

# SIDMOUTH TOWN COUNCIL

WOOLCOMBE HOUSE  
WOOLCOMBE LANE  
SIDMOUTH  
DEVON  
EX10 9BB

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28 May 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 3 June 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'.

**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 13 May 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 two 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 **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 **Committees and Working Group Reports**  
8.1 Planning Working Group  
To receive the reports of the Planning Working Group meetings held on Wednesdays 8 and 22 May 2024. 8 – 13  
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 an update, if appropriate, from the Chair of the Environment Committee.  
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  
To receive the Finance Report for April 2024. 14 – 17  
9.2 Other Reports from Members with Special Responsibilities  
To receive other notified reports from other Members.

- 10 **Sidmouth Fair Trade Town**  
Members will be aware that Sidmouth first achieved Fairtrade Town status in 2016 and that Sidmouth Town Council passed a motion of support as part of the original, successful bid.  
The Steering Group has written to say that they really value the Town Council's ongoing support for Fairtrade, which is vital in the endeavours to retain Fairtrade Town status. Pauline Tiffen, Fairtrade Town Committee Member, will attend this meeting to explain more about Fairtrade Towns and to answer Members questions if this is deemed useful. The next renewal bid is due shortly and it would be helpful if the Town Council would consider renewing its commitment to supporting the principle of Fairtrade.
- 11 **Annual Return – Internal Audit Report 2023/24**  
The Council's Internal Auditor, Mr. Martin Cordy, has undertaken the audit of the Council's accounts. 18 – 19  
Attached with the agenda is a copy of Mr Cordy's letter and the Internal Audit Report for Members consideration.
- 12 **Annual Return – Governance Statement 2023/24**  
Members are asked to consider and approve the Annual Governance Statement, which requires approval by Council prior to signing by the Chair and Town Clerk. 20
- 13 **Annual Return – Accounting Statements 2023/24**  
Members are asked to consider and approve the Accounting Statement which has been duly certified and signed by the Town Clerk/RFO. 21  
Following approval by Council, the Accounting Statement will be signed by the Chair.
- 14 **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'**
- 15 **Sidmouth Watersports Hub Conditional Grant Allocation**  
At the April Council meeting it was resolved that Sidmouth Watersports Hub be invited to submit an amended grant application form which would also address Members questions regarding the length of lease on the property and the remaining funding required to complete the project.  
Members are asked to consider the attached grant application information. 22 – 23
- 16 **Youth Provision Working Group**  
To receive the attached report and recommendation from the Youth Provision Working Group. 24 – 29

**Forthcoming meetings:**

<b>JUNE</b>	Wed	05	PLANNING WORKING GROUP	<b>JULY</b>	Mon	01	COUNCIL
	Wed	12	TOURISM & ECONOMY COMMITTEE		Wed	03	PLANNING WORKING GROUP
	Wed	19	PLANNING WORKING GROUP		Mon	08	ENVIRONMENT COMMITTEE

**SIDMOUTH TOWN COUNCIL**  
**Minutes of the Annual Meeting of Sidmouth Town Council**  
**held at the Council Chamber, Woolcombe House, Sidmouth,**  
**on Monday 13 May 2024 at 6.30pm**

Ward	Councillors Present:
Sidmouth North	Stephen Blakeway Bernie Davis Stuart Hughes
Sidmouth South	Kelvin Dent Paul Dodds Chris Lockyear (Chair)
Sidmouth East	Lorraine Brown
Sidmouth West	Phil Weaver
Primley	Francetta Bridle Hilary Nelson (Vice Chair) Kevin Walker
Sidbury	John Loudoun
Sidford	Mike Goodman
Salcombe Regis	Ian Barlow Edward Willis Fleming

Apologies: John Nicholson, Rachel Perram

The meeting started at 6.30pm and finished at 8.05pm.

## **PART 'A'**

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

It was proposed by Councillor Nelson and seconded by Councillor Walker 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 and signed the Chair's Declaration of Acceptance of Office.

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

It was proposed by Councillor Lockyear and seconded by Councillor Willis Fleming 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 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 8 April 2024 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 the vacancy for a Project and Services Delivery Officer had been advertised with a closing date of 24 May and interview date of 4 June 2024.

**6 Public Open Question Time**

There were no questions raised.

**7 Committee/Working Group Membership**

**RESOLVED:**

1) that nominations for the Committee/Working Group Memberships as listed in the agenda papers, be approved:

Planning Working Group

Tourism & Economy Committee

Environment Committee – with the addition of Cllr Dodds

Youth Provision Working Group – with the addition of Cllr Hughes

Council Resources Review Working Group

Parish Paths Partnership Working Group (P3) – with the addition of Cllr Weaver

Emergency Working Group

Past Chairs and Personnel Working Group

Sidmouth Regatta Working Group

2) that the following appointments be made:

Planning Working Group

It was proposed by Councillor Lockyear and seconded by Councillor Goodman 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 Willis Fleming that Councillor Perram be appointed to the position of Vice Chair of the Planning Working Group for the forthcoming year.

Tourism & Economy Committee

It was proposed by Councillor Lockyear and seconded by Councillor Walker that Councillor Nelson be appointed to the position of Chair of the Tourism & Economy Committee for the forthcoming year.

It was proposed by Councillor Nelson and seconded by Councillor Brown that Councillor Willis Fleming be appointed to the position of Vice Chair of the Tourism & Economy Committee for the forthcoming year.

Environment Committee

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

It was proposed by Councillor Barlow and seconded by Councillor Walker that Councillor Blakeway be appointed to the position of Vice Chair of the Environment Committee for the forthcoming year.

**8 Members with Special Responsibilities**

**RESOLVED:** that the nominations listed in the agenda papers for Members with Special Responsibilities be approved; with the addition of Cllr Perram for Public Conveniences.

**9 Representatives on Outside Bodies**

**RESOLVED:** that the nominations listed in the agenda papers for Town Council representatives on outside bodies be approved; with the addition of Cllr Bridle for Sidmouth in Bloom.

**10 Annual Subscriptions**

a) The following subscriptions were considered and approved for renewal:

	<u>Paid in 2023/24</u>
Devon Association of Local Councils	£1,606
Society of Local Council Clerks	£ 296
South West Councils	£ 485
Information Commission	£ 35
International Tree Foundation	£ 25
Campaign to Protect Rural England	£ 10

b) The Town Clerk would arrange a presentation and training session for Members from the Devon Association of Local Councils.

**11 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.

**12 Members' Allowances**

Members were reminded to notify the Town Clerk if they were not claiming a Members' Allowance; otherwise, back payments would be made for 2024/2025.

**13 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.

**14 Standing Orders**

Members confirmed and noted that no changes had been made to Sidmouth Town Council's Standing Orders as distributed to Members in May/Nov 2023.

**15 Financial Regulations**

Members confirmed and noted that no changes had been made to Sidmouth Town Council's Financial Regulations as distributed to Members in May/Nov 2023.

**16 Code of Conduct**

Members confirmed and noted that no changes had been made to Sidmouth Town Council's Code of Conduct as distributed to Members in May/Nov 2023.

**17 Internal Audit**

Members received and agreed Sidmouth Town Council's Internal Audit Schedule as issued with the agenda.

**18 Risk Assessment**

a) Members received and agreed Sidmouth Town Council's Risk Assessment as issued with the agenda.

b) Councillors Lockyear, Goodman and the Town Clerk would carry out a review of the Council's Risk Assessment and report to Council at a future meeting.

**19 Police Advocate Report**

There was nothing to report from the Police Advocate.

**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 27 March, 10 and 24 April 2024.

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

20.2 Environment Committee Report

Councillor Barlow presented the report of the Environment Committee meeting held on Monday 22 April 2024.

Councillor Lockyear reported that he along with Cllrs Blakeway, Davis and Nicholson had held an initial meeting of the subgroup created to review the Council's Environment Policy.

**RESOLVED:** that the Environment Committee reports be noted and decisions agreed.

### 20.3 Tourism and Economy Committee Report

Councillor Nelson gave a short update on the Local Visitor Partnership program.

### 20.4 Council Resources Working Group

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

### 20.5 Youth Provision Working Group

Councillor Nelson reported that the next meeting on the Youth Provision Working Group would be held on Wednesday 15 May 2024.

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

### 21.1 Finance Report

a) Members were asked to note that Cllr Lockyear, Member with Special Responsibility for Finance, had verified the bank reconciliations for all accounts, as at the end of March 2024.

**RESOLVED:** That in accordance with section 2.2 of the Town Council's Financial Regulations, Members noted that Cllr Lockyear, Member with Special Responsibility for Finance, had verified the bank reconciliations, for all accounts, as at the end of March 2024.

b) Councillor Lockyear presented the Finance Report for the year ending 31 March 2024.

**RESOLVED:** that the Finance Report for the year ending 31 March 2024 be noted and agreed.

c) Members were asked to consider the release of the conditional grant allocation made to Sidmouth Watersports Hub following the receipt of an email from Miles Hapgood.

**RESOLVED:** that Sidmouth Watersports Hub be invited to submit an amended grant application form which should also address Members questions regarding the length of lease on the property and the remaining funding required to complete the project.

### 21.2 Sidmouth WHAT Group

Cllr Davis gave a short update on the Sidmouth WHAT Group.

## **22 Transfer of Public Conveniences from District Council to Town Council**

Members were asked to consider an email/report received from Doug Stanton MRICS Project Manager Estates, East Devon District Council, which outlined the potential transfer of some public conveniences to the Town Council. Members discussed the existing facilities, those still open and those which had been closed for some time. Consideration was given to the potential future cost of running the non-statutory service and location of each existing EDDC facility being offered.

**RESOLVED:** that:

a) Long Park – Sidmouth Town Council acknowledged ownership of the property and would agree take over responsibility for maintenance and cleaning of the block at the beginning of the 2025/26 financial year.

b) Sidbury – Sidmouth Town Council does not wish to receive transfer of this block and was content for EDDC to release it to its nearest neighbour; Sidbury Village Hall.

c) Sidford – Sidmouth Town Council has no objection to the District Council's intention to consider options for this site and market it for sale and/or redevelopment.

## **23 The Arches Café**

Members were asked to consider a proposal for the 'Installation of Benches outside The Arches Beach Café' received from Dan Lakeman.

**RESOLVED:** that:

a) Permission be granted to the placement of benches outside The Arches Café.

b) Benches must be removed at the end of each day's trading.

c) An annual fee (plus VAT and subject to an annual CPIH increase) be charged.

d) The position of the benches is subject to and may need to be altered when the location of the proposed pedestrian crossing has been agreed with the District and County Councils.

**Sidmouth Town Council's Planning Working Group  
held on Wednesday 8 May 2024**

(The Working Group met virtually)

Councillors present: Kelvin Dent (Chair)  
Bernie Davis  
John Loudoun  
John Nicholson  
Rachel Perram

Apologies: Cllr Chris Lockyear  
Cllr Ian Barlow

The meeting started at 10.00am and finished at 11.00am

**884 Declarations of Interest**

No declarations of interest were made.

**885 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.

**886 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 24 April 2024.

**887 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>888</b>	24/0823/FUL East Ward	Naomi Cook	Sidmouth Lifeboat Sation, The Esplanade, Sidmouth, EX10 8BE. Extension and alterations to existing lifeboat station.
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**SUPPORT**

<b>889</b>	24/0715/LBC East Ward	Mrs Barbara Oakes	Sidmouth YMCA, Mill Street, Sidmouth, Devon, EX10 8DF. Replace 1no. window (W1) on east elevation; replace 4no. windows (W2, W3,W7 & W8) on east elevation; replace 6no. windows (W4, W5, W6, W9, W10 & W11) on south elevation; replace mechanical ventilation in gents, ladies and kitchen and install 4no. through wall vents beneath windows to below floor void on east and south elevation.
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**NO OBJECTIONS**



**890** 24/0830/FUL Mrs Chris 12 Manstone Mead, Sidmouth, Devon, EX10 9RX.  
Primley Ward Shepherd Construction of a single storey extension to the front N/W elevation of the property.

**NO OBJECTIONS**

**891** 24/0664/FUL Mrs Chris 28 Harcombe Lane, Sidford, EX10 9QN.  
Sidford Ward Sleigh Demolition of existing garage and conservatory. Erection of single storey side extension and new entrance porch.

**NO OBJECTIONS**

**892** 24/0765/LBC Mr and Mrs Spring Cottage, Cotmaton Road, Sidmouth, EX10 8EY.  
South Ward Barratt Create shower room in bedroom at first floor; install 2no. rooflights on south elevation and remove chimney on south elevation.

**NO OBJECTIONS**

**893** 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).

**DO NOT SUPPORT:**

The proposed extension would have an adverse impact on the amenities of the adjoining property and would not complement or enhance the local distinctiveness of the character of the immediate locality contrary to Policies 6 and 7 of the Sid valley Neighbourhood Plan.

**894 Trees in Conservation Areas**

**a)** 24/0846/TCA Spencer Hillsdon House, High Street, Sidmouth, EX10 8LD.  
East Ward Jarrett G1. Holly and Bay Suggested Works: Reduce eastern crown aspect by 1 metre T1, Sycamore : Suggested works: Reduce eastern crown aspect by 2 metres T2, Beech : suggested works: Reduce north eastern crown aspect by 3 metres T3, Sycamore : suggested works: Reduce eastern crown aspect by 3 metres T4, Oak : Suggested Works: Reduce eastern crown aspect by 2 metres T5, Yew (NB not specified on arboricultural assessment) : Suggested Works: Crown reduce eastern and western spread by up to 2 metres, reduce northern aspect by up to 1 metres, crown lift southern aspect to shape by up to 3 metres T425, Ash : Suggested Works: Crown reduce height and lateral spread of canopy by 1.5 metres, targeting hyper extended branches, prune branches away from floodlight to achieve a minimum of 2 metres of clearance Rationale: Following an arboricultural inspection, these works have been proposed both as part of the reasonable maintenance of the trees and to improve and maintain the amenity and accessibility of the gardens for residents.

**DEFERRED:** Awaiting Officers report

- b) 24/0860/TCA Mr David Saddlers Mead, Sid Road, Sidmouth, Devon, EX10 9AQ.  
Salcombe Reid Layton T1, Ash: Fell  
Ward

**DEFERRED:** Awaiting Officers report

**895 Trees with preservation order**

- a) 24/0577/TRE Balfour Manor, Station Road, Sidmouth, EX10 8XW.  
South Ward G1, Holm Oaks: overhanging Broadway, crown reduce up to 2 metre height reduction and 1-2 metre side prune, (with maximum diameter pruning cuts of 4cm) G2, Laurel: crown lift to 5.2m above ground level and prune back to reduce lateral branches over road.  
(DR)

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

- b) 24/0472/TRE Tudor House, Connaught Close, Sidmouth, EX10 8TU. Holm oak :  
South Ward crown reduction of 3m, reducing canopy lateral spread from 11m to 8m; crown lift to 3.5m above ground level above road access.  
(DR)

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

**896 Exemption to a Tree Preservation Order**

- a) 98/0013/TPO 1 Sidleigh, Sid Road, Sidmouth EX10 9DE.  
Salcombe Regis Removal of broken hanging branches from 1 Monterey Cypress.  
Ward

**NOTE**

**897 Appeals.**

None received.

**898 Unsupported decisions**

- a) 23/2523/FUL Mr & Mrs Northcombe Farm, Salcombe Regis, EX10 0JQ.  
Salcombe Regis Eccles Proposed Annexe (conversion of redundant rural building).  
STC: SUPPORTED EDDC: REFUSED

**899 Enforcement Letters**

None received.

**900 Urgent Items**

None received.

**901 New Draft Local Plan Update**

No current update.

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**CHAIR OF THE PLANNING WORKING GROUP**

**Sidmouth Town Council’s Planning Working Group  
held on Wednesday 22 May 2024  
(The Working Group met virtually)**

Councillors present: Kelvin Dent (Chair)  
Bernie Davis  
John Loudoun  
Rachel Perram

Also present : Cllr Ian Barlow

Apologies: Cllr Chris Lockyear  
Cllr John Nicholson

The meeting started at 10.00am and finished at 10.30am

**001 Declarations of Interest**

Name	Item Number	Type	Action Taken	Details
Planning Clerk	24/0894/FUL Sidbury Ward	Personal	Remained in the meeting during discussion and voting	Acquainted with the Applicant.
Planning Clerk	24/0334/TCA Sidbury Ward	Personal	Remained in the meeting during discussion and voting	Acquainted with the Applicant.

**002 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.

**003 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 8 May 2024.

**004 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.

**005**    24/0894/FUL      Limanda      Riverside, Bridge Street, Sidbury, Devon, EX10 0RU  
          Sidbury Ward      Hobson &      Proposed restoration and conversion of existing barn including  
                                       Jake              single storey rear extension.  
                                       Voss

**SUPPORT**

**006** 24/0649/FUL Mr Joyce Bryn-Y-Mor, Cotmaton Road, Sidmouth, Devon, EX10 8SX.  
South Ward Proposed loft conversion, new front & rear dormers with cladding,  
terrace on front elevation.

**NO OBJECTIONS**

**007** 24/0532/FUL Graham 59 Higher Woolbrook Park, Sidmouth, EX10 9ED.  
West Ward and Wendy Construction of single storey extension.  
Bex

**NO OBJECTIONS**

**008 Trees in Conservation Areas**

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

**DEFERRED:** Awaiting Officers report

**b)** 24/0334/TCA Mr and Mrs Bundels, Ridgeway, Sidbury, EX10 0SF  
Sidbury Ward Mitchell T1, Poplar : crown lift 3m above ground level, maximum diameter  
cuts (MDC) 25-50mm to remove low branches and branches  
overhanging neighbours property. T2, Apple : branch reduction of  
2-2.5m creating 2m lateral clearance from adjacent property on  
northern aspect, MDC 25mm. T3, Apple : branch reduction of 1-2m  
creating 2m lateral clearance from adjacent property on southern  
aspect, MDC 25mm. (DR)

**NOTED**

**c)** 24/0931/TCA Mr Nigel Boughmore House, Boughmore Road, Sidmouth, EX10 8SH.  
South Ward Arnold 2 X Cabbage Trees (Cordyline Australis); Fell - Replant with  
Maple.(DR)

**NOTED**

**009 Trees with preservation order**

Applications relating to Trees protected by a Tree Preservation Order.

None received.

**010 Exemption to a Tree Preservation Order**

24/0016/TPO Land at Luddesdowne, Higher Brook Meadow, Sidford,  
Sidmouth

**NOTED**

**011 Appeals.**

a) 23/1419/FUL Ms J Grigg 41 Fleming Avenue, Sidmouth, Devon, EX10 9NH  
Primley Ward The development proposed is the erection of first floor side extension. **APPEAL GRANTED.**

STC: SUPPORTED

EDDC: REFUSED

b) APP/U1105/W/23 Salcombe Regis Camping and Caravan Park, Salcombe Regis, Devon  
/3331385 EX10 0JH.  
Variation of condition no. 3 (Shop with residential accommodation to replace existing) of application 87/P0699; the building should be used solely for the permitted purpose of a residential dwelling, site office and shop in conjunction with and solely for the permitted use of the caravan site. **APPEAL GRANTED.**

STC: DID NOT SUPPORT

EDDC: REFUSED

**012 Unsupported decision**

None received.

**013 Enforcement Letters**

None received.

**014 Urgent Items**

None received.

**015 New Draft Local Plan Update**

Councillor Davis had attended a webinar on the proposed new Local Plan. Also, EDDC had recently launched a consultation exercise on a number of topics. The Planning Working Group would need to consider these at a future meeting and respond by 27<sup>th</sup> June.

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**CHAIR OF THE PLANNING WORKING GROUP**

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

**Month 1 - April 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	0	0	49,000	49,000	0
Flower Beds, Planters & Watering	1,843	1,843	18,500	16,657	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	0	0	50,000	50,000	0
Tourism Promotion Income	0	0	-24,000	-24,000	0
Verge Cutting, Town Maintenance & Weeding	1,986	1,986	24,500	22,514	0
Verge Cutting DCC Grant (Income)	0	0	-5,100	-5,100	0
Street Furniture	0	0	16,800	16,800	0
Sidmouth Information Centre	0	0	32,800	32,800	0
Water Fountains & Defib Mtce	57	57	2,500	2,443	0
Dog Hygiene Bins	0	0	2,000	2,000	0
War Memorials	0	0	500	500	0
Parish Paths Partnership Payments	0	0	0	0	0
Parish Paths Partnership (Income)	0	0	0	0	0
	<b>£3,886</b>	<b>£3,886</b>	<b>£198,250</b>	<b>£194,364</b>	<b>0</b>

**Discretionary Expenditure**

Festival and Events Grant	50,000	50,000	50,000	0	0
Special Funding Support	29,500	29,500	29,500	0	0
Community Small Grants	15,250	15,250	18,000	2,750	0
Sidmouth Regatta & Air Show	0	0	20,000	20,000	0
Donation to Sidmouth Regatta Air Show (Income)	0	0	0	0	0
Environment Committee	376	376	8,000	7,624	0
Community Infrastructure Levy Payments	0	0	0	0	0
Community Infrastructure Levy (Income)	0	0	0	0	0
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
Rayson Bequest - Fireworks/Light Displays (Inc)	0	0	0	0	0
Rayson Bequest - Natural/Sidmouth History (Inc)	0	0	0	0	0
Rayson Bequest - Party/Celebrations (Inc)	0	0	0	0	0
Woolley Bequest Payments	0	0	0	0	0
Woolley Bequest (Income)	0	0	0	0	0
	<b>£95,126</b>	<b>£95,126</b>	<b>£125,500</b>	<b>£30,374</b>	<b>0</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 1 - April 2024

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
<b><u>Woolcombe House</u></b>					
Services Gas/Water/Elec	0	0	8,000	8,000	0
Woolcombe House Business Rate	4,871	4,871	9,600	4,729	0
Woolcombe House (Loan Interest&Repayment)	0	0	14,890	14,890	0
Woolcombe House-General Maintenance	4,403	4,403	10,000	5,597	0
	<b>£9,274</b>	<b>£9,274</b>	<b>£42,490</b>	<b>£33,216</b>	<b>0</b>
<b><u>Other Property</u></b>					
Alma Lane Field	0	0	500	500	0
Manstone Youth Centre	2,657	2,657	85,000	82,343	0
Manstone Sports and Play Areas	0	0	2,000	2,000	0
Long Park & Play Area	93	93	1,500	1,407	0
The Arches	1,702	1,702	45,000	43,298	0
The Arches East (Income)	0	0	-27,000	-27,000	0
Conservatory Maintenance	0	0	2,000	2,000	0
Knowle Parkland & Amphitheatre	1,825	1,825	15,000	13,175	0
Fire Beacon Nature Reserve	0	0	0	0	0
Sidmouth Golf Club (Income)	0	0	-5	-5	0
Elec Pole Rent (Income)	0	0	-40	-40	0
	<b>£6,277</b>	<b>£6,277</b>	<b>£123,955</b>	<b>£117,678</b>	<b>0</b>
<b><u>Trust Property</u></b>					
<b><u>The Ham</u></b>					
The Ham Ground Mtce	121	121	2,000	1,879	0
The Ham Other Mtce	0	0	10,000	10,000	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	0	0	4,500	4,500	0
The Ham Rent (Income)	-1,500	-1,500	-12,800	-11,300	0
<b><u>Manstone</u></b>					
Manstone Land Ground Mtce	66	66	900	834	0
Manstone Other Maintenance	0	0	1,600	1,600	0
Manstone Rent (Income)	0	0	-1,480	-1,480	0
<b><u>Salcombe Regis</u></b>					
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	0	-670	-670	0
	<b>-£1,313</b>	<b>-£1,313</b>	<b>£7,050</b>	<b>£8,363</b>	<b>0</b>

## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 1 - April 2024

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
<b><u>Members</u></b>					
Members/Chair's Allowances	0	0	7,200	7,200	0
Chair's Expenses	0	0	2,000	2,000	0
Members Expenses/Training	0	0	800	800	0
Elections	0	0	1,000	1,000	0
Civic & Hospitality	0	0	1,000	1,000	0
Civic Regalia	0	0	1,000	1,000	0
	<b>£0</b>	<b>£0</b>	<b>£13,000</b>	<b>£13,000</b>	<b>0</b>
<b><u>Staff</u></b>					
Salaries	9,239	9,239	115,000	105,761	0
Pensions	1,897	1,897	24,000	22,103	0
Project Support	0	0	40,000	40,000	0
Staff Eye Tests	0	0	100	100	0
Training & Conferences	0	0	500	500	0
Officers Expenses	0	0	500	500	0
	<b>£11,136</b>	<b>£11,136</b>	<b>£180,100</b>	<b>£168,964</b>	<b>0</b>
<b><u>Office Expenses</u></b>					
Postage	0	0	500	500	0
Stationery	64	64	1,500	1,436	0
Telephone	1,135	1,135	4,700	3,565	0
Subscriptions	2,788	2,788	3,000	212	0
Photocopier	0	0	800	800	0
Internet, website and webcams	1,500	1,500	4,000	2,500	0
I.T. Software Contracts	875	875	4,000	3,125	0
I.T. Maintenance Support	357	357	6,000	5,643	0
Advertisements	0	0	500	500	0
Audit	0	0	2,500	2,500	0
Insurance	0	0	6,800	6,800	0
Sundry	0	0	1,000	1,000	0
Bank Charges	0	0	300	300	0
Bank Interest Received (Income)	9	9	-12,000	-12,009	0
	<b>£6,728</b>	<b>£6,728</b>	<b>£23,600</b>	<b>£16,872</b>	<b>0</b>



## Sidmouth Town Council - Detailed Income and Expenditure Report

### Month 1 - April 2024

	Actual	Actual	Current	Budget	Cummulative
<b>Expense Group Totals</b>	Current Month	Year to Date	Annual Budget	Balance	To + / From - EMReserves
Council Services	3,886	3,886	198,250	194,364	0
Discretionary Expenditure	95,126	95,126	125,500	30,374	0
Woolcombe House	9,274	9,274	42,490	33,216	0
Other Freehold Property	6,277	6,277	123,955	117,678	0
Trust Property	-1,313	-1,313	7,050	8,363	0
Members	0	0	13,000	13,000	0
Staff	11,136	11,136	180,100	168,964	0
Office Expenses	6,728	6,728	23,600	16,872	0
Precept Received	-356,973	-356,973	-713,945	-356,972	0
<b>Net Income over Expenditure</b>	<b>-£225,859</b>	<b>-£225,859</b>	<b>£0</b>	<b>£225,859</b>	<b>0</b>

#### Current/Deposit Bank Accounts

£1,362,336

*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

#### Innovation & Resilience Fund

#### Earmarked Reserves

£711,930

Martin Cordy  
2 Chardstock Close  
Exeter  
EX1 3UP

Councilors of Sidmouth Town Council  
Town Clerk  
Sidmouth Town Council  
Woolcombe House  
Woolcombe Lane  
Sidmouth  
EX10 9BB

09 May 2024

**Internal Audit Report for the year ended 31 March 2024**

Dear Councilors

I have completed the 2023/24 annual Internal Audit Review in accordance with the Sidmouth Town Council – Schedule of Internal Audit. I have reviewed the suitability and operation of key financial policies and practices.

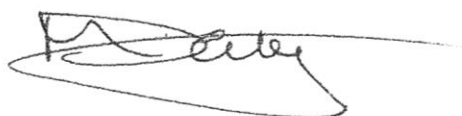
Based on the testing completed, I can confirm that there are no matters of significance to bring to your attention, with all key systems operating in line with the Council's policies and procedures to ensure the appropriate use of Council funds in discharging your duties.

Furthermore, I can confirm that the year-end financial accounts are appropriately calculated from the underlying financial records of the Council with appropriate accounting adjustments having been made at the financial year-end.

The Town Clerk and I continue to liaise in a timely manner with regard to any proposed changes to the Council's Financial Control environment. This ensures that any changes will not lead to unintended consequences and will ensure that appropriate use of council funds for the provision of services.

Overall, the financial control environment is excellently managed and I wish to thank Joan and her team for their diligence throughout the year and their assistance and support during the audit process.

Kind regards



Martin Cordy

# Annual Internal Audit Report 2023/24

Sidmouth Town Council

www.sidmouth.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

05/05/2024 09/05/2024 DD/MM/YYYY

Name of person who carried out the internal audit

Martin Cordy NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

09-05-2024

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Sidmouth Town Council  
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2023/24 for

Sidmouth Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,016,297	1,049,269	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	650,740	680,520	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	412,721	245,435	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	158,792	174,750	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	14,889	14,889	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	856,808	647,410	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,049,269	1,138,175	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,014,164	1,201,769	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2,660,024	2,661,473	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	108,786	99,812	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

09-05-24

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED