

# SIDMOUTH TOWN COUNCIL

WOOLCOMBE HOUSE  
WOOLCOMBE LANE  
SIDMOUTH  
DEVON  
EX10 9BB

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28 August 2024



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 2 September 2024 at 6.30pm

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', written over a horizontal line.

**Christopher E Holland**  
Town Clerk

## A G E N D A

		<u>Page/s</u>
	<b><u>PART 'A'</u></b>	
1	<b>Apologies</b> To receive any apologies for absence.	
2	<b>Minutes</b> To confirm the minutes of the Town Council meeting held on Monday 5 August 2024.	4 – 7
3	<b>Declarations of Interest</b> 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 are no items 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 **South West Water Remedial Works Project**

A representative for South West Water will attend this meeting to meet Members and give a full report of the schedule of works.

8 **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.)*

9 **Committees and Working Group Reports**

9.1 Planning Working Group

To receive the reports of the Planning Working Group meetings held on Wednesdays 31 July and 14 August 2024.

9.2 Tourism & Economy Committee

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

9.3 Environment Committee

To receive an update, if appropriate, from the Chair of the Environment Committee.

9.4 Council Resources Working Group

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

9.5 Youth Provision Working Group

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

10	<p><b>Reports from Members with Special Responsibilities</b></p> <p><u>10.1 Finance Report</u></p> <p>a) To receive the Finance Report for July 2024.</p> <p>b) To approve the attached draft Investment Strategy document produced by the Member and Deputy Member for Finance and Town Clerk.</p> <p><u>10.2 Other Reports from Members with Special Responsibilities</u></p> <p>To receive other notified reports from other Members.</p>	<p>16 -19</p> <p>20 – 21</p>
11	<p><b>Notice of Conclusion of Audit</b></p> <p>Members are asked to note the receipt of completion of review of the Annual Governance &amp; Accountability Return (AGAR) from the Town Council’s auditor, PKF Littlejohn. The statutory Notice of Conclusion of Audit for the year ended 31 March 2024 has been duly advertised on the Town Council’s website.</p>	<p>22</p>

***Forthcoming meetings:***

<b>SEP</b>	<p>Wed 11 PLANNING WORKING GROUP</p> <p>Mon 18 TOURISM &amp; ECONOMY COMMITTEE</p> <p>Wed 25 PLANNING WORKING GROUP</p>
<b>OCT</b>	<p>Mon 07 COUNCIL</p> <p>Wed 09 PLANNING WORKING GROUP</p> <p>Mon 14 COUNCIL (PRE-BUDGET)</p> <p>Mon 21 ENVIRONMENT COMMITTEE</p> <p>Wed 23 PLANNING WORKING GROUP</p>

**SIDMOUTH TOWN COUNCIL**  
**Minutes of the Meeting of Sidmouth Town Council**  
**held at the Council Chamber, Woolcombe House, Sidmouth,**  
**on Monday 5 August 2024 at 6.30pm**

Ward	Councillors Present:
Sidmouth North	Stephen Blakeway Bernie Davis
Sidmouth South	Kelvin Dent Paul Dodds Chris Lockyear (Chair) John Nicholson Rachel Perram
Primley	Francetta Bridle Hilary Nelson (Vice Chair)
Sidford	Mike Goodman
Salcombe Regis	Ian Barlow Edward Willis Fleming

Apologies: Lorraine Brown, Stuart Hughes, John Loudoun, Kevin Walker

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

**PART 'A'**

**47 Minutes**

The minutes of the meeting of the Town Council held on Monday 1 July 2024 were signed as a true and accurate record.

**48 Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
Cllr Kelvin Dent	52.1 Planning Working Group – Knowle Redevelopment	Personal	Remained in the meeting during discussion and voting	Lives in neighbouring property
Cllr Mike Goodman	52.1 Planning Working Group – Knowle Redevelopment	Personal	Remained in the meeting during discussion and voting	Lives in neighbouring property

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

- The Chair reported that the Projects and Services Support Officer had commenced her contract and was initially focussing on three projects; demolition of the Manstone Youth Centre building; Knowle Parkland and car park; the road crossing at The Arches.

**50 Public Open Question Time**

- Cllr Perram commented that there were fewer stalls on the Esplanade during Folk Week, presumably due to the increased charges for traders from outside East Devon. Cllr Barlow replied that he would enquire from the District Council whether this policy was deemed to be a success.
- Cllr Perram reported that she had noticed that there appeared to be an inconsistent policy across the various outlets selling reusable cups during the Folk Festival.

- Cllr Perram reported that during a Sidmouth Plastic Warriors litter pick session they had picked up 2,565 cigarette butts in 50 minutes, the largest proportion of these from District Council car parks. Cllr Lockyear would include this information in his next article for the Sidmouth Herald and explain the danger to the environment that cigarette butts created.

## 51 Police Advocate Report

Cllr Nelson reported that unfortunately a meeting had not been held in July due to Covid. The Neighbourhood Team were currently working on tackling the increase of violence/abuse of women and girls. They had also introduced a testing program for illegal vapes as many were now being doctored with a dangerous substance that was causing many health problems.

Cllr Lockyear reported that he, with Cllr Nelson and the Town Clerk, would be meeting with the new MP Richard Foord shortly and would raise the issue of the lack of women's refuges in East Devon with him.

## 52 Committee/Working Group Reports

### 52.1 Planning Working Group Reports

Councillor Dent, Chair of the Planning Working Group, presented the reports of the Planning Working Group meetings held on Wednesdays 19 June, 3 and 17 July 2024.

Councillor Perram read out a briefing note regarding the forthcoming hearing to be held in November relating to the appeal by McCarthy Stone against the refusal of planning permission for the redevelopment of the Knowle.

It was proposed that someone local with professional knowledge of Sidmouth should prepare a statement on behalf of the Town Council; Councillor Edward Willis Fleming had offered to undertake this work free of charge and represent the Council at the hearing.

**RESOLVED:** That:

- a) the Planning Working Group report be noted and decisions agreed.
- b) Councillor Willis Fleming to prepare a statement on behalf of the Town Council with regard to representing the Council in respect of the redevelopment of the Knowle.

### 52.2 Tourism and Economy Committee Report

Councillor Nelson, Chair of the Tourism & Economy Committee, reported that:

- The summer video campaign had been distributed via social media; this was featuring low-cost Family Fun free activities.
- Preparations for Sidmouth Regatta were well underway; there would be many activities held on Saturday 24 and Sunday 25 August.
- The Festival of Flags, celebrating the many voluntary organisations in Sidmouth, was displayed across the High Street and had received positive feedback.
- The beach matting, part funded by the Town Council, had been put in place and would help those with pushchairs, buggies and wheelchairs to access the beach more easily.
- The Sidmouth in Bloom judging had taken place in July and the results were awaited shortly.

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

### 52.3 Environment Committee Report

Councillor Barlow, Chair of the Environment Committee, presented the report from the Environment Committee meeting held on Monday 8 June 2024.

**RESOLVED:** That the Environment Committee report be noted and decisions agreed.

#### 52.4 Council Resources Working Group

There was nothing to report from the Council Resources Working Group.

#### 52.5 Youth Provision Working Group

a) Councillor Nelson recommended that Sidmouth Town Council offer funding of £750 towards the Pride of Sidmouth College awards; to be paid from the Youth Provision budget.

**RESOLVED:** That Sidmouth Town Council give funding towards the Pride of Sidmouth College awards in the sum of £750; to be paid from the Youth Provision budget.

b) Councillor Nelson, Chair of the Youth Provision Working Group, presented a report regarding WHAT Group funding.

**RESOLVED:** That the remainder of the £10,000 budget currently allocated to a Wellbeing Practitioner, be reallocated towards the provision of a Mental Health Youth Worker to work one day per week in Sidmouth. This would be reviewed at the end of the financial year March 2025.

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

#### 53.1 Finance Report

a) Councillor Lockyear presented the Finance Report for June 2024.

**RESOLVED:** That the Finance Report for June 2024 be noted.

b) 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 June 2024.

**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 June 2024.

#### 53.2 South West Water

Councillor Lockyear reported that he was working to coordinate the work due to be carried out by South West Water, Sidmouth Lifeboat and Rockfish during 2024/2025.

A representative from South West Water would attend the September Council meeting to give an update on their schedule of works.

#### 53.3 WHAT Representative

Councillor Davis reported that at a recent WHAT meeting it was suggested that the Council notice boards should be enlarged. Councillor Lockyear replied that the notice boards were largely successfully self-managed by the groups using them, but occasionally notices were left longer than necessary.

#### 53.4 Sidmouth Consolidated Charities

Councillor Perram reported that an application had been received from a woman who was living in District Council social housing which was so damp that there was a severe infestation of slugs and snails. Councillor Goodman reported that Councillor Hughes had already raised this issue with the Social Housing Department and he would undertake to follow up on this problem to obtain a resolution.

### **54 EDDC Public Spaces Protection Orders (PSPOs)**

East Devon District Council had three existing Public Spaces Protection Orders (PSPOs) which applied across the district. These included a Dog Control PSPO, Seashores and Promenades PSPO, and Control of Anti-Social Behaviour & the Consumption of Intoxicating Substances in Exmouth PSPO.

The current PSPOs could be found on the Council's website: [Public spaces protection orders \(PSPOs\) - East Devon](#)

Copies of the Dog Control PSPO and Seashores and Promenades PSPO were attached to the agenda email for Members information and an extract was included in the agenda.

EDDC was required to review the PSPOs every 3 years and would be starting the review process in August 2024 with a full public consultation in Spring 2025.

Requests for changes to the current 2023 PSPO's would be accepted by the District Council until 30 September 2024 and would be included in the public consultation process.

**RESOLVED:** That Sidmouth Town Council accept the Public Spaces Protection Orders as issued by the District Council.

.....  
CHAIR OF THE COUNCIL

**Sidmouth Town Council’s Planning Working Group  
held on Wednesday 31 July 2024**

(The Working Group met virtually)

Councillors present: Kelvin Dent (Chair)  
Rachel Perram (Vice Chair)  
Bernie Davis  
Cllr Chris Lockyear  
John Loudoun  
John Nicholson

Also Present: Cllr Ian Barlow

The meeting started at 10.00am and finished at 10.51am

**090 Declarations of Interest**

<b>Name</b>	<b>Item/App Number</b>	<b>Type</b>	<b>Action Taken</b>	<b>Details</b>
Cllr Kelvin Dent	24/1293/LBC	Personal	Remained in the meeting during discussion and voting	Member of Sid Vale Association
Cllr Chris Lockyear	24/1293/LBC	Personal	Remained in the meeting during discussion and voting	Member of Sid Vale Association
Cllr John Loudoun	24/1293/LBC	Personal	Remained in the meeting during discussion and voting	Member of Sid Vale Association
Cllr Rachel Perram	21/1342/FUL	Personal	Remained in the meeting during discussion and voting	Acquainted with the applicant
Cllr Kelvin Dent	092 – Minute mentioning appeal for redevelopment of former Council Offices, Knowle	Personal	Remained in the meeting during discussion and voting	Lives adjacent to application site

**091 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.

**092 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 meeting of 17 July 2024.



It was noted that the principle of a letter to be written to the Local Planning Authority regarding the appeal for the redevelopment of the former Council Office site at Knowle would be considered at Council.

**093 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.

- 094** 24/1269/ADV Ms Marie 50 Fore Street, Sidmouth, EX10 8AG.  
24/0244/ENQ Clarke 2 no. non-illuminated fascia signs, 1 No. non-illuminated lettering and logo to side elevation and 1 no. non-illuminated double-sided projecting sign. Amendment to the left hand fascia sign graphics.  
East Ward

**APPROVED**

- 095** 24/1298/LBC Mr Nick 36A Fore Street, Sidmouth, EX10 8AQ Internal alterations to  
East Ward Davidson previously approved change of use alterations linked to  
And Mrs application 23/1903/LBC. First floor alterations: remove wall  
Sarah Lane between kitchen and dining room to create a large kitchen.  
Second floor alterations: Bedroom 1: dressing room to become  
ensuite; Bedroom 2 & 3 to become larger by moving hallway wall  
forward; Bathroom off landing to become a shower room and  
shower room to become WC.

**NO OBJECTIONS subject to the approval of the Conservation Officer**

- 096** 24/1342/FUL Mr and Mrs 4 Fleming Avenue, Sidmouth, EX10 9NY.  
Primley Ward Cload Single-storey rear extension.

**NO OBJECTIONS**

- 097** 24/1155/FUL Mr and Mrs 22 Alexandria Road, Sidmouth, Devon, EX10 9HB.  
South Ward Hall Proposed installation of solar panels, construction of rear dormer,  
installation of roof windows to the side elevation, alterations to  
windows and doors on the rear and side elevations, replacement  
of existing rear polycarbonate roof with flat roof and lantern  
rooflight.

**NO OBJECTIONS**

**098 Trees in Conservation Areas**

- a) 24/1488/TCA Mrs Fiona Silverdale, Bickwell Valley, Sidmouth, Devon, EX10 8SGTP1,  
South Ward Chambers Cherry : remove. TP2, Magnolia : reduce by 1.5m to make 3m  
height x 4m spread. TP3, Crab Apple : reduce to make 5m in  
height x 5m spread. TP4, Cherry : remove.

**DEFERRED** awaiting Officer's report

- b) 24/1473/TCA Mr Bruce Longbridge, Boughmore Road, Sidmouth, Devon, EX10 8SH.  
South Ward Smith T3, Red Maple : remove lowest 4 lateral branches to raise crown to facilitate maintenance of grass underneath. T5, Blue Atlas Cedar : reduce back to historic pruning points carried out 2 years ago by up to 1.2m maximum pruning cuts of no more than 50mm.

**DEFERRED** awaiting Officer's report

- c) 24/1380/TCA Mr Woods Myrtle Lodge, Millford Road, Sidmouth, Devon, EX10 8DP.  
Salcombe Regis T1, Yew: reduction of crown approximately to line on Photo 1;  
Ward decompact root system, incorporate compost material around roots; create a border approx. 2m around stem of tree and incorporate compost material.

**WORKS NOTED**

- d) 24/0928/TCA Sid House, Sid Road, Sidmouth, EX10 9AH.  
Salcombe Regis T1 - Sycamore (historic coppice) - re coppice 3 x stems which  
Ward make up the southern most historic coppice stool of the group which is impacting on the property. (DR).

**WORKS NOTED**

**099 Trees with preservation order**

Applications relating to Trees protected by a Tree Preservation Order.

**100 Exemption to a Tree Preservation Order**

- a) 24/1501/PRETDD Steve Jones Old Orchard, Bickwell Valley, Sidmouth, EX10 8SG.  
South Ward Hawthorn : fell

**101 Appeals.**

None received.

**102 Unsupported decisions**

- a) 24/0435/FUL Mr Michael 24 Woolbrook Park, Sidmouth, Devon, EX10 9DU.  
West Ward Sykes Proposed dormered loft extension, external works to increase rear patio and parking areas. (Amended).

**STC: DID NOT SUPPORT EDDC: APPROVED**

**103 Enforcement Letters**

None received.

**104 New Draft East Devon Local Plan Update**

Members noted the new Government's Housing targets which meant specifically the number of houses to be built each year in East Devon rising from approximately 950 to 1200 dwellings. It was also noted that because of the new targets and other changes required, the deadline for completion of the East Devon Local Plan had been deferred by 6 months to December 2026.

**Sidmouth Town Council's Planning Working Group  
held on Wednesday 14 August 2024**

(The Working Group met virtually)

Councillors present: Kelvin Dent (Chair)  
Rachel Perram (Vice Chair)  
Cllr Chris Lockyear  
John Loudoun  
John Nicholson

Also Present: Cllr Ian Barlow

Apologies: Cllr Bernie Davis

The meeting started at 10.00am and finished at 12pm

**105 Declarations of Interest**

None received

**106 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.

**107 Minutes**

Members did not agree 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 meeting of 31 July 2024, subject to the following amendments:

**Minute 090 – Declarations of Interest:**

The inclusion of Councillor Chris Lockyear's personal interest in application 24/0928/TCA. Councillor Lockyear is acquainted with the owner of the trees concerned. He remained in the meeting during the discussion but did not vote.

**Minute 098 Trees in Conservation Areas item d)**

To amend the minute to read as follows: A site meeting had been held on 24th July. There was considerable discussion at the Planning Working Group. Prior to the meeting the Arboricultural Officer had informed the Applicant that there was no objection to the proposed work to the trees and he did not consider it expedient to make a Tree Preservation Order.

**POSITION NOTED**

**108 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.

<b>109</b>	24/1071/FUL East Ward	Mr Michael Belcher	Sunnynook, 9 Newtown, Sidmouth, EX10 8PZ. Conversion of the ground floor of Sunnynook to a two bedroom dwelling including the change of use from light industrial to a private dwelling.
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**NO OBJECTIONS:** Members would like the Local Planning Authority to restrict this proposed dwelling to use as a primary residence.

**110** 24/1548/LBC Mr Michael Sunnynook, 9 Newtown, Sidmouth, EX10 8PZ.  
East Ward Belcher Alterations and extensions involving the removal of part of the rear flat roof and the construction of a single storey two-bedroom dwelling within the existing footprint and creation of outdoor amenity space.

**NO OBJECTIONS**

**111** 24/1295/LBC Mr Simon 4 The Hills, Sid Road, Sidmouth, Devon, EX10 9AQ.  
Salcombe Regis Keeler Replace cedar shingle tiles and new lead flashing above D1; Ward replace concave roof above W3; gravel French drain on side west and side south elevations, and remove fireplace in living room. Ground floor: replace 1no. door on side south elevation; replace/refurbish 6no. windows.; damp proofing. First floor: replace 5no. windows on side west and south and rear north elevations.

**NO OBJECTIONS**

**112** 24/1398/FUL Mr & Mrs Kingfishers, Fortescue Road, Sidmouth, Devon, EX10 9QB.  
Salcombe Regis Ashbulby Removal of rear conservatory to be replaced with single storey Ward rear extension, extension of rear terrace and garage conversion.

**NO OBJECTIONS**

**113** 24/1457/FUL Dr Ian Lower Mincombe Farm, Sidbury, Sidmouth, EX10 0QN.  
Sidbury Ward Conway Installation of two air source heat pumps.  
**NO OBJECTIONS:** However, Members would like the Environmental Health Officer to check in advance for possible noise nuisance.

**114** 24/1174/FUL Melanye The Richmond Hotel, Elysian Fields, Sidmouth, EX10 8UJ.  
South Ward Luscombe Change of use of Cumberland Cottage and its adjoining (Richmond Estates Sidmouth Ltd) extensions. Including 1987 front extension and guest house extension, from C1 Hotel to C3 Residential use; change of use of annexe apartments, currently classed as C1 Hotel rooms to C3 Holiday use; remove managers use restriction on residential bungalow. Permission to split and sell all the above properties, plus residential staff cottage leasehold/commonhold.

**SUPPORTED**

**115** 24/1175/LBC Melanye The Richmond Hotel, Elysian Fields, Sidmouth, EX10 8UJ.  
South Ward Luscombe Change of use of Cumberland Cottage and its adjoining (Richmond Estates Sidmouth Ltd) extensions. Including 1987 front extension and guest house extension, from C1 Hotel to C3 Residential use; change of use of annexe apartments, currently classed as C1 Hotel rooms to C3 Holiday use; remove managers use restriction on residential bungalow. Permission to split and sell all the above properties, plus residential staff cottage leasehold/commonhold.

**SUPPORTED:** Subject to the views of the Conservation Officer.

- 116** DPX/DCC/4404/2  
024
- Town and Country Planning General Regulations 1992 –  
Regulation Creation of a new cycle and pedestrian multi-use path,  
plus associated works at Land to the west of the A375, between  
Sidford and Sidbury.

Members strongly support the creation of a safe cycle and pedestrian multi-use path between Sidbury and Sidford.

However, the current proposal by Devon County Council is unacceptable because:

The proposal is piece-meal without the inclusion and certainty of Phase II

The Ottery Lane crossing is potentially dangerous

The problem of flooding at the southern end of the proposed route

The difficult passage onto Hillside and dangerous exit onto the A375 in Sidbury

**117 Trees in Conservation Areas**

- a) 24/1607/TCA Mrs Betts Gaunts, Sid Road, Sidmouth, EX10 9AF.  
Salcombe Regis T1, Beech: reduce by 1-3m via thinning second and third order  
Ward branches to leave a natural form with a height of approximately  
14m and a spread of 5m.

**WITHDRAWN**

- b) 24/1440/TCA Village End, Church Street, Sidford, Devon, EX10 9QP.  
Sidford Ward x2 Monterey Pines: fell. (Replant with two English Yews and two  
Hawthorns along the southern boundary.) (DR).

**WORKS NOTED**

- c) 24/1488/TCA Mrs Fiona Silverdale, Bickwell Valley, Sidmouth, Devon, EX10 8SGTP1,  
South Ward Chambers Cherry : remove. TP2, Magnolia : reduce by 1.5m to make 3m  
height x 4m spread. TP3, Crab Apple : reduce to make 5m in  
height x 5m spread. TP4, Cherry : remove. (DR)

**WORKS NOTED**

- d) 24/1473/TCA Mr Bruce Longbridge, Boughmore Road, Sidmouth, Devon, EX10 8SH.  
South Ward Smith T3, Red Maple : remove lowest 4 lateral branches to raise crown  
to facilitate maintenance of grass underneath. T5, Blue Atlas  
Cedar : reduce back to historic pruning points carried out 2 years  
ago by up to 1.2m maximum pruning cuts of no more than 50mm.  
(DR)

**WORKS NOTED**

- e) 24/1605/TCA Mr Butler Littlebrook, Bickwell Valley, Sidmouth, Devon, EX10 8RF.  
South Ward T1, Eucalyptus: reduce height by approximately 3m and shorten  
side growth by a similar amount to a suitable pruning position  
with cuts no larger than 75mm. T2, Eucalyptus: fell.

**DEFERRED:** Awaiting Officers report.

## 118 Trees with preservation order

Applications relating to Trees protected by a Tree Preservation Order.

- a) 24/1563/TRE  
Sidford Ward
- Land South Of Sidlaw House, Coreway, Sidford, EX10 9SE.  
T1, Oak: removal of 1 lowest , previously fractured limb, at approximately 175mm diameter at trunk; removal of 1 lowest secondary branch at approximately 125mm diameter at trunk; removal of small epicormic low growth, overhanging garage roof; tip weight reduction to 2 above branches to raise crown over garage roof, reducing limbs by up to approximately 2m back to suitable growth points, with cut diameters up to 75mm.

**DEFERRED:** Awaiting Officers report.

- b) 24/1381/TRE  
South Ward
- Alexandria Industrial Estate, Station Road, Sidmouth, Devon, EX10 9HL.  
T2, Ash: clear branches fouling communications cable - 1 no. of limb removed back to source, maximum diameter of cut (MDC) 75mm, prune adjacent limb back to growth point 2m distal from stem, MDC 50mm & tip prune others to clear cables, MDC 25mm.  
T3, Ash: fell. T5, Ash: crown lift to 2.5m above ground level, MDC 25mm. (DR)

**AGREED:** subject to conditions recommended by the Arboricultural Officer.

- c) 24/1319/TRE  
South ward
- Land South Of Bulverton Barn, Station Road, Sidmouth.  
T16, Oak : Reduce lowest northern lateral branch by 2m. (DR)

**AGREED:** subject to conditions recommended by the Arboricultural Officer.

- d) 24/1258/TRE  
South Ward
- Sidmouth Victoria Hospital, Sidmouth, EX10 8EW.  
T002. Copper Beech. Crown lift for a ground clearance of 3m to enable vehicles to park in allocated bays. T003. Cherry. Fell to a 1.3m stump as tree is in decline. (DR)

**AGREED:** subject to conditions recommended by the Arboricultural Officer.

## 119 Exemption to a Tree Preservation Order

None received.

## 120 Appeals.

None received.

## 121 Unsupported decisions

None received.

**122 Enforcement Letters**

None received.

**123 New Draft East Devon Local Plan Update:**

It was noted that the Government's new housing target for East Devon had risen from 893 to 1,146 + 5% per year. However, because the new Local Plan was well advanced, it was understood that a figure within 200 of the new target would be acceptable. The Local Planning Authority were therefore planning to allocate 946 plus a buffer per year.

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**CHAIR OF THE PLANNING WORKING GROUP**

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

**Month 4 - July 2024**

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From -
<b><u>Council Services</u></b>					EMReserves
Public Conveniences	0	0	16,000	16,000	0
Youth Service Support	13,249	25,748	49,000	23,252	0
Flower Beds, Planters & Watering	4,780	6,623	18,500	11,877	0
Christmas Lighting & Events	0	0	16,500	16,500	0
Donation to Christmas Lighting (Income)	0	0	-1,750	-1,750	0
Tourism Promotion	6,360	9,850	50,000	40,150	0
Tourism Promotion Income	-1,336	-1,336	-24,000	-22,664	0
Verge Cutting, Town Maintenance & Weeding	1,985	7,941	24,500	16,559	0
Verge Cutting DCC Grant (Income)	0	0	-5,100	-5,100	0
Street Furniture	0	3,702	16,800	13,098	0
Sidmouth Information Centre	0	10,000	32,800	22,800	0
Water Fountains & Defib Mtce	172	678	2,500	1,822	0
Dog Hygiene Bins	0	0	2,000	2,000	0
War Memorials	0	0	500	500	0
Parish Paths Partnership Payments	0	198	0	-198	-198
Parish Paths Partnership (Income)	-2,000	-2,000	0	2,000	2,000
	<b>£23,210</b>	<b>£61,404</b>	<b>£198,250</b>	<b>£136,846</b>	<b>£1,802</b>

**Discretionary Expenditure**

Festival and Events Grant	0	50,000	50,000	0	0
Special Funding Support	0	29,500	29,500	0	0
Community Small Grants	0	15,250	18,000	2,750	0
Sidmouth Regatta & Air Show	350	350	20,000	19,650	0
Environment Committee	635	1,642	8,000	6,358	0
Community Infrastructure Levy Payments	0	0	0	0	0
Community Infrastructure Levy (Income)	0	-7,866	0	7,866	7,866
Rayson Bequest - Fireworks/Light Displays	0	0	0	0	0
Rayson Bequest - Natural/Sidmouth History	0	0	0	0	0
Rayson Bequest - Party/Celebrations	0	0	0	0	0
Woolley Bequest Payments	0	0	0	0	0
	<b>£985</b>	<b>£88,876</b>	<b>£125,500</b>	<b>£36,624</b>	<b>£7,866</b>

**Woolcombe House**

Services Gas/Water/Elec	276	1,245	8,000	6,755	0
Woolcombe House Business Rate	0	4,871	9,600	4,729	0
Woolcombe House (Loan Interest&Repayment)	0	7,444	14,890	7,446	0
Woolcombe House-General Maintenance	751	6,005	10,000	3,995	0
	<b>£1,027</b>	<b>£19,565</b>	<b>£42,490</b>	<b>£22,925</b>	<b>£0</b>



## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 4 - July 2024

#### Other Property

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From -
					EMReserves
Alma Lane Field	0	0	500	500	0
Manstone Youth Centre	1,023	10,728	85,000	74,272	0
Manstone Sports and Play Areas	20	80	2,000	1,920	0
Long Park & Play Area	648	1,411	1,500	89	0
The Arches	1,537	5,369	45,000	39,631	0
The Arches East (Income)	0	-6,855	-27,000	-20,145	0
Conservatory Maintenance	0	130	2,000	1,870	0
Knowle Parkland & Amphitheatre	2,300	7,275	15,000	7,725	0
Sidmouth Golf Club (Income)	0	-5	-5	0	0
Elec Pole Rent (Income)	0	-39	-40	-1	0
	<b>£5,528</b>	<b>£18,094</b>	<b>£123,955</b>	<b>£105,861</b>	<b>£0</b>

#### Trust Property

##### The Ham

The Ham Ground Mtce	121	484	2,000	1,516	0
The Ham Other Mtce	861	861	10,000	9,139	0
The Ham Play Equipment	0	0	2,000	2,000	0
The Ham Utility Building	0	0	1,000	1,000	0
The Ham 3Phase Power	314	742	4,500	3,758	0
The Ham Rent (Income)	-150	-9,222	-12,800	-3,578	0

##### Manstone

Manstone Land Ground Mtce	66	264	900	636	0
Manstone Other Maintenance	0	0	1,600	1,600	0
Manstone Rent (Income)	0	-345	-1,480	-1,135	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	-670	-670	0	0
	<b>£1,212</b>	<b>-£7,886</b>	<b>£7,050</b>	<b>£14,936</b>	<b>£0</b>

#### Members

Members/Chair's Allowances	0	5,313	7,200	1,887	0
Chair's Expenses	0	0	2,000	2,000	0
Members Expenses/Training	0	0	800	800	0
Elections	0	1,208	1,000	-208	0
Civic & Hospitality	0	0	1,000	1,000	0
Civic Regalia	0	0	1,000	1,000	0
	<b>£0</b>	<b>£6,521</b>	<b>£13,000</b>	<b>£6,479</b>	<b>£0</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 4 - July 2024

	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
<b><u>Staff</u></b>					
Salaries	9,240	36,959	115,000	78,041	0
Pensions	1,897	7,587	24,000	16,413	0
Project Support	0	1,152	40,000	38,848	0
Staff Eye Tests	0	0	100	100	0
Training & Conferences	0	0	500	500	0
Officers Expenses	0	120	500	380	0
	<b>£11,137</b>	<b>£45,818</b>	<b>£180,100</b>	<b>£134,282</b>	<b>£0</b>
<b><u>Office Expenses</u></b>					
Postage	0	0	500	500	0
Stationery	186	393	1,500	1,107	0
Telephone	1,415	2,550	4,700	2,150	0
Subscriptions	10	2,798	3,000	202	0
Photocopier	0	116	800	684	0
Internet, website and webcams	0	1,500	4,000	2,500	0
I.T. Software Contracts	5	1,288	4,000	2,712	0
I.T. Maintenance Support	0	872	6,000	5,128	0
Advertisements	0	0	500	500	0
Audit	0	400	2,500	2,100	0
Insurance	0	0	6,800	6,800	0
Sundry	33	68	1,000	932	0
Bank Charges	12	44	300	256	0
Bank Interest Received (Income)	-1	-5,673	-12,000	-6,327	0
	<b>£1,660</b>	<b>£4,356</b>	<b>£23,600</b>	<b>£19,244</b>	<b>£0</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 4 - July 2024

Expense Group Totals	Actual	Actual	Current	Budget	Cummulative
	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
Council Services	23,210	61,404	198,250	136,846	1,802
Discretionary Expenditure	985	88,876	125,500	36,624	7,866
Woolcombe House	1,027	19,565	42,490	22,925	0
Other Freehold Property	5,528	18,094	123,955	105,861	0
Trust Property	1,212	-7,886	7,050	14,936	0
Members	0	6,521	13,000	6,479	0
Staff	11,137	45,818	180,100	134,282	0
Office Expenses	1,660	4,356	23,600	19,244	0
Precept Received	0	-356,973	-713,945	-356,972	
<b>Net Income over Expenditure</b>	<b>£44,759</b>	<b>-£120,225</b>	<b>£0</b>	<b>£120,225</b>	<b>£9,668</b>

#### Current/Deposit Bank Accounts

£1,268,367

... of which ...

#### Woolley Bequest

£2,963

#### Rayson Bequest Fireworks/Light Displays

£65,672

#### Rayson Bequest Natural/Sidmouth History

£65,709

#### Rayson Bequest Party/Celebrations

£64,208

#### Earmarked Reserves

£721,598

# Sidmouth Town Council Investment Strategy 2024-2025

## 1. Introduction

Sidmouth Town Council acknowledges the importance of prudently investing temporary surplus funds held on behalf of the community. This strategy complies with guidance issued by the Secretary of State under section 15(1)(a) of the Local Government Act 2003.

## 2. Investment Objectives

The general policy objective for the Council is the prudent investment of its balances. The Council's investment priorities are, in order of priority:

1. security of reserves
2. adequate liquidity of its investments.
3. maximising income from its investments commensurate with proper levels of security and liquidity.
4. investment income that is consistent one year to the next.

Where external investment managers are used, they will be contractually required to comply with this Strategy. In balancing risk against return, the Council is careful to avoid risks rather than to maximise returns.

All investments will be made in sterling.

## 3. Specified Investments

Specified investments are those offering high security and high liquidity, made in sterling and with maturity of no more than 1 years. Such investments made with the UK Government or a Local Authority (as defined) or a Town/Parish Council will automatically be specified investments. For the prudent management of its treasury balances, the Council may use:

- Deposits with banks, building societies, local authorities or public authorities
- Treasury deposits with UK clearing banks
- Money market funds
- UK Government issued gilts
- Other approved public sector investment funds

The choice of institution and length of deposit will be at the approval of the Member for Finance and Deputy in consultation with the Town Clerk (Responsible Financial Officer)

## 4. Non Specified Investments

These investments have greater potential risk, are usually for longer periods, or are with bodies that are not as highly credit rated. Examples include investment in money markets, stocks and shares.

## 5. Liquidity of Investments

The Town Clerk and Responsible Financial Officer, in consultation with the Member for Finance and Deputy, will determine the maximum periods for which funds may be prudently committed so as not to compromise liquidity.

## 6. Long Term Investments

Long term investments shall be defined as greater than one year.

## 7. Risk Assessment

The Town Council's funds are not covered by the Financial Services Compensation Scheme as Deposits exceed £85,000 and must therefore be carefully managed to mitigate the risk of losses. To reduce risks, funds should be held in more than one organisation/fund. The Council will only invest in institutions of "high credit quality". The Council will monitor the risk of loss on investments by reference to credit ratings. The Council will also have regard for the general and political environment in which institutions operate. The investment position will be reviewed by the Town Clerk and Responsible Financial Officer and reported to the Full Council as necessary.

## 8. Investment Strategy 2024-2025

The Council will maintain a balance of its investments between a range of products in order to achieve its investment objectives.

The Council will continue to invest in the existing Barclays Bank Premium (Current interest rate X%) and a Barclays Rate Reward (Current interest rate Y%) accounts. Barclays currently has an A+ rating from Fitch.

The Council will seek to broaden its investment portfolio, aligned to this strategy, by investing in both longer term investments and different investment companies mindful of the policy objectives stated in section 2.

Working funds will be held in a Barclays Current account.

The Tourist Information Centre funds will be held in a Barclays Community Account. This is a free account for community groups.

The Town Clerk and Responsible Financial Officer shall have delegated authority (as contained within the Financial Regulations, in consultation with the Member for Finance, to set up any accounts/funds as approved in this policy, and undertake transfers between accounts as required.

## 9. Review and Amendment of Regulations

The investment strategy will be reviewed annually by Full Council and revised if considered necessary. The Council reserves the right to make variations to the investment strategy at any time subject to the approval by Full Council. Any variations will be made available to the public.

## 10. Freedom of Information

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's website and a hard copy will be available from Sidmouth Town Council offices

Sept 2024

Review date – May 2025

### Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Sidmouth Town Council – DV0317**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

#### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

07/08/2024