

SIDMOUTH TOWN COUNCIL
Minutes of the Annual Meeting of Sidmouth Town Council
held at Methodist Church Hall, High Street, Sidmouth,
on Monday 16 May 2022 at 6.30pm

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

The meeting started at 6.30pm and finished at 7.55pm.

PART 'A'

1 Election of the Chair of the Council

It was proposed by Councillor Cole and seconded by Councillor Dent that Councillor Lockyear be elected to the position of Chair of Sidmouth Town Council for the forthcoming year. There being no other nominations; Councillor Lockyear was duly elected Chair of Sidmouth Town Council for the forthcoming year.

Councillor Lockyear read aloud and signed the Chair's Declaration of Acceptance of Office and thanked the outgoing Chair Councillor Barlow for his dedication to the role of Chair over the last three years.

2 Appointment of the Vice Chair of the Council

It was proposed by Councillor Lockyear and seconded by Councillor Cole that Councillor Nelson be appointed Vice Chair of Sidmouth Town Council for the forthcoming year. There being no other nominations; Councillor Nelson was duly appointed Vice Chair of Sidmouth Town Council for the forthcoming year.

Councillor Nelson read aloud and signed the Vice Chair's Declaration of Acceptance of Office.

3 Minutes

The minutes of the meeting of the Town Council held on Monday 4 April 2022 were signed as a true and accurate record.

4 Declarations of Interest

There were no Declarations of Interest received for items on the agenda.

5 Matters of Urgency or Report from the Chair

- The Chair reported that there would be an urgent item under Part B to enable Cllr Cole to give an update regarding the ongoing Innovation Resilience Fund application.
- The Chair gave a report on a recent meeting held with the Environment Agency and Simon Jupp MP following the meeting with South West Water which concerned sewage outflows into the River Sid and into the sea. The Town Council and local MP would be asking the Environment Agency to put pressure on South West Water to consider an upgrade to the sewage monitoring and other systems in Sidmouth.

6 Exclusion of the Public

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

7 Public Open Question Time

- Cllr Thurlow raised concerns over the condition of the Drill Hall and asked District Councillors to give an update to Members about the delay to the sale and refurbishment/rebuilding work needed. District Councillor Loudoun responded that the sale had initially been delayed by the pandemic but was now being held up by negotiations over an Overage Clause that the MOD were trying to enforce. The potential purchaser had extended their Option Agreement to the end of October 2022 and it was hoped that the sale would still go ahead.

RESOLVED: that the Drill Hall would be discussed as an agenda item at a future meeting when officers from the District Council would be invited to attend to update and brief Members on the latest position.

8 Police Advocate Report

Councillor Dent reported that a very useful meeting had been held with local Police Officers on 16 May and three main concerns were raised; Lack of Resources, the poor performance of the 101 non-emergency telephone number and the homeless individual in Sidmouth and what assistance could be offered via a multi service meeting. Councillor Dent would be writing to the Police Commissioner and Simon Jupp MP to raise the first two issues.

9 Committee/Working Group Membership

RESOLVED:

1) that nominations for the Working Group Memberships as listed, be approved:

Planning Working Group

Tourism and Economy Working Group

Environment Working Group

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

2) that the following appointments be made:

Planning Working Group

It was proposed by Councillor Barlow and seconded by Councillor Nelson that Councillor Dent be appointed to the position of Chair of the Planning Working Group for the forthcoming year.

It was proposed by Councillor Dent and seconded by Councillor Barlow that Councillor Turner be appointed to the position of Vice Chair of the Planning Working Group for the forthcoming year.

Tourism & Economy Working Group

It was proposed by Councillor Barlow and seconded by Councillor Nelson that Councillor Cole be appointed to the position of Chair of the Tourism & Economy Working Group for the forthcoming year.

It was proposed by Councillor Cole and seconded by Councillor Barlow that Councillor Nelson be appointed to the position of Vice Chair of the Tourism & Economy Working Group for the forthcoming year.

Environment Working Group

It was proposed by Councillor Bickley and seconded by Councillor Lockyear that Councillor Barlow be appointed to the position of Chair of the Environment Working Group for the forthcoming year.

It was proposed by Councillor Barlow and seconded by Councillor Lockyear that Councillor Bickley be appointed to the position of Vice Chair of the Environment Working Group for the forthcoming year.

10 Members with Special Responsibilities

RESOLVED: that list of nominations for Members with Special Responsibilities be approved, with the addition of Councillor Thurlow as the Deputy Member with Special Responsibility for Finance.

11 Representatives on Outside Bodies

RESOLVED: that the list of nominations for Town Council representatives on outside bodies be approved.

12 Annual Subscriptions

The following subscriptions were considered and approved for renewal:

	<u>Paid in 2021/22</u>
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

13 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, if necessary.

14 Members' Allowances

Members were reminded to notify the Town Clerk if they were not claiming a Members' Allowance; otherwise, bacs payments would be made for 2022/2023.

15 Council Property

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

16 Standing Orders

Members confirmed that there were no changes required to Sidmouth Town Council's Standing Orders as issued and confirmed by Members in May 2021.

17 Financial Regulations

Members confirmed that there were no changes required to Sidmouth Town Council's Financial Regulations as issued and confirmed by Members in May 2021.

18 Internal Audit

Members confirmed that there were no changes required to Sidmouth Town Council's Internal Audit Schedule as issued and confirmed by Members in May 2021.

19 Risk Assessment

Members confirmed that there were no changes required to Sidmouth Town Council's Risk Assessment as issued and confirmed by Members in May 2021.

20 Committee/Working Group Reports

20.1 Planning Working Group Reports

Councillor Dent, Chair of the Planning Working Group, presented the reports of the Planning Working Group meetings held on Wednesdays 30 March, 13, 27 April 2022.

Councillor Dent also reported that a number of planning applications for conversion of commercial buildings to residential units had been received for businesses in the Town Centre. The Planning Working Group had requested that the District Council put a restriction on them that they should only be used as a principle dwelling and not as holiday lets or second homes. He had also written to Simon Jupp MP regarding the increasing problem of second homes in Sidmouth.

RESOLVED: That the Planning Working Group reports be noted.

20.2 Environment Working Group Report

a) Councillor Lockyear presented the report of the Environment Working Group meeting held on Monday 25 April 2022.

RESOLVED: that the Environment Working Group report be noted.

b) Members were asked to consider the Tree Strategy document which had been recommended for adoption by the Council.

RESOLVED: that the Tree Strategy document be adopted by the Town Council.

20.3 Tourism and Economy Working Group Report

Councillor Cole reported that a new award of Blue Flag status had been received for Sidmouth beaches.

RESOLVED: that the Tourism and Economy Working Group report be noted.

20.4 Youth Provision Working Group

Councillor Cole reported that a new contract had been signed with Young Devon.

A Skatepark Jam had been organised by Maverick Industries, who had designed and built the new skatepark, this would be held on Saturday 25 June from 12 to 4pm.

RESOLVED: that the Youth Provision Working Group report be noted.

21 Reports from Members with Special Responsibilities

21.1 Finance Report

a) In accordance with section 2.2 of the Town Council's Financial Regulations Members were 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.

RESOLVED: That in accordance with section 2.2 of the Town Council's Financial Regulations, Members noted that the Member with Special Responsibility for Finance had verified the bank reconciliations, for all accounts, as at the end of March 2022.

b) Councillor Turner presented the Finance Report for the year ending 31 March 2022 together with a breakdown of Earmarked Reserves, Holding/Working Accounts and Other Reserves as at 31 March 2022.

RESOLVED: that the Finance Report for the year ending 31 March 2022 and breakdown of Earmarked Reserves, Holding/Working Accounts and Other Reserves at 31 March 2022 be noted and agreed.

22 Annual Return – Internal Audit Report 2021/22

The Council's Internal Auditor, Mr. Martin Cordy, had undertaken the audit of the Council's accounts. Attached with the agenda was a copy of Mr Cordy's letter and Internal Audit Report for Members consideration.

RESOLVED: that the Internal Auditor's Report be noted and agreed.

23 Annual Return – Governance Statement 2021/22

Members were asked to consider and approve the Annual Governance Statement which would require completion and approval by Council prior to signing by the Chair and Town Clerk.

RESOLVED: that the Annual Governance Statement be approved and agreed for signing by the Chair and Town Clerk.

24 Annual Return – Accounting Statements 2021/22

Members were asked to consider and approve the Accounting Statements which had been duly certified and signed by the Town Clerk/RFO. Following approval by the Council, the Accounting Statement would be signed by the Chair.

RESOLVED: that the Statement of Accounts be noted and agreed for signing by the Chair.

25 Exclusion of the Public and Press

RESOLVED: that under the Public Bodies (Admission to Meetings) Act 1960 the public (including the press) be excluded from the meeting due to the confidential nature of its contents.

PART 'B'

26 Innovation & Resilience Fund Application

Councillor Cole gave an update regarding the EDDC Panel meeting held on 11 May when it was resolved that conditional approval be given to the Tourism & Economy application. The Town Council had been encouraged to invite Axminster Town Council once again (who initially showed no interest) and to ask Exmouth Town Council if it wished to take part in the marketing opportunities and linked working, the deadline for response was 31 May. Discussions were ongoing.

RESOLVED: that the Innovation & Resilience Fund application report be noted.

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CHAIR OF THE COUNCIL