

SIDMOUTH TOWN COUNCIL

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EX10 9BB

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31 October 2023



To: All Members of the Town Council
Town Clerk

For information:

District Councillor for Sidmouth not on the Town Council

Dear Sir/Madam,

Meeting of Sidmouth Town Council Monday 6 November 2023 at the rising of the Trustee Meeting

You are hereby summoned to attend the above meeting to be held in the Council Chamber, Woolcombe House, Woolcombe Lane, 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.

All Members are requested to read agenda papers in advance of the meeting.

If any Member has a query about an agenda item, they should contact the Town Clerk, Chair or Vice Chair prior to the date of the meeting.

Members of the public are very welcome to attend and speak at this meeting during item 6 of the agenda. 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.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chris Holland'.

Christopher E Holland
Town Clerk

A G E N D A

		<u>Page/s</u>
	<u>PART 'A'</u>	
1	Apologies To receive any apologies for absence.	
2	Minutes To confirm the minutes of the Town Council meetings held on Mondays 2 and 16 October 2023.	4 – 7

3 **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.

4 **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).

5 **Exclusion of the Public**

To agree any items to be dealt with after the public (including the press) have been excluded. There is one item which the Clerk recommends should be dealt with in this way.

6 **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.)

7 **Police and Police Advocate Report**

To receive the Police report (when available) and a report from the Police Advocate, Councillor Nelson.

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

8 **Working Group Reports**

8.1 Planning Working Group

To receive the reports of the Planning Working Group meetings held on Wednesdays 4 and 18 October 2023.

8 – 14

8.2 Tourism & Economy Committee

To receive an update, if appropriate, from the Chair of the Tourism & Economy Committee.

8.3 Environment Committee

To receive the report of the Environment Committee meeting held on Monday 9 October 2023.

15 – 17

8.4 Council Resources Working Group

To receive an update, if appropriate, from the Chair of the Council Resources Working Group.

8.5 Youth Provision Working Group

To receive an update, if appropriate, from the Chair of the Youth Provision Working Group.

9 **Reports from Members with Special Responsibilities**

9.1 Finance Report

a) To receive the Finance Report for September 2023.

18 – 21

b) 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 September 2023.

9.2 Other Reports from Members with Special Responsibilities

To receive other notified reports from other Members.

10 **Exclusion of the Public and Press**

The Vice-Chair of the Council to move the following:

“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’

11 **Town Council Ward Vacancies – Co-options**

Members are asked to consider applications to fill the current vacancies on the Town Council, as per the confidential papers received via email.

Applicants will be invited to attend individually and speak for up to 5 minutes to support their application.

Confidential papers included with separate Members email

Forthcoming meetings:

NOV	Wed	15	PLANNING WORKING GROUP
	Wed	29	PLANNING WORKING GROUP
DEC	Mon	04	COUNCIL
	Wed	13	TOURISM & ECONOMY COMMITTEE
	Wed	20	PLANNING WORKING GROUP
JAN	Wed	03	PLANNING WORKING GROUP
	Mon	08	COUNCIL
	Mon	15	ENVIRONMENT COMMITTEE
	Wed	17	PLANNING WORKING GROUP
	Mon	22	COUNCIL (ESTIMATES & GRANTS)
	Wed	31	PLANNING WORKING GROUP

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of Sidmouth Town Council
held at the Council Chamber, Woolcombe House, Sidmouth,
on Monday 2 October 2023 at 6.30pm

Ward	Councillors Present:
Sidmouth North	Bernie Davis
	Stuart Hughes
Sidmouth South	Kelvin Dent
	Chris Lockyear (Chair)
	Rachel Perram
Primley	Kevin Walker
	Hilary Nelson (Vice Chair)
Sidbury	John Loudoun
Salcombe Regis	Ian Barlow
Apologies:	Lorraine Brown, Mike Goodman, Louise Laybury

The meeting started at 6.30pm and finished at 7.30pm.

PART 'A'

57 Minutes

The minutes of the meeting of the Town Council held on Monday 4 September 2023 were signed as a true and accurate record.

58 Declarations of Interest

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

59 Matters of Urgency or Report from the Chair

- The Chair reported that he and the Town Clerk had a meeting with County Councillor Hughes and Chris Rook, DCC Highways officer, to discuss parking in Sidmouth. There would be a forthcoming consultation process to consider the County Council's proposal to introduce parking controls along The Esplanade and at Fortfield Terrace.
- There had been suggestions made to build a pedestrian crossing with wall and curb lowering at The Arches to enable visitors and residents to access the public conveniences safely. The three levels of Council would be working together to look at the feasibility and a scheme as all had different responsibilities for aspects of the project.
- It was anticipated that a temporary access walkway for disabled access across the beach would be installed for the 2024 summer season, this would be managed by the District Council and funded by both Councils, with a contribution from County Councillor Hughes Locality Budget.
- It was noted that the District Council's Code of Conduct training had been scheduled for the same date as the Town Council's Pre-Budget meeting and the Town Clerk would be asking for a new date, preferably after the November Co-Options when new Members may be joining the Council.

60 Public Open Question Time

- Cllr Perram asked for an update on the continuing poor condition of the public conveniences. District Cllr Barlow reported that he had requested to spend a day with one of the District Council operatives to see what work was being carried out. He would follow this up with a meeting with District Cllr Loudoun and the District Council's service manager.
- Cllr Perram asked who was responsible for dealing with the communication, management and enforcement of the new rules for takeaway packaging, which came into force on 1 October? District Cllr Barlow replied that enforcement would be the responsibility of the County Council Trading Standards department. It was anticipated that there would be some leeway on timing to enable businesses to use up any stock of current packaging but that this would not be available in the future to purchase, so the ruling would be enforced by a lack of supply.
- Cllr Davis asked which District Council department was responsible for making a decision whether to cut or not cut grass areas as she had received conflicting information and opinions from different departments. District Cllr Barlow replied that this issue had been raised and would be considered by the District Council's Scrutiny Committee as there were many departments with different responsibilities and therefore different solutions. Cllr Lockyear reported that he would also be meeting with District Cllr Geoff Jung to discuss this issue and find a resolution before the next cutting season.

61 Police and Police Advocate Report

Councillor Nelson, Police Advocate, reported that the next meeting would be held on 19 October and she would report this to the next Council meeting.

RESOLVED: That the Police Advocate report be noted.

62 Working Group Reports

62.1 Planning Working Group Reports

Councillor Dent, Chair of the Planning Working Group, presented the reports of the Planning Working Group meetings held on Wednesdays 6 and 20 September 2023.

RESOLVED: that the Planning Working Group minutes be noted and decisions agreed.

62.2 Tourism & Economy Committee Report

Councillor Nelson, Chair of the Tourism & Economy Committee, presented the report of the Tourism & Economy Committee meeting held on Wednesday 13 September 2023.

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

62.3 Environment Committee

Councillor Barlow, Chair of the Environment Committee, reported that the next meeting would be held on Monday 9 October and all Members were welcome to attend.

62.4 Council Resources Working Group

Councillor Lockyear, Chair of the Council Resources Working Group reported that the next meeting would be held as soon as possible.

62.5 Youth Provision Working Group

Councillor Nelson, Chair of the Youth Provision Working Group, reported that the Tender for the Feasibility Report for the possible rebuilding of the Youth Centre had been issued, it would be funded by the District Council and a report was due before the end of March 2024. Work was underway to set up a Youth Council and a preliminary stakeholders meeting had been held on 20 September.

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

63 Reports from Members with Special Responsibilities

63.1 Finance Report

Councillor Lockyear presented the Finance Report for August 2023.

RESOLVED: That the Finance Report for August 2023 be noted.

64 Sidbury to Hare and Hounds Temporary Shuttlebus

Councillor Loudoun asked Members to consider allocating up to £3,000 from the Sidmouth Hopper Bus Earmarked Reserve, to help provide a temporary Shuttle Bus to be run by Stagecoach from Sidbury to the Hare and Hounds. The service could operate during the forthcoming works to replace a gas main along the A375 which when closed, would leave the village with no bus connection to Honiton.

County Councillor Hughes reported that currently there was an average of 20 passengers using the bus over the 13 available bus services per day. It was therefore not financially viable to run a shuttle bus service and the County Council had arranged a pre-bookable taxi service for residents to use during the road closure and it was anticipated that Wells and West Utilities would cover the cost of between £1,000 and £2,000. The service would be communicated to Sidbury residents in plenty of time before the road closure which would commence in approximately two weeks time.

RESOLVED: That the funding request be withdrawn as an alternative solution had been arranged by the County Council.

65 Notice of Conclusion of Audit

- a) Members were asked to note the receipt of completion of review of the Annual Governance & Accountability Return (AGAR) from the Town Council’s auditor, PKF Littlejohn. The statutory Notice of Conclusion of Audit for the year ended 31 March 2023 had been duly advertised on the Town Council’s website.
- b) The bank account referred to in item 2 of the External Auditor’s Report and Certificate, was named ‘*Sidmouth Information Centre, Folk Festival*’ and set up in 2019 to receive credit card payments for TIC Folk Festival ticket sales. Following the external auditors’ advice, this account had been renamed ‘*Sidmouth Town Council FF*’.

RESOLVED: That:

- 1. The receipt of the completion of review of the Annual Governance & Accountability Return (AGAR) from the Town Council’s auditor, PKF Littlejohn, be noted.
- 2. The bank account change of name from ‘*Sidmouth Information Centre, Folk Festival*’ to ‘*Sidmouth Town Council FF*’ be noted and agreed.

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CHAIR OF THE COUNCIL

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of Sidmouth Town Council
held in the Council Chamber, Woolcombe House,
Woolcombe Lane, Sidmouth
on Monday 16 October 2023 at 6.30pm

Ward	Councillors Present:
Sidmouth North	Bernie Davis
Sidmouth South	Kelvin Dent
	Chris Lockyear (Chair)
	Rachel Perram
Sidmouth East	Lorraine Brown
Primley	Kevin Walker
	Hilary Nelson (Vice Chair)
Sidford	Mike Goodman
	Louise Laybury
Salcombe Regis	Ian Barlow
Apologies:	Stuart Hughes, John Loudoun

The meeting started at 6.30pm and finished at 8.00pm.

PART 'A'

66 Declarations of Interest

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

67 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

68 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'

69 Budgets/Estimates

Councillor Lockyear, Member with Special Responsibility for Finance, presented the Pre-Budget report and asked Members for their comments and questions.

RESOLVED: That the Pre-Budget schedules as agreed by Members, be accepted and used as a base for compilation of the final budget which would be considered and set in January 2024.

.....
CHAIR OF THE COUNCIL

c) Retirement living apartment building (33 units) with associated communal lounge.

d) Erection of 4 houses, 3 townhouses, and 2 chalet bungalows (Class C3) Along with accesses; internal car parking, roads, paths, retaining walls, refuse and landscaping associated with development. Retention/refurbishment of building B, erection of habitat building and substations. (Demolition of buildings other than building B).

Members noted the amendments to the application including the deletion of the two proposed chalet bungalows. Nevertheless:

SPLIT DECISION:

Members SUPPORT part (d) of the application to erect 4 houses and 3 townhouses.

Members were UNABLE TO SUPPORT parts (a,b and c) for the following reasons:

Contrary to Policy 1 Sid Valley Development Principles, development proposals should seek to avoid adverse impact on the environmental quality of the parish. Any development should protect or enhance the Sid Valley.

* Members felt the proposal would not benefit the Sidmouth community, making the already large number of elderly residents greater. Based on the evidence from other such developments in the valley, where many have been purchased by new residents moving into the town, Members disagreed with the claim that the development would free up general housing for younger people. Healthcare provision in the valley was already oversubscribed and unable to service the needs of residents. It would exacerbate the imbalance of elderly residents and not meet the current housing and employment needs in the area. There was already a recognised shortage of care staff in the area.

* The proposal for two large apartment blocks of such mass and height results in overdevelopment of the site by reason of the overbearing appearance from all directions and represents an overlooking of the adjacent properties on Knowle Drive to the south and west. Referring to the Built and Natural Environment policy 'the height and spread of any new developments should respect the character and scale of the existing neighbourhood.

' Much of the site is on high ground and is visible from many parts of the town and valley particularly from the East. The mass, height and colour of the larger buildings meant they would be too prominent and out of keeping and detrimental to the valley and surrounding landscape. The revised proposals were felt to be unattractive and of poor design. Despite being moved back marginally, Members felt that the two main blocks were still much too close to the listed 'folly'.

' Members were aware that there were considerable numbers of units, like those being offered, remaining unsold/ unoccupied in the town, and considered that the development did not reflect the right balance of priorities for Sidmouth's housing needs.

628	23/1982/FUL East Ward	K Davis	Fishmongers, The Esplanade, Sidmouth. Replacement of a defective fish shed.
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DO NOT SUPPORT: Members would like to see a separate structure, not joined to the walls and felt the roof could be amended to a less obtrusive pent roof. They felt it didn't complement or enhance the character of its immediate locality, and contravened Policy 7 of the Neighbourhood Plan Local Distinctiveness.

- 629** 23/1902/FUL Liz Warren 36A Fore Street, Sidmouth, Devon, EX10 8AQ.
East Ward
Proposed change of use from Office (Class E) to apartment (Class C3).

SUPPORT: Subject to the views of the Conservation Officer. Members would like the Local Planning Authority to ensure that the proposed apartment is occupied only as a permanent residence.

- 630** 23/1903/LBC Liz Warren 36A Fore Street, Sidmouth, Devon, EX10 8AQ.
East Ward
Proposed change of use from Office (Class E) to apartment (Class C3).

SUPPORT: Subject to the views of the Conservation Officer. Members would like the Local Planning Authority to ensure that the proposed apartment is occupied only as a permanent residence.

- 631** 23/1883/FUL Mr Anthony 45 Primley Road, Sidmouth, Devon, EX10 9LF.
Primley Ward Warfield
Construction of single storey side extension, and two storey rear extension.

DO NOT SUPPORT: The members felt the proposed structure of the flat roof extensions were not in harmony with the existing character of the property and area, contrary to Policy 7 of the Sid Valley Neighbourhood Plan Local Distinctiveness.

- 632** 23/2018/FUL Steven and 4 Hides Road, Sidmouth, Devon, EX10 9NE.
Primley Ward Susan
Goode
Construction of single storey rear sunroom extension.

SUPPORT

- 633** 23/1974/FUL Mr Hemphaye Cottage, Station Road, Sidmouth, Devon, EX10 8NZ.
South Ward Kussman
and Mr G
Ward
Proposed porch to hair salon and change of use of part to form ground floor wc for cottage.

SUPPORT: Subject to the views of the Conservation Officer.

634 Trees in Conservation Areas

- a) 23/1884/TCA Silver Trees, Redwood Road, Sidmouth, EX10 9AD.
Salcombe Regis
PROPOSAL: T1, T2 Lawson cypress (yellow) : dismantle to ground.
T3, Cherry Tree : dismantle to ground.

DEFERRED Awaiting report.

- b) 23/1893/TCA Sanditon, Station Road, Sidmouth, EX10 8LL.
South Ward
T1, dead goat willow - fell to ground level.

DEFERRED Awaiting report.

- c) 23/1923/TCA Scarlett Sanditon, Station Road, Sidmouth, EX10 8LL.
 South Ward McNally T1, Horse Chestnut: sectional feeling of the tree to leave as a
 'monolith' at a height of 6m.

DEFERRED Awaiting report.

635 Trees with preservation order

Applications relating to Trees protected by a Tree Preservation Order.

- a) 23/1750/TRE Mr Andrew Mead, Fortescue Road, Sidmouth, EX10 9QG.
 Bartlett T1, Magnolia : crown raise to 2.5m, clean up poor previous pruning
 cuts and remove epicormic regrowth on trunk.

SPLIT DECISION - the crown lifting is permitted but the proposals to 'clean up' old pruning wounds and epicormic removals are refused.

636 Exemption to a Tree Preservation Order

None received

637 Appeals

None received

638 Unsupported decisions

- a) 23/0870/FUL Mr & Mrs Fernley, 6 Sidmount Gardens, Sidmouth, EX10 8XQ,
 South Ward Eland-Hicks Single storey extension, conversion of roof space to habitable use, 2
 dormers and 2 front rooflights.
 SSTC: Do not support EDDC: Approved

639 Enforcement Letters

None received.

640 New Draft Local Plan Update

Work is continuing on the preparation of the new Local Plan.

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CHAIR OF THE PLANNING WORKING GROUP

**Sidmouth Town Council's Planning Working Group
held on Wednesday 18 October 2023**

(The Working Group met virtually)

Councillors present: Kelvin Dent (Chair)
Bernie Davis
John Loudoun
Louise Laybury

Also present: Cllr Ian Barlow

Apologies: Chris Lockyear
Rachel Perram

The meeting started at 10.00am and finished at 10.40am

642 Declarations of Interest

Councillor John Loudoun	23/2130/FUL Sidbury Ward	Personal interest	Remained in the meeting during discussion and did vote.	Acquainted with applicant.
Lucy Whittaker	23/2080/FUL Sidbury Ward	Personal interest	Remained in the meeting.	Acquainted with applicant.

643 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.

644 Minutes

Members agreed that delegated authority be given to the Chair of the Planning Working Group to sign as a true and accurate record the Minutes of the Planning Working Group meetings of 4 October.

645 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.

646 23/2130/FUL Mr Phillip Myrtle Farm, Fore Street, Sidbury, Devon, EX10 ORS.
Sidbury Ward Wallace Installation of two air source heat pumps.

SUPPORT: Subject to the views of the Conservation Officer.

647 23/2125/LBC Mr Phillip Myrtle Farm, Fore Street, Sidbury, Devon, EX10 ORS.
Sidbury Ward Wallace Installation of two air source heat pumps.

SUPPORT: Subject to the views of the Conservation Officer.

648 23/2080/FUL Mr & Mrs Bridge Cottage, Bridge Street, Sidbury, Devon, EX10 0RU.
Sidbury Ward Royle Demolition of rear single storey 1970s extension, replaced with vaulted rear extension with timber louvres and slate & sedum roof.

SUPPORT: Subject to the views of the Conservation Officer.

- 649** 23/2081/LBC Mr & Mrs Bridge Cottage, Bridge Street, Sidbury, Devon, EX10 0RU.
Sidbury Ward Royle
Demolition of rear single storey 1970s extension, replaced with vaulted rear extension with timber louvres and slate & sedum roof; internal alterations including re-location of staircase, changes to first floor bathroom and bedroom layout, change of fenestration at first floor level; external changes include replacement of cement render with lime on some areas of the exposed walls, and construction of a new patio area with stone walls.

SUPPORT: Subject to the views of the Conservation Officer.

- 650** 23/2128/FUL Mr & Mrs Avoca, Manor Road, Sidmouth, Devon, EX10 8RR.
South Ward Murray
Cowen Proposed new dwelling with parking and garden.

DO NOT SUPPORT:

Members considered that the proposal constituted overdevelopment of the site and the design did not reflect the character of the immediate locality contrary to Policy 7 of the Sid Valley Neighbourhood Plan – Local Distinctiveness.

651 Trees in Conservation Areas

- a) 23/1739/TCA Mr Edward River Sid, The Byes, Water Lane. Sidmouth.
North Ward Eley
Tree G: 'tree kicker' habitat features in the river Sid. The felled tree is winched back to its stump and secured back to its stump with 12mm steel wire rope (10-ton B/S).

WITHDRAWN.

652 Trees with preservation order

Applications relating to Trees protected by a Tree Preservation Order.

- a) 23/2149/TRE Mrs Gray Oak Cottage, Kestell Road, Sidmouth, EX10 8JJ.
Salcombe Regis T1, oak : reduce branches over neighbouring garden to clear roof
Ward by 2m by pruning to a suitable second order branch. Reduce
branches over roof of Oak Cottage to clear 2m by pruning to a
suitable second order branch. Reshape remainder of crown by
reduction of 1-2m to leave a natural form.

DEFERRED awaiting report.

653 Exemption to a Tree Preservation Order

None received

654 Appeals

None received

655 Unsupported decisions

None at the time of meeting.

656 Enforcement Letters

None received.

657 Application for Designation of a Neighbourhood Area

Members noted that the Council had received notification of an application from the neighbouring Parish of West Hill Parish Council for the designation of Parish of West Hill as a new Neighbourhood Area (shown below) to reflect the creation of Westhill Parish Council in 2017. It was noted that this would remove the area from the existing joint Ottery St Mary and West Hill Neighbourhood Area, which would then be known as the Ottery St Mary Neighbourhood Area. The 'made' Ottery & West Hill Neighbourhood Plan would continue to apply in the parish of West Hill (and Ottery St Mary) until such time as it is replaced.

658 New Draft Local Plan Update

Work is continuing on the preparation of the new Local Plan.

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CHAIR OF THE PLANNING WORKING GROUP

SIDMOUTH TOWN COUNCIL
Minutes of Sidmouth Town Council’s
Environment Committee held in the Council Chamber,
Woolcombe House, Woolcombe Lane, Sidmouth
on Monday 09 October 2023 at 6.30pm

Councillors present: Ian Barlow (Chair)
 Bernie Davis
 Chris Lockyear
 Hillary Nelson
 Rachel Perram
 Kevin Walker

Invited Reps:

Ed Dolphin (Sidmouth Arboretum)
 Jon Ball (Sidmouth Arboretum)
 Jan Metcalf (Sid valley Biodiversity Group)
 Diana East (Sidmouth Arboretum)
 Charles Sinclair (River Sid Project)
 Roger Wolley (Sidmouth in Bloom, Sid Bashers)
 Dave Bramley (CAPS)

Apologies:

The meeting started at 6.30pm and finished at 8.30pm

PART ‘A’

39 Minutes

The minutes of the Environment Working Group meetings held on Monday 24 April 2023 and Monday July 10, 2023, were agreed, and signed.

40 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Ian Barlow and Cllr Chris Lockyear	All items	Personal	Remained in the Meeting during discussion and voting	Member of Sidmouth Biodiversity Group Member of Sidmouth Arboretum
Cllr Chris Lockyear, Cllr Kevin Walker	All items	Personal	Remained in the Meeting during discussion and voting.	Member of Sidmouth Biodiversity Group
Cllr Rachel Perram	All items	Personal	Remained in the Meeting during discussion.	Member of Sidmouth Plastic Warriors

41 Matters of Urgency and Report

None reported.

42 Natural Environment:

42.1 Jan Metcalf from the Sid Valley Biodiversity group and Charles Sinclair was invited to speak regarding the Westcountry River Trust. They gave an overview of the River Sid Partnership project (*A summary is attached as separate document with the minutes.*). Plans for the immediate future included improving river habitat. They were most concerned about Woolbrook, due to urban and rural pollution. Members acknowledged and thanked them for the concise report.

42.2 Councillor Chris Lockyear gave an update regarding his dialog with South West Water. A project manager had been appointed and a meeting was expected to be scheduled.

42.3 Councillor Kevin Walker and Rodger Wolley updated the Committee on the spread of Japanese Knotweed in the Sidmouth Area. It was pointed out that Japanese Knotweed was not something that the Town Council had the power to treat or act on as it was a landowner responsibility to liaise with the Environment Agency.

RESOLVED: to request that a letter be written to the MP, Head of County Council and District Council to request that communications/information be sent to landowners on their responsibilities to tackle Japanese Knotweed. Actions be taken by them and others to ensure that Japanese knotweed is removed and does not spread further in the river Sid.

42.4 Ed Dolphin gave an update to the Working Group on the project to plant 14,000 trees. Members thanked him for his report and were pleased with the progress.

42.5 Jon Ball spoke on treeconomics. A new Tree Survey of numbers and value of trees was required. Training, equipment costs and purchase of data would cost approximately £4K. Further information would be presented regarding the cost of evaluating the data at a future meeting when negotiations with Treeconomics have been conducted.

RECOMMENDED: that £4,000 be made available from the Environment Committee budget for the purposes of training, equipment costs and purchase of data.

43 Built Environment

43.1 Councillor Ian Barlow gave a brief update on sign cleaning and confirmed that work had been started and was being completed with no charge.

43.2 Councillor Barlow suggested a letter was written to the EDDC to increase their grass cutting/grounds maintenance budget requirement and make a co-ordinated plan. Ed Dolphin had made a suggested timetable for managing green spaces for nature with the EDDC. The Chair of the Town Council was trying to arrange a meeting with the Portfolio Holder at EDDC to discuss the issue.

43.3 Councillor Perram spoke on the funding request for the estimated £400 budget for an additional, larger, Toy Library.

RECOMMENDED: that £400 be made available from the Environment Committee budget for the purchase of a larger beach Toy Library.

44.3 Councillor Ian Barlow gave a brief update on the Sidmouth Telephone box displays. The next installations should be ready for the end of October. The displays had been well received by the public and were an asset to the Town.

RESOLVED: that a letter of thanks be submitted to the Director of the Art School.

45 **Engagement**

45.1 An update on the Caps project was given by Councillor Lockyear and Dave Bramley. Research from Pelle has shown a lot of Sidmouth residents are already aware of reducing their carbon footprint. Mailchimp had been set up to easily engage with the Community, forwarding information and educating about climate awareness.

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CHAIR OF THE ENVIRONMENT COMMITTEE

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 6 - September 2023

Council Services

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
Public Conveniences	0	0	32,500	32,500	0
Youth Service Support	0	23,813	47,630	23,817	0
Flower Beds, Planters & Watering	2,585	11,514	17,000	5,486	0
Christmas Lighting & Events	0	0	15,500	15,500	0
Donation to Christmas Lighting (Income)	0	0	-1,750	-1,750	0
Tourism Promotion	5,800	12,272	50,000	37,728	-8,800
Tourism Promotion Income	-227	-3,430	-26,000	-22,570	0
Innovation & Resilience Fund	4,000	25,291	0	-25,291	-25,291
Verge Cutting, Town Maintenance & Weeding	1,985	10,912	24,500	13,588	0
Verge Cutting DCC Grant (Income)	0	0	-4,950	-4,950	0
Street Furniture	0	0	5,000	5,000	0
Sidmouth Information Centre	10,000	20,000	32,700	12,700	0
Water Fountains & Defib Mtce	175	908	2,000	1,092	0
Dog Hygiene Bins	0	0	2,000	2,000	0
War Memorials	0	0	2,500	2,500	0
Parish Paths Partnership Payments	478	1,637	0	-1,637	-1,637
Parish Paths Partnership (Income)	0	-2,150	0	2,150	2,150
	£24,796	£100,767	£198,630	£97,863	-£33,578

Discretionary Expenditure

Grants	0	21,400	23,000	1,600	0
Sidmouth Folk Festival	0	36,000	36,000	0	0
Sidmouth Town Band	0	5,500	5,500	0	0
Sidmouth in Bloom	0	11,000	11,000	0	0
South West Museum Development	0	800	800	0	0
Sidmouth Regatta Air Show	38,521	41,083	12,500	-28,583	0
Donation to Sidmouth Regatta Air Show (Inc)	-3,564	-9,389	0	9,389	0
Environment Committee	0	4,374	12,000	7,626	0
Donation to use of Marquee (Income)	0	-50	0	50	0
Community Infrastructure Levy (Income)	0	-10,795	0	10,795	10,795
Rayson Bequest - Fireworks/Light Displays	4,642	4,642	0	-4,642	-4,642
Rayson Bequest - Natural/Sidmouth History	0	0	0	0	0
Rayson Bequest - Party/Celebrations	0	1,948	0	-1,948	-1,948
Rayson Bequest - Fireworks/Light Displays (Inc)	0	-10,000	0	10,000	10,000
Rayson Bequest - Natural/Sidmouth History (Inc)	0	-10,000	0	10,000	10,000
Rayson Bequest - Party/Celebrations (Inc)	0	-10,000	0	10,000	10,000
Woolley Bequest Payments	80	518	0	-518	-518
	£39,679	£77,031	£100,800	£23,769	£33,687

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 6 - September 2023

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From -
Woolcombe House					EMReserves
Services Gas/Water/Elec	152	2,556	7,000	4,444	0
Woolcombe House Business Rate	0	4,808	7,600	2,792	0
Woolcombe House (Loan Interest&Repayment)	0	7,445	14,890	7,445	0
Woolcombe House-General Maintenance	955	3,292	7,000	3,708	0
	£1,107	£18,101	£36,490	£18,389	£0

Other Property

Alma Lane Field	0	0	200	200	0
Manstone Youth Centre	4,321	20,398	85,000	64,602	0
Manstone Sports and Play Areas	30	279	2,000	1,721	0
Long Park & Play Area	94	4,502	1,500	-3,002	-3,002
The Arches	4,953	20,327	36,000	15,673	0
The Arches East (Income)	-6,603	-13,207	-24,250	-11,043	0
Conservatory Maintenance	130	390	2,000	1,610	0
Knowle Parkland & Amphitheatre	0	60	10,000	9,940	0
Fire Beacon Nature Reserve	0	4,630	7,000	2,370	0
Fire Beacon Nature Reserve (Income)	0	-3,088	0	3,088	3,088
Sidmouth Golf Club (Income)	0	-5	-5	0	0
Elec Pole Rent (Income)	0	-39	-40	-1	0
	£2,925	£34,247	£119,405	£85,158	£86

Trust Property

The Ham

The Ham Ground Mtce	121	726	2,000	1,274	0
The Ham Other Mtce	4,491	30,663	24,000	-6,663	-6,663
The Ham Play Equipment	1,607	3,215	1,500	-1,715	-1,715
The Ham Reserve	0	2,000	2,000	0	0
The Ham Utility Building	1,688	3,903	5,000	1,097	0
The Ham 3Phase Power	1	251	3,000	2,749	0
The Ham Rent (Income)	-3,295	-12,197	-10,000	2,197	0

Manstone

Manstone Land Ground Mtce	66	396	800	404	0
Manstone Other Maintenance	1,600	1,600	1,600	0	0
Manstone Reserve	400	400	2,000	1,600	0
Manstone Rent (Income)	-345	-690	-1,380	-690	0

Salcombe Regis

S.R. Allotment Field	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
	£6,334	£29,742	£29,995	£253	-£8,378

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 6 - September 2023

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
<u>Members</u>					
Members/Chair's Allowances	305	3,181	6,100	2,919	0
Chair's Expenses	0	150	2,000	1,850	0
Members Expenses/Training	0	0	800	800	0
Elections	25	25	5,000	4,975	0
Civic & Hospitality	0	1,277	2,000	723	0
	£330	£4,633	£15,900	£11,267	£0
<u>Staff</u>					
Salaries	8,631	52,376	109,000	56,624	0
Pensions	1,778	10,795	22,000	11,205	0
Project Support	0	6,000	20,000	14,000	0
Staff Eye Tests	0	0	100	100	0
Training & Conferences	0	0	1,000	1,000	0
Officers Expenses	0	144	500	356	0
	£10,409	£69,315	£152,600	£83,285	£0
<u>Office Expenses</u>					
Postage	0	7	500	493	0
Stationery	139	576	1,500	924	0
Telephone	0	2,499	4,000	1,501	0
Subscriptions	0	2,397	2,600	203	0
Photocopier	0	137	800	663	0
Internet, website and webcams	540	2,040	4,000	1,960	0
Computer Software Contracts	5	1,033	3,000	1,967	0
Computer Maintenance Support	1,273	1,759	3,000	1,241	0
Advertisements	0	0	500	500	0
Audit	2,100	2,500	2,500	0	0
Insurance	0	6,710	5,500	-1,210	0
Sundry	18	380	1,000	620	0
Bank Charges	12	69	300	231	0
Bank Interest Received (Income)	-5,228	-7,445	-2,500	4,945	0
	-£1,141	£12,662	£26,700	£14,038	£0

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 6 - September 2023

Expense Group Totals	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
Council Services	24,796	100,767	198,630	97,863	-33,578
Discretionary Expenditure	39,679	77,031	100,800	23,769	33,687
Woolcombe House	1,107	18,101	36,490	18,389	0
Other Freehold Property	2,925	34,247	119,405	85,158	86
Trust Property	6,334	29,742	29,995	253	-8,378
Members	330	4,633	15,900	11,267	0
Staff	10,409	69,315	152,600	83,285	0
Office Expenses	-1,141	12,662	26,700	14,038	0
Precept Received	-340,260	-680,520	-680,520	0	
Net Income over Expenditure	-£255,821	-£334,022	£0	£334,022	-£8,183

Current/Deposit Bank Accounts

£1,340,599

of which

Woolley Bequest

£5,463

Rayson Bequest Fireworks/Light Displays

£61,048

Rayson Bequest Natural/Sidmouth History

£61,085

Rayson Bequest Party/Celebrations

£59,924

Innovation & Resilience Fund

£32,140

Earmarked Reserves

£618,643