that the group could focus on. These would be discussed at the next meeting.



**10 Engagement**

**Carbon Footprint project**

Dave Bramley was heading up the initiative to encourage residents to look at their personal carbon footprint and how they could reduce their carbon emissions. There is an open day planned on 7 May at All Saints Church Sidmouth, where residents could learn and understand how to work out their footprint and how to reduce it.

**11 Items raised by invited representatives**

Sidmouth Plastic Warriors - Requested for the group to support the Greenpeace 'Big Plastic Count' 16-22 May they can sign up by going to [thebigplasticcount.com](http://thebigplasticcount.com) (DB).

.....  
CHAIR OF THE ENVIRONMENT WORKING GROUP

## **Sidmouth Town Council Tree Strategy**

Trees have been part of the landscape of Sidmouth and the Sid Valley for centuries and help to define its unique character. This was recognised in the Sid Valley Neighbourhood Plan 2018-2032 in Community Action BN03 - Maintain the Tree Canopy. The stated action was 'To maintain and expand the Sid Valley's tree canopy by raising awareness of its importance and by initiating and managing tree planting programmes.'

This document sets out how decisions about trees and hedges will be made by Sidmouth Town Council, in line with this Community Action, in 5 areas below. It will also be used in providing advice to East Devon District Council (EDDC) when they hold the decision rights.

### **Species**

The Sid Valley has a moderate diversity of tree species, but environmental changes related to climate change and associated increase in pests and diseases, means we must actively work to broaden the diversity. In selecting trees to replace those felled, or in new planting, the species chosen should complement those already present, and be selected for their robustness in a more extreme climate. Suggested species selection criteria are shown in Appendix A.

### **Canopy**

The Sid Valley currently has fewer trees than it did in 2014 as a result of disease and planned felling. Expansion of the tree canopy - both in urban and rural environments - is important to combat climate change by tying up more carbon, provide shade, retain soil so reducing flood risk, improve air quality and mental health in urban settings. An overall target of around 23% tree canopy should be set for the Sid Valley, bringing it back to where it was in 2014, and opportunities for additional urban planting should be sought on both private and public land. Veteran trees, which provide significant canopy, should be protected.

### **Connectivity**

Biodiversity is important for the health of the environment that supports us. Good levels of biodiversity require isolated natural populations to be interconnected through wildlife corridors to maintain vigour. Policy 4, Green Corridors in the Neighbourhood Plan is based on the importance of wildlife corridors. The tree canopy, and particularly the valley's hedgerows, can make a significant contribution to the required interconnectivity and this tree strategy seeks to enhance the identified Green Corridors. Further wildlife corridors will be identified across the Sid Valley. Tree and hedge planting, and appropriate management, will be focused to enrich these corridors. Trees and hedges within these corridors should be protected as far as is possible legally and through education. The wildlife corridors are shown in Appendix B.

### **Replacement**

Trees do not live for ever and need to be removed from time to time because of disease, end of life, or because they interrupt legitimate development. The tree stock therefore needs active management, and replacement trees planted in a systematic and timely manner. The tree stock on public land should have regular reviews to identify those individuals under threat so suitable replacements can be planted using trees from biosecure Great Britain nurseries. Private land owners should be encouraged to do likewise. Active management will mean removing or pruning of some trees and this should not be resisted where a plan exists for replacement. Where replacement trees are planted, they should seek to absorb over time, a similar quantity of carbon as those they replace and so not simply replace one for one, independent of species. The Tree Management Plan for Sidmouth Town Council land is shown in Appendix C.

### **Planning**

Given the interconnected nature of the tree landscape, it is vital that management is coordinated to ensure that the overall strategic objectives can be achieved. This can be facilitated in part through the planning process. Changes to trees with TPOs, or in a conservation area, can be considered strategically in line with these objectives and where replacements are needed, they can be appropriately selected. The impact of new buildings on existing trees' root structures also needs to be considered as part of the approval process. A clear risk management process is needed to ensure that risks by, and to, the tree landscape can be mitigated in a consistent coordinated way, this is shown in Appendix D.

## Appendix A

### Recommended Species

During the 2014 Arboretum iTree Survey of trees, it was estimated that in the 18 square mile area of the Sid Valley there were 405,000 trees providing a 23.3% canopy cover. Hedges covered 3.8% of the land area. The human population of the valley was estimated to be 11,873. Tree species found are shown below.

Species Found	% Population	% Leaf area
Douglas Fir	14.6	18.2
Larch	19.6	10.5
Ash	10.7	10.0
Silver Birch	8.9	6.5
Beech	6.0	8.7
Hazel	6.4	5.2
Oak	2.0	2.8
Other	31.8	38.1

Since that time significant numbers of Ash trees have been felled as a result of Ash dieback and it is likely 80% will succumb in the coming years. The Douglas Fir and Larch largely occur in plantations and are therefore managed for timber. Some larch plantations have been felled due to disease. The number of trees and the size of the canopy are therefore probably significantly lower than the 2014 estimate.

In considering species selection for new or replacement trees there are 4 main considerations, function, climate change, biodiversity, and location.

- Why is the tree being planted; what **function** do you want it to perform? Considerations are: Landscape, Economic Potential, Health and Wellbeing, Nature Conservation and Habitat Connectivity, Local Food (e.g. Community Orchards and hedgerows) Traffic Calming, Stormwater Management, Air Pollution Control, Cooling and Sheltering, Noise Abatement and history. Urban trees will often have a different function to rural trees and so the preferred species may be different, and may include more non native trees for aesthetic reasons.
- **Climate change** will likely result in warmer weather and more extreme weather events in terms of storms, significant rainfall events and possibly droughts and this affects which species will be able to thrive. This may be more apparent in urban settings.
- **Biodiversity** is significant as there is a risk of overreliance on few species which may present a vulnerability to pests and diseases. We have already seen the devastation caused by Dutch Elm disease and we are now suffering significant threats to the Ash population as well as Oak (Acute Oak Decline), Birch (Bronze Birch Borer), and Larch and Douglas Fir (*Phytophthora pluvialis*). Other species are also under threat from pests. Elsewhere in the world there are significant threats from pests and diseases to trees, but not all have yet managed to reach the Great Britain.
- Is the **location**, including soil type, suitable for the tree you are planning to plant and will the tree, once mature, fit its allocated site? The tree that is planted will ideally thrive, grow and become mature, so root protection zone, nearby buildings, overhead lines all contribute to appropriate site selection.

Broadening the range of species is important as is sourcing trees in a bio-secure way, ideally locally, but certainly from Great Britain. The perceived wisdom once was that it was best practice to plant native species, but this has changed. Many trees that were not originally found here have now been part of our landscape for hundreds of years, ever since the Victorian botanists brought samples back to Great Britain, and many meet the selection criteria above. Sensitivity to biodiversity needs to be considered. Native trees are more important in rural environments as they are likely to better support native wildlife.

When selecting trees, advice should be sought from Forest Research, Tree Officers, local plant nurseries and tree surgeons on suitability to meet stated requirements.

The choice of tree will always be a balance of requirements, but active consideration of function, climate, biodiversity, and location will likely result in the selection of the most appropriate tree. Where planning is involved, asking the question 'why this species?' would help support the Tree Strategy.

## Appendix B

### Connectivity

The Sid Valley Place Analysis, prepared as part of the Neighbourhood Plan, identified Landscape Corridors as shown on the diagram below.



FIG. 19: GREEN CORRIDORS AND WEDGES

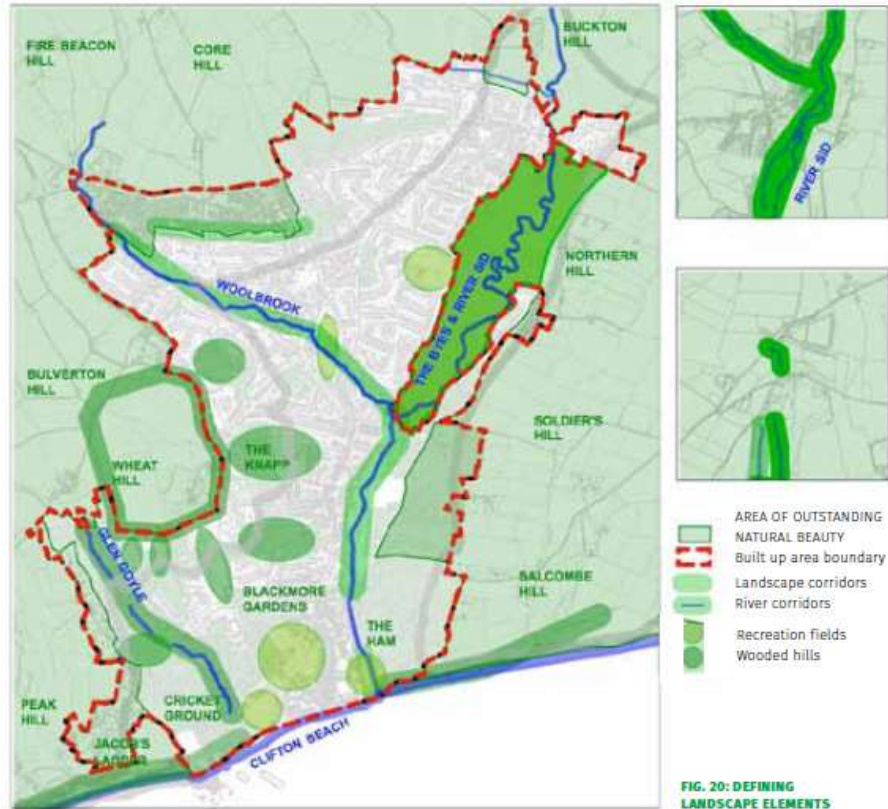
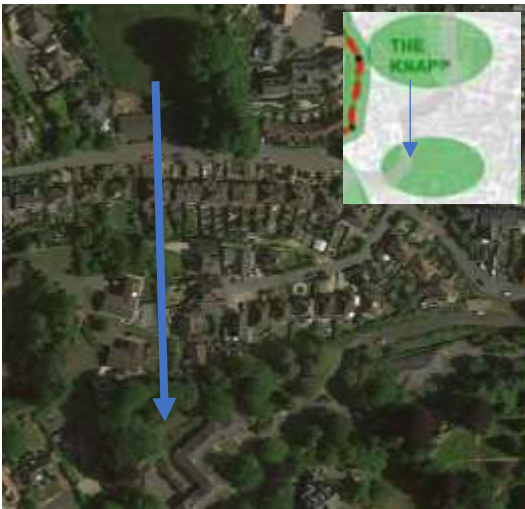


FIG. 20: DEFINING LANDSCAPE ELEMENTS

These should be retained and trees and hedges that form part of these corridors should be protected for historical landscape, and biodiversity maintenance and enhancement reasons.

However, as can be clearly seen, a number of these green areas are, or appear to be, isolated. Connecting these areas needs to be a priority. And whilst tree planting to connect them may not be appropriate given the housing already in place, hedges and other informal green spaces could be utilised. Detailed analysis shows that there are in practice a range of potential wildlife corridors through gardens, hedges, parks and trees.

Whilst the Neighbourhood Plan suggests isolation the photos below shown informal connectivity.



The Planning System should take these informal corridors into account when considering applications for change. As hedgerows cannot yet be protected through legislation, education is therefore important if the objective is to be achieved.

## Appendix C

### Tree Management Plan for Sidmouth Town Council land

Sidmouth Town Council owns a number of areas of land either directly or as Trustees, and a tree management plan is needed so that the tree stock can be actively managed in line with this strategy.

The land owned, or held in trust, by the Council that does, or could, contains trees are summarised below:

- Owned
  - Woolcombe House
  - Alma Lane Field
  - Fire Beacon Hill (managed by the RSPB)
- Trustees
  - The Ham
  - The Golf Club (leased to Sidmouth Golf Club on a full repairing lease)
  - Manstone Recreation Ground
  - Fields at Salcombe Regis
  - Long Park
  - Salcombe Hill Allotment Field

An arboricultural survey will be conducted periodically to identify mature trees towards the end of their life in each area so that the stock can be catalogued, and replacement planting undertaken.

## Appendix D

### Tree Risk Management Strategy

Trees provide benefits to the community, but poor management of the tree stock can also lead to property damage, injury or death, or lost opportunity to benefit from the presence of trees. The Risk Management Strategy therefore needs to address both the risks associated with the trees not providing the planned benefits as well as the risk trees potentially pose to property and people.

#### Risks associated with existing trees

Landowners are responsible for their own trees and there are numerous tree surgeons and arboriculturists who can advise as necessary. Trees with TPOs or in conservation areas can be pruned or removed only with EDDC approval. Large land owners such as National Trust, Clinton Devon, Donkey Sanctuary, and Cave Estate are actively managing their tree stocks and their experience is valuable to the Sid Valley. Where possible examples of good practice should be shared.

Sidmouth Town Council, as a land owner, will periodically survey its own trees to ensure none are in a dangerous state.

#### Risks associated with new trees

As explained in Appendix A, new or replacement trees need to be selected with function, climate change, biodiversity, and location in mind. If not, the new tree may not survive or meet expectations and potentially cause a nuisance now, or in the future. In general, the Council cannot instruct land owners on which tree to plant but could provide advice on what might be suitable. A guide to tree planting should therefore be available from the Town Council. Where a tree is being planted as a replacement as part of a planning application, the Council should be able to indicate a suitable range of trees as well as what might be considered unsuitable. EDDC should be encouraged to ensure follow up on compliance to planning approvals related to trees in the same way other aspects of compliance are reviewed.

Replacement trees should aim to provide a replacement level of canopy - achieved by planting a group of trees in the knowledge that some will be taken out to allow a long term canopy to develop. This should be a requirement in the planning consent.

For commercial forestry, landowners should be encouraged to move away from clear fell and replant techniques in favour of continuous cover forestry systems as this reduces soil damage, surface run-off and negative impacts on wildlife and the landscape.

**Sidmouth Town Council - Detailed Income and Expenditure Report**

**Month 12 - March 2022**

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
<b><u>Council Services</u></b>					
Public Conveniences	21,628	21,628	32,000	10,372	0
Youth Service Support	0	40,000	40,000	0	0
Flower Beds, Planters & Watering	0	15,222	16,000	778	0
Christmas Lighting & Events	0	13,950	13,500	-450	0
Donation to Christmas Lighting (Income)	0	-1,750	-1,500	250	0
Tourism Promotion	13,759	52,506	50,000	-2,506	-2,506
Tourism Promotion Income	-3,403	-24,758	-15,000	9,758	9,758
Verge Cutting, Town Maintenance & Weeding	1,695	20,459	16,500	-3,959	0
Verge Cutting DCC Grant (Income)	0	-4,697	-4,690	7	0
Street Furniture	0	2,307	1,000	-1,307	-1,307
Sidmouth Information Centre	0	30,000	30,000	0	0
Water Fountains & Defib Mtce	200	1,714	700	-1,014	0
Dog Hygiene Bins	900	900	1,600	700	0
War Memorials	0	0	100	100	0
Parish Paths Partnership Payments	14	3,046	0	-3,046	-3,046
Parish Paths Partnership (Income)	0	-2,150	0	2,150	2,150
	<b>£34,793</b>	<b>£168,377</b>	<b>£180,210</b>	<b>£11,833</b>	<b>£5,049</b>

**Discretionary Expenditure**

Grants	0	24,976	20,000	-4,976	-5,000
Sidmouth Folk Festival	0	34,000	34,000	0	0
Sidmouth Town Band	0	5,000	5,000	0	0
Sidmouth in Bloom	0	7,000	7,000	0	0
South West Museum Development	0	800	800	0	0
Sidmouth Air Show	0	31,645	10,000	-21,645	-21,645
Donation to Sidmouth Air Show (Income)	0	-15,702	0	15,702	15,702
Environment Working Group	-1	1,335	10,000	8,665	8,665
Covid-19 Expenses	1,003	10,015	8,000	-2,015	0
Community Infrastructure Levy Payments	0	12,598	0	-12,598	-12,598
Community Infrastructure Levy (Income)	0	-8,488	0	8,488	8,488
Rayson Bequest - Fireworks/Light Displays (Inc)	-56,179	-56,179	0	56,179	56,179
Rayson Bequest - Natural/Sidmouth History (Inc)	-56,180	-56,180	0	56,180	56,180
Rayson Bequest - Party/Celebrations (Inc)	-56,180	-56,180	0	56,180	56,180
Woolley Bequest Payments	0	5,000	0	-5,000	-5,000
Woolley Bequest (Income)	0	-23	0	23	23
	<b>-£167,537</b>	<b>-£60,383</b>	<b>£94,800</b>	<b>£155,183</b>	<b>£157,174</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 12 - March 2022

#### Woolcombe House

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
Services Gas/Water/Elec	102	2,373	3,600	1,227	0
Woolcombe House Business Rate	0	7,111	7,600	489	0
Woolcombe House (Loan Interest&Repayment)	0	14,889	14,890	1	0
Woolcombe House-General Maintenance	488	3,276	8,500	5,224	5,224
	<b>£590</b>	<b>£27,649</b>	<b>£34,590</b>	<b>£6,941</b>	<b>£5,224</b>

#### Other Property

Alma Lane Field	0	0	1,000	1,000	1,000
Manstone Youth Centre	5,372	17,612	85,000	67,388	67,388
Manstone Sports and Play Areas	0	100	2,000	1,900	1,900
Long Park & Play Area	85	1,020	1,500	480	480
Seafront Amenity Building	17,707	34,935	33,000	-1,935	-1,935
The Arches East (Income)	-5,625	-22,500	0	22,500	22,500
Conservatory Maintenance	130	2,758	1,000	-1,758	-1,758
Knowle Parkland & Amphitheatre	1,360	4,373	0	-4,373	0
Fire Beacon Stewardship	0	0	7,000	7,000	7,000
Sidmouth Golf Club (Income)	0	-5	-5	0	0
Elec Pole Rent (Income)	0	-38	-40	-2	0
	<b>£19,029</b>	<b>£38,255</b>	<b>£130,455</b>	<b>£92,200</b>	<b>£96,575</b>

#### Trust Property

##### The Ham

The Ham Ground Mtce	110	1,480	2,000	520	520
The Ham Other Mtce	2,670	7,882	4,000	-3,882	-3,882
The Ham Play Equipment	0	540	1,500	960	960
The Ham Reserve	0	0	2,000	2,000	2,000
The Ham Utility Building	3,366	25,261	20,000	-5,261	-5,261
The Ham 3Phase Power	33	-13	1,800	1,813	1,813
The Ham Rent (Income)	0	-9,265	-9,000	265	265

##### Manstone

Manstone Land Ground Mtce	60	720	800	80	0
Manstone Other Maintenance	0	7,061	1,600	-5,461	-5,461
Manstone Reserve	0	0	2,000	2,000	2,000
Manstone Rent (Income)	-345	-14,545	-1,310	13,235	13,235

##### Salcombe Regis

S.R. Allotment Field	0	0	0	0	0
S.R. Allotment Field Rent (Income)	0	0	0	0	0
S.R. Recreation Field	0	0	0	0	0
S.R. Recreation Field Rent (Income)	0	-525	-525	0	0
	<b>£5,894</b>	<b>£18,596</b>	<b>£24,865</b>	<b>£6,269</b>	<b>£6,189</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 12 - March 2022

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
<b><u>Members</u></b>					
Members/Chair's Allowances	0	5,011	6,100	1,089	0
Chair's Expenses	700	1,973	2,000	27	0
Members Expenses/Training	0	0	800	800	0
Elections	0	4,172	1,000	-3,172	-3,172
Civic & Hospitality	0	1,000	1,000	0	0
	<b>£700</b>	<b>£12,156</b>	<b>£10,900</b>	<b>-£1,256</b>	<b>-£3,172</b>
<b><u>Staff</u></b>					
Salaries	9,781	97,478	96,500	-978	0
Pensions	1,925	19,381	20,000	619	0
Staff Eye Tests	0	0	100	100	0
Training & Conferences	0	0	1,000	1,000	0
Officers Expenses	0	8	500	492	0
	<b>£11,706</b>	<b>£116,867</b>	<b>£118,100</b>	<b>£1,233</b>	<b>£0</b>
<b><u>Office Expenses</u></b>					
Postage	0	151	1,700	1,549	0
Stationery	142	436	1,200	764	0
Telephone	0	3,657	3,600	-57	0
Subscriptions	0	2,322	2,400	78	0
Photocopier	101	449	1,000	551	0
Internet, website and webcams	0	3,820	4,000	180	0
Computer Software Contracts	67	1,527	1,500	-27	0
Computer Maintenance Contingency	948	948	1,000	52	0
Advertisements	0	0	500	500	0
Audit	0	1,750	1,600	-150	0
Insurance	0	5,297	5,500	203	0
Sundry	26	257	1,200	943	0
Bank Charges	11	269	200	-69	0
Bank Interest Received (Income)	-9	-288	-300	-12	0
	<b>£1,286</b>	<b>£20,595</b>	<b>£25,100</b>	<b>£4,505</b>	<b>£0</b>



## Sidmouth Town Council - Detailed Income and Expenditure Report Month 12 - March 2022

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
<b>Expense Group Totals</b>					
Council Services	34,793	168,377	180,210	11,833	5,049
Discretionary Expenditure	-167,537	-60,383	94,800	155,183	157,174
Woolcombe House	590	27,649	34,590	6,941	5,224
Other Freehold Property	19,029	38,255	130,455	92,200	96,575
Trust Property	5,894	18,596	24,865	6,269	6,189
Members	700	12,156	10,900	-1,256	-3,172
Staff	11,706	116,867	118,100	1,233	0
Office Expenses	1,286	20,595	25,100	4,505	0
Precept Received	0	-619,020	-619,020	0	
<b>Net Income over Expenditure</b>	<b>-£93,539</b>	<b>-£276,908</b>	<b>£0</b>	<b>£276,908</b>	<b>£267,039</b>

<b>Current/Deposit Bank Accounts</b>	£1,058,303
<i>of which</i>	
<b>Woolley Bequest</b>	£5,978
<b>Rayson Bequest Fireworks/Light Displays</b>	£56,179
<b>Rayson Bequest Natural/Sidmouth History</b>	£56,180
<b>Rayson Bequest Party/Celebrations</b>	£56,180
<b>Earmarked Reserves</b>	£642,159

**STC Consolidated Accounts 31 March 2022****Earmarked Reserves**

Air Show	23,235
Alma Lane Field	1,000
Beach Access / Management Scheme	100,000
Chit Rocks Beach Access Project	5,000
Civic Regalia	2,429
Community Infrastructure Levy	74,723
Computer Reserve	2,826
Conservatory Maintenance	1,057
Elections	1,667
Environment Working Group	10,865
Fisherman's Sheds/Port Royal Regeneration	5,010
Ham Maintenance	27,836
Long Park & Play Area Maintenance	30,673
Manstone Sports & Play Area Mtce	45,369
Salcombe Regis Recreation Field	2,000
Sand Bags/Local Gritting	2,000
Seafront Amenity Building Maintenance	22,493
Sidmouth in Bloom - Emergency Funding	2,000
Stowford Community Centre	10,000
Street Furniture	6,326
SVNP Community Actions	7,500
Tourism Promotion	33,945
War Memorials	2,000
Woolcombe House Building Maintenance	32,449
Youth Centre Building Reserve	139,993
Youth Service Support	10,960
sub total	<u>£603,356</u>

**STC Holding/Working Accounts**

Fire Beacon Nature Reserve	19,354
Parish Paths Partnership	1,743
Sidmouth Hopper Bus	17,706

**Other Reserves**

Woolley Bequest	5,978
Rayson Bequest Fireworks/Light Displays	56,179
Rayson Bequest Natural/Sidmouth History	56,180
Rayson Bequest Party/Celebrations	56,180
TIC Account Reserve	14,209
STC General Reserve	185,412

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£1,016,297

6 Hill View  
Sidmouth  
Devon  
EX10 9DF

Mr C E Holland  
Town Clerk  
Sidmouth Town Council  
Woolcombe House  
Woolcombe Lane  
Sidmouth  
EX10 9BB

01 May 2022

**Internal Audit Report for the year ended 31 March 2022**

Dear Mr Holland

I have completed the 2021/22 annual Internal Audit Review in accordance with the Sidmouth Town Council – Schedule of Internal Audit 2022.

This year, due to the ongoing Coronavirus pandemic, it has once again been necessary to undertake a desktop review of the Town Council's accounts as site visits were not appropriate due to social distancing rules. This has meant that it has not been possible to undertake detailed transaction testing on the Town Council's system of financial control. This is something that I am planning to reverse during the 2022/23 financial year which will facilitate greater on site review work.

I have been advised that there have been no changes to the Financial Regulations or financial control system this year. I have validated the operation of key controls surrounding purchasing and payroll and have not identified any concerns to bring to your, or the Council's attention.

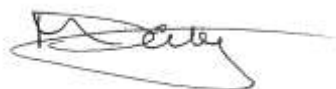
As further assurance, I have undertaken a high-level analytical review of the key balances within the accounts and can confirm that there are no unexplained movements between the 2020/21 and 2021/22 year end accounts.

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.

Budget monitoring has been in place throughout the financial year, with detailed reports being provided to monthly Full Council Meetings.

Overall, the financial control environment continues to be excellently managed and I wish to thank Joan for her assistance and support during the audit process.

Kind regards



Martin Cordy, FCA

# Annual Internal Audit Report 2021/22

## Sidmouth Town Council

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 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	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 bank account reconciliations were properly carried out during the year.	✓		
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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

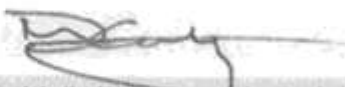
Date(s) internal audit undertaken

01/05/2022

Name of person who carried out the internal audit

MARTIN CORDY

Signature of person who carried out the internal audit



Date

01/05/2022

\*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, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

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 2022, that:

	Agree?		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
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*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 must 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

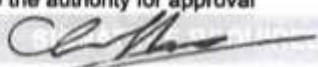
Section 2 – Accounting Statements 2021/22 for

ENGLAND  
**Sidmouth Town Council**

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	721,162	735,957	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	591,120	619,020	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	236,275	282,823	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	137,966	145,957	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
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	659,745	460,657	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	735,957	1,016,297	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	737,159	1,079,730	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 long term investments and assets	2,581,440	2,581,804	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	125,325	117,282	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	N/A	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 2022 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

3 May 2022

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

DDMMYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED