



SIDMOUTH TOWN COUNCIL

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To: All Members of the Town Council
Town Clerk

6 May 2025

For information:

District Councillor for Sidmouth not on the Town Council

Dear Sir/Madam,

Annual Meeting of Sidmouth Town Council Monday 12 May 2025 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 8 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,

Christopher E Holland
Town Clerk

A G E N D A

PART 'A'

Page/s

1 Election of the Chair of the Council

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

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

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

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

2.1 It will be proposed by Councillor Nelson and seconded by Councillor Perram that Councillor Paul Dodds be appointed Vice Chair of Sidmouth Town Council for the forthcoming year.

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

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

3 **Apologies**

To receive any apologies for absence.

4 **Minutes**

To confirm the minutes of the meeting of the Town Council held on Monday 7 April 2025.

6 - 8

5 **Declarations of Interest**

To receive any Members' declarations of interest in respect of items on the agenda.

Note: You must also declare the nature of any personal or disclosable pecuniary interests in an item whenever it becomes apparent that you have an interest in the business being considered.

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

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

7 **Exclusion of the Public**

To agree any items to be dealt with after the public (including the press) have been excluded. There are no items which the Clerk recommends should be dealt with in this way.

8 **Public Open Question Time**

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

Councillors also have the opportunity to ask questions of the County and District Members during this item whilst giving priority to Members of the public.

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

9 **Committee/Working Group Membership**

9

To consider and approve the list of appointments to Council Committees and Working Groups for the ensuing year:

a) Planning Committee:

i) Planning Committee Membership

ii) It will be proposed by Cllr Loudoun and seconded by Cllr Nelson that Cllr Dent be appointed Chair of the Planning Committee.

iii) It will be proposed by Cllr Loudoun and seconded by Cllr Dent that Cllr Perram be appointed Vice Chair of the Planning Committee.

- b) Tourism & Economy Committee
 - i) Tourism & Economy Committee Membership
 - ii) It will be proposed by Cllr Nelson and seconded by Cllr Barlow that Cllr Willis Fleming be appointed Chair of the Tourism & Economy Committee.
 - iii) It will be proposed by Cllr Willis Fleming and seconded by Cllr Brown that Cllr Nelson be appointed Vice Chair of the Tourism & Economy Committee.
- c) Environment Committee
 - i) Environment Committee Membership
 - ii) It will be proposed by Cllr Nelson and seconded by Cllr Goodman that Cllr Barlow be appointed Chair of the Environment Committee.
 - iii) It will be proposed by Cllr Barlow and seconded by Cllr Davis that Cllr Walker be appointed Vice Chair of the Environment Committee.
- d) Youth Provision Committee
 - i) Youth Provision Committee Membership
 - ii) It will be proposed by Cllr Davis and seconded by Cllr Jo Dodds that Cllr Perram be appointed Chair of the Youth Provision Committee.
 - iii) It will be proposed by Cllr Lockyear and seconded by Cllr Perram that Cllr Davis be appointed Vice Chair of the Youth Provision Committee
- e) Other Working Group Memberships:
 - i) Council Resources Working Group
 - ii) Parish Paths Partnership Working Group (P3)
 - iii) Emergency Working Group
 - iv) Past Chairs and Personnel Working Group
 - v) Sidmouth Regatta Working Group

10 **Members with Special Responsibilities**

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

10

11 **Representatives on Outside Bodies**

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

11

(Members are reminded to confirm with the outside body to which they are appointed, that sufficient insurance is in place to cover their activities. The Town Council's insurance does not apply to Members serving on other bodies)

12 **Register of Members' Interests and Register of Gifts and Hospitality**

Members are reminded to complete/update their registers in respect of Members' Interests and gifts/hospitality; this must be completed by 2 June 2025 at the latest.

13 **Members' Allowances**

Members are reminded to notify the Town Clerk if they are **not** claiming a Members' Allowance; otherwise please reply to the email you will receive so that bacs payments can be made for 2025/2026.

*(Bacs payments will be made at the beginning of June 2025; if your details are not received by this date then it will be assumed that you do **not** wish to claim the allowance.)*

14 **Council Property**

To note that Deeds and Trust documents in the custody of the Town Council are available for Members' inspection in the office on request to the Town Clerk.

- 15 **Standing Orders**
To confirm and note that no changes have been made to Sidmouth Town Council's Standing Orders; document received by Members May/Nov 2023.
- 16 **Financial Regulations**
To confirm and note that no changes have been made to Sidmouth Town Council's Financial Regulations; document received by Members May/Nov 2023.
- 17 **Code of Conduct**
To confirm and note that no changes have been made to Sidmouth Town Council's Code of Conduct; document received by Members May/Nov 2023.
- 18 **Internal Audit**
To receive and agree Sidmouth Town Council's Schedule of Internal Audit. 12
- 19 **General Risk Register**
To confirm and note that no changes have been made to Sidmouth Town Council's General Risk Register document as adopted by Members in March 2025.
- 20 **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.)
- 21 **Committee/Working Group Reports**
 21.1 Planning Committee Reports
 To receive the reports of the Planning Working Group meetings held on Wednesdays 2 and 23 April 2025. 13-24
 21.2 Environment Committee Report
 To receive the report of the Environment Committee meeting held on Monday 14 April 2025. 26-27
 21.3 Tourism & Economy Committee
 To receive an update, if appropriate, from the Chair of the Tourism & Economy Committee.
 21.4 Council Resources Working Group
 To receive an update, if appropriate, from the Chair of the Resources Working Group.
 21.5 Youth Provision Committee 28-29
 To receive the report of the Youth Provision Committee meeting held on Friday 4 April 2025.

22	Reports from Members with Special Responsibilities	
	<u>22.1 Finance Report</u>	
	a) In accordance with section 2.2 of the Town Council's Financial Regulations Members are asked to note that Cllr Chris Lockyear, Member with Special Responsibility for Finance has verified the bank reconciliations, for all accounts, as at the end of March 2025.	
	b) To receive the Finance Report for the year ending 31 March 2025.	30-31
	<u>22.2 Other Reports from Members with Special Responsibilities</u>	32-33
	To receive other notified reports from other Members.	
23	Annual Return – Internal Audit Report 2024/25	
	The Council's Internal Auditor, Mr. Martin Cordy, has undertaken the audit of the Council's accounts.	
	Attached to the agenda is a copy of Mr Cordy's letter and Internal Audit Report for Members' consideration.	34-35
24	Annual Return – Governance Statement 2024/25	
	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.	36
25	Annual Return – Accounting Statements 2024/25	
	Members are asked to consider and approve the Accounting Statement which has been duly certified and signed by the Town Clerk/RFO.	37
	Following approval by Council, the Accounting Statement will be signed by the Chair.	
26	Appointment of new Internal Auditor	
	To note the appointment of an Internal Auditor; Adrian Harris Managing Director of Rosy Jefferey Chartered Accountants.	

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of Sidmouth Town Council
held in the Sidmouth Guide HQ, Lawn Vista, Sidmouth
on Monday 7 April 2025

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

The meeting started at 8.15pm and finished at 9.00pm.

PART 'A'

124 Minutes

The minutes of the meeting of the Town Council held on Monday 3 March 2025 were signed as a true and accurate record.

125 Declarations of Interest

No Declarations of Interest were received at this meeting.

126 Matters of Urgency or Report from the Chair

- The Chair reminded Members of the retirement of the Council's Finance Officer and thanked Mrs Hall for her hard work on behalf of the Council.
- The Chair reported that Sidmouth Coastal Community Hub in partnership with Sidmouth School of Art had requested permission to use the town centre catenary wires for the Festival of Flags during the summer season 2025. The project would be run on the same basis as agreed with the Town Council for 2024 and SCCH and SSA would like to instal the flags from 14 July to 15 September.

RESOLVED: That permission be granted to Sidmouth Coastal Community Hub in partnership with Sidmouth School of Art to use the town centre catenary wires for the Festival of Flags during the summer season 2025 subject to the same conditions as 2024.

127 Police Advocate Report

Cllr Nelson reminded Members to advise her of any issues they wished to be raised at her meeting with the Neighbourhood Team, to be held on Wednesday 9 April.

128 Committee/Working Group Reports

128.1 Planning Committee Report

Councillor Perram presented the report of the Planning Committee meeting held on Wednesday 12 March.

RESOLVED: That the Planning Committee report be noted and agreed.

128.2 Tourism and Economy Committee Report

Councillor Nelson presented the report of the Tourism and Economy Committee meeting held on Wednesday 19 March.

RESOLVED: That the Tourism and Economy Committee report be noted and agreed.

128.3 Environment Committee Report

Councillor Barlow reported that the next meeting of the Environment Committee would be held on Monday 14 April.

128.4 Council Resources Working Group

The Chair reported that there had not been a Resources Working Group meeting since last full Council.

128.5 Youth Provision Committee

Councillor Nelson reported that a Youth Provision Committee meeting had been held on Friday 4 April and the minutes would follow shortly.

129 Reports from Members with Special Responsibilities

129.1 Finance Report

Councillor Lockyear presented the Finance Report for February 2025.

RESOLVED: That the Finance Report for February 2025 be noted.

129.2 South West Water Liaison

Councillor Lockyear reported that he had contacted SWW's Charlie Ford and gave an update regarding the work being carried out by South West Water.

129.3 Climate Awareness Partnership Sidmouth (CAPS)

Councillor Davis reported that the next Eco Hub community session would be on the topic of Active Travel and to encourage wider engagement this would include children's activities.

*The Chair agreed to take the following two items in reverse order
for the ease of residents in attendance.*

130 East Devon District Council 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. These orders were reviewed every three years and had been considered by the Town Council on 5 August 2024 as part of that process. During that consultation phase, the Town Council had recommended that no changes were made, agreeing that the existing orders were suitable.

The resulting PSPOs from that review process which took account of responses from the consultation had been presented for public consultation.

The consultation would run for eight weeks between 3 March 2025 and 28 April 2025. The Sidmouth sections of the questionnaire had been extracted for Members convenience.

RESOLVED: East Devon District Council be advised that:

1) the PSPO, relating to Seashores and Promenades, associated dates and designated areas be supported as proposed.

- 2) The PSPO as proposed for Sidmouth Cemetery be fully supported with additional clear and suitable signage erected to support.
- 3) The PSPO for the Byes be not supported. Members felt that clearer and more appropriate signage should be introduced by EDDC and DCC along the footpaths and shared path/cycleway.

131 Devon County & East Devon District Council Event Advertising Policy (Signs & Banners)

Members were asked to consider Devon County Council and East Devon District Council's policies regarding the use of signage for the advertising of events and make any recommendations regarding their operation. It was noted that Devon County Council was not looking to change its approach as this was based on national highway legislation but that East Devon District Council had asked for a response relating to land and property under its control.

RESOLVED: That the Planning Committee consider this issue and report back to a future full Council with a suggested response to East Devon District Council and a procedure and protocol for the advertisement of events within the Sid Valley area.

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CHAIR OF THE COUNCIL

COUNCIL COMMITTEES & WORKING GROUPS 2025-26

Nominations

Environment Committee

Councillors: Barlow, Blakeway, Davis, Dodds, Goodman, Lockyear, Nelson, Walker, and *invited representatives*

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

Planning Committee

Councillors: Dent, J Dodds, Lockyear, Loudon, Nelson, Nicholson, Perram, Willis Fleming

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

Tourism & Economy Committee

Councillors: Barlow, Bridle, Brown, J Dodds, P Dodds, Lockyear, Loudoun, Nelson, Nicholson, Walker, Willis Fleming

(Meets quarterly – Considers how best to help promote the tourist town of Sidmouth, the associated hospitality industry and encourage and stimulate local business.)

Youth Provision Committee

Councillors: Barlow, Bridle, Davis, Dodds, Hughes, Lockyear, Nelson, Nicholson, Perram,

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

Council Resources Working Group

Councillors: Chair & Vice Chair of Council, Chairs of Main Committees & Member for Special Responsibility for Finance (Barlow, Dent, Lockyear, Nelson, Perram, Willis Fleming)

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

Parish Paths Partnership Working Group (P3)

Councillor Walker and P Dodds + volunteers

(Coordinates a group of volunteers working with Devon County Council to keep the many miles of Rights of Way and pathways in the area maintained and accessible)

Emergency Working Group

Chair and Vice Chair of the Council, Councillor Hughes (as Devon County Council), Goodman, Lockyear and Loudoun.

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

Sidmouth Regatta Working Group

Councillors: Barlow, Bridle, Nelson, Perram, Willis Fleming & Community Groups

(To assist and help coordinate the Town's Annual Regatta with community groups)

Past Chairs (and Personnel) Working Group

Chair and Vice-Chair of the Council and former Chairs serving on the Council:

(Barlow, Lockyear, Nelson, Hughes)

(Meets when required for senior officer recruitment)

MEMBERS WITH SPECIAL RESPONSIBILITIES 2025-26
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Nominations

Finance	Councillor C. Lockyear Councillor J. Nicholson (Deputy) Councillor P. Dodds (Deputy)
Emergency Coordinator	Chair of Council
Public Conveniences	Councillor I. Barlow Councillor B. Davis Councillor M. Goodman Councillor R. Perram
Hope Cottage / Sidmouth Museum	Councillor K. Dent
South West Water Liaison	Councillor C. Lockyear
Members for Equalities	Chair of Council Vice Chair of Council Councillor J. Dodds

<p style="text-align: center;">SIDMOUTH TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 2025-26</p>

<u>Outside Body</u>	<u>Nominations</u>
Kennaway House	Chair of the Council and Cllr. K. Dent
Sidmouth in Bloom	Cllr F. Bridle Cllr. H. Nelson
Citizen's Advice Bureau	Cllr. H. Nelson
Devon Association of Local Councils	Chair and Vice Chair of the Council
Norman Lockyer Observatory Management Committee	Cllr. S. Hughes
Sidmouth Cricket, Tennis and Croquet Club	Cllr. K. Dent
Sidmouth Consolidated Charities	Cllr. R. Perram
Sidmouth Twinning	Chair of the Council (as President automatically)
East Devon Arts and Culture Forum	Cllr. I. Barlow
Sidmouth Folk Festival Trust	Cllr. C. Lockyear
Stowford Rise Community Centre Management Steering Group	Cllr. J. Loudon
Sidmouth Fair Trade	Chair of the Council & Cllr J Nicholson
Sidmouth Hospice at Home	Cllr. H. Nelson & Cllr. I. Barlow (Deputy)
Sidmouth Arboretum	Cllr. C. Lockyear & Cllr. I. Barlow (Deputy)
Sidmouth Biodiversity Group	Cllr. C. Lockyear & Councillor S. Blakeway
EDDC Sidmouth Beach Management Plan	Councillor C. Lockyear & Councillor I. Barlow (Deputy)
Devon and Cornwall Police Advocate	Councillor L. Brown & Councillor Nelson (as Deputy)
Sid Valley Help	Cllr. B. Davis
Sidmouth W.H.A.T. Group	Cllr. B. Davis
Sidmouth Voluntary Services	Cllr. H. Nelson
Vision Group Sidmouth	Cllr K. Walker

Sidmouth Town Council - Schedule of Internal Audit

The Internal Audit is required to examine and test that:

1. The recording of receipts and payments is accurate and kept up to date. Specifically, the quality and accuracy of data input to the council's computerised records of receipts and payments is to be verified through monitoring and sampling data entries and records and balances are subjected to frequent verification against bank statements and any cash held.
2. The council's financial regulations have been subjected to periodic review and update, and that administration is compliant with these regulations and the council's standing orders in respect of tendering (where applicable) and the ordering, procurement and payment for goods and services.
3. In respect of payments for the purchase of goods and services, the supporting paperwork confirms there is a fully approved invoice and proper authorisation for payment, verified by random sampling of payments traced through from order, invoice receipt, authority for payment and payment bacs/cheque/bank statement reconciliation. The audit should check also that VAT is identified appropriately for reclaim.
4. The council has assessed the significant risks to delivering its services and that budget setting and reviews of insurance cover are conducted annually to mitigate risks. The annual budget has been properly prepared and approved by the council in setting the precept. Budgetary control should ensure that adequate, but not excessive reserves are maintained commensurate with the estimates and risks involved.
5. Progress on expenditure and income is monitored continuously and that regular financial reports, including variance analysis on both expenditure and income, are presented to, and agreed by, council.
6. A proper system of accounting for petty cash expenditure is in operation supported by receipts where necessary and that delegated limits on expenditure (where appropriate) are authorised to named staff in writing.
7. Payments of Wages and Salaries are made using up to date pay scales as set out in contracts of employment and that PAYE/NIC is correctly deducted from gross pay and paid to HM Revenue & Customs.
8. A register of significant assets and investments is maintained and kept up to date as assets are acquired or disposed of.
9. Frequent reconciliation is conducted between balances shown on bank statements and balances calculated independently in the council's financial records (based on cheque counterfoils, paying-in books, receipts and any other forms of income and expenditure records).
10. A year-end financial statement is produced using an appropriate accounting basis, allowing the figures to be followed through for accuracy and comparison with the budget, end of year balances and reserves and highlighting any significant changes to the council's assets and liabilities.

This Schedule of Internal Audit was presented for approval to
Sidmouth Town Council on 12 May 25
Minute number:

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of the Planning Committee
held at the Council Chamber, Woolcombe House, Sidmouth,
on Wednesday 4 April 2025 at 10.00am

Councillors present: Kelvin Dent (Chair)
 Rachel Perram (Vice Chair)
 Chris Lockyear
 John Loudoun
 Hilary Nelson
 Edward Willis-Fleming

Apologies: Cllr Bernie Davis
 Cllr John Nicholson

Also present: Cllr Ian Barlow

The meeting started at 10.00 am and finished at 12.30 pm

344 Declarations of Interest

Name	Item / Reference	Type	Action Taken	Details of Interest
Cllr Ian Barlow	All applications	Personal	Remained in the meeting but did not vote.	Member of EDDC Planning Committee
Cllr Chris Lockyear	25/0449/TCA South Ward	Personal	Remained in the meeting and did vote. Applicant did not vote.	Member of STC Planning Committee
All Members				
Cllr Rachel Perram	25/0570/TCA South Ward	Personal	Remained in the meeting and did vote. Applicant did not vote.	Member of STC Planning Committee
All Members				
Cllr John Loudon	25/0381/TRE. Sidbury Ward	Personal	Remained in the meeting and did not vote.	Neighbour
Cllr Willis-Fleming	25/0476/MRES West Ward & 25/0552/FUL Salcombe Regis & 25/0442/FUL East Ward	Personal	Remained in the meeting and did not vote.	Acquainted with applicants.

345 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.

346 Minutes

The minutes of the meeting of the Planning Committee held on Wednesday 12 March 2025 were signed as a true and accurate record.

347 Urgent items

RESOLVED: 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.

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|------------|------------------------------|---|--|
| 348 | 25/0356/MOUT
Sidford Ward | Mr P Aubery
(Tavistock
Green Ltd) | Land East Of Burscombe Lane, Sidford, Sidmouth, EX10 9SG.
Residential development for up to 15 dwellings (outline
application seeking approval of details of access only). |
|------------|------------------------------|---|--|

OBJECT:

Members objected to the proposed application, as it raised significant concerns regarding access, landscape impact, and ecological harm.

1. Access Issues

Burscombe Lane was a narrow and constrained rural lane, unsuitable for increased traffic from a development of this scale. The expected additional vehicle movements would exacerbate congestion and pose safety risks to pedestrians, cyclists, and existing road users. The proposed access did not comply with local transport policies and failed to provide adequate infrastructure for safe and sustainable access.

2. Landscape Impact

The site lies within a designated National Landscape, where development should be strictly controlled to protect its natural beauty. The proposal did not adhere to the Sid Valley Local Plan, the Neighbourhood Plan, or national planning policies (NPPF), which emphasised the protection of valued landscapes. The introduction of housing in this location would cause irreversible harm to the rural character and scenic quality of the area. The proposed development appeared to conflict with several policies outlined in the Sid Valley Neighbourhood Plan Specifically:

Policy 9: Residential Development within Built-Up Area Boundaries (BUAB)

This policy supports residential development within the BUAB. Development outside these boundaries was generally restricted to specific exceptions. If the proposed site lies outside the BUAB, it would not conform to this policy.

Policy 10: Exception Sites

This policy allows for small-scale residential developments of up to 15 homes on land immediately adjacent to the BUAB, provided certain criteria are met:

Local Connection: Homes should be occupied by individuals with a local connection.

Affordable Housing: At least 66% of the development should consist of affordable housing.

Design and Character: The development must be in keeping with the area's character.

If the proposed development did not meet these criteria, it would not align with Policy 10.

Policy 7: Local Distinctiveness

This policy emphasised that new developments should respect and enhance the local landscape character. Given that the site was within a designated National Landscape, any development that adversely affected the landscape's natural beauty would be inconsistent with this policy.

3. Ecological Concerns

The site supported a rich variety of hedgrow and wildlife, including protected species and important habitats. Increased development pressure would lead to habitat loss, disturbance, and fragmentation, contrary to biodiversity objectives set out in both local and national policies. No sufficient mitigation measures had been demonstrated to offset these ecological impacts.

This application was inappropriate due to its failure to provide safe access, its detrimental impact on the protected landscape, and its disregard for ecological preservation.

349	25/0474/OUT Sidford Ward	Mr & Mrs Spicer	Hillington, Frys Lane, Sidford, Devon, EX10 9SR. Outline application for the construction of a single dwelling house on land to the rear of the host dwelling. Approval sought for access, layout and scale: matters reserved for appearance and landscaping.
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NO OBJECTIONS

350	25/0526/FUL Sidford Ward	Mr Jack Silk	12 Higher Brook Meadow, Sidford, Devon, EX10 9SS. Single storey rear extension to replace existing conservatory.
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NO OBJECTIONS

351	25/0442/FUL East Ward	Mr Tiku Patidar	Yrgolf Ltd, Dove Lane, Sidmouth, EX10 8AN. Proposed roof mounted air-conditioning condenser units and photovoltaic panels. Proposed reuse of existing openings for mechanical ventilation.
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DEFERRED:

Members were pleased that this building was being developed and saw it as an asset to Sidmouth. However, they found the application inconsistent and insufficient, Therefore the decision is deferred pending amended plans and the receipt of the Environmental Health Assessment.

352	25/0205/LBC East Ward	Mrs Millie Drennan	Seasalt, 1 Royal London House, Fore Street, Sidmouth, EX10 8AQ. Proposal for external re-decoration and repairs, updated logos, replacement of a door with a window. Internal layout changes.
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NO OBJECTIONS subject the views of the Conservation Officer

353	25/0242/ADV East Ward	Mrs Millie Drennan	Seasalt, 1 Royal London House, Fore Street, Sidmouth, EX10 8AQ. Updated painted logos including 2no Facia signs, 1no painted graphic, 1no. tap work art and 1 no window graphic
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GRANTED

354	25/0394/LBC East Ward	Mr Adam Marston- Price	Tudor Cottage, Chapel Street, Sidmouth, EX10 8ND. Replace ceilings and walls in dining room and lounge with lime plaster and where necessary replace lathe and plaster with plaster board.
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NO OBJECTIONS subject the views of the Conservation Officer

355	25/0466/COU North Ward	Laura Sharpe	Burrow Farm Cottage, Bowd, Devon, EX10 0NF. Proposed change of use of agricultural land to garden (extension of residential curtilage) at Burrow Farm Cottage, Bowd, EX10 0NF.
NO OBJECTIONS			
356	25/0479/FUL Primley Ward	Mr Malcolm Pratt	6 Lower Wheathill, Sidmouth, EX10 9UA. Proposed two storey extension on the south east elevation, two storey extension on the north east elevation and construction of a double garage on the north east elevation.
NO OBJECTIONS			
357	25/0396/FUL Salcombe Regis Ward	Dr Lucy Woodall	11 Sid Lane, Sidmouth, Devon, EX10 9AN. Retrospective permission to retain front porch.
DO NOT SUPPORT: Members considered the architects' plans to be inaccurate, they also had concerns regarding the down pipes proximity to the neighbouring property.			
358	25/0397/LBC Salcombe Regis Ward	Dr Lucy Woodall	11 Sid Lane, Sidmouth, Devon, EX10 9AN. Retrospective permission to retain front porch.
DO NOT SUPPORT: Members considered the architects plans to be inaccurate, they also had concerns regarding the down pipes proximity to the neighbouring property.			
359	25/0552/FUL Salcombe Regis	Ashlynn and David Lee	Sid Abbey Coach House Sid Road, Sidmouth EX10 9HN. 22 solar panels to be mounted on modern garage roof.
NO OBJECTIONS			
360	25/0485/FUL Salcombe Regis Ward	Mr and Mrs Maxwell	1 Regency Gate, Sidmouth, EX10 9NQ. Infilling area under existing first floor projection to extend kitchen and enlarging north elevation window.
NO OBJECTIONS			
361	24/2279/VAR Salcombe Regis Ward	Mr Gary Burns	Salcombe Regis Camping And Caravan Park, Salcombe Regis, Sidmouth, EX10 0JH. Application to vary condition no.2 (approved plans) of permission 11/0123/COU to amend the layout of the approved development.
NO OBJECTIONS			
364	25/0490/FUL South Ward	Mrs Ruth Ray	Broombarn Corner, 19 Roselands, Sidmouth, EX10 8PB. Proposed conversion of single dwelling into 2no dwellings. Changes in fenestration, south facing first floor balcony and construction of single storey garage on west elevation.

DO NOT SUPPORT:

Members felt that the application conflicted with the Sid Valley Neighbourhood Plan: The proposal was seen to contradict key principles of the plan, Policy 7 local distinctiveness, particularly in terms of maintaining local character and managing scale.

They felt it to be overdevelopment of the Site: The subdivision and associated additions were considered excessive for the plot size and context.

Members considered the proposed conversion would have impact on the Street Scene: The proposed alterations, including the balcony and garage, were not considered to be in keeping with the surrounding properties and would negatively impact the character and appearance of the street.

365	25/0476/MRES West Ward	Messrs Ford (OG Holdings Retirement Benefit Scheme)	Unit 2 Alexandria Industrial Estate, Station Road, Sidmouth. Landscaping Reserved Matter for Phase 1 as detailed in Condition 10.
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NO OBJECTIONS**366 Trees in Conservation Areas**

a)	25/0281/TCA Salcombe Regis	12 Belvedere Court, Hillside Road, Sidmouth, EX10 8FD. T1: English Oak - remove major deadwood throughout whole crown area, maximum diameter of cuts 25mm in diameter. Thin current canopy by 20%. T2: Tulip Tree - crown thin, removing selected branches in the upper canopy to reduce current density by up to 20%, maximum diameter of cuts 25mm diameter. Remove deadwood.
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NOTED

b)	25/0424/TCA South Ward	Skelgill, Broadway, Sidmouth, EX10 8RQ. Acer: fell.
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NOTED

c)	25/0630/TCA South Ward	Brooklands, Convent Road, Sidmouth, EX10 8RE. T1, Leyland cypress : fell.
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DEFERRED: Awaiting the Tree Officers report

d)	25/0499/TCA South Ward	Sherwood, Boughmore Road, Sidmouth, Devon, EX10 8SH. Leylandii - fell and remove.(DR)
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NOTED

e)	25/0449/TCA South Ward	Mr Chris Lockyear	Bickwell House, Stadway Meadow, Sidmouth, Devon, EX10 8TB. Poplar: reduce primary lower limb by 6-8m, making one pruning cut of about 100mm.
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NOTED

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|----|---------------------------|----------------------|--|
| f) | 25/0570/TCA
South Ward | Mrs Rachel
Perram | Southcote, Convent Road, Sidmouth, Devon, EX10 8RL.
Pittosporum - fell. |
|----|---------------------------|----------------------|--|

NOTED

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|----|---------------------------|--|
| g) | 25/0286/TCA
South Ward | 11 Cranford, Sidmouth, EX10 8UT.
T1: Plum - fell. |
|----|---------------------------|--|

NOTED

367 Tree Preservation Orders

Applications relating to Trees protected by a Tree Preservation Order.

- | | | |
|----|---------------------------------------|---|
| a) | 25/0559/TRE
Salcombe Regis
Ward | 5 Brownlands Road, Sidmouth, EX10 9AR.
T1, Silver Birch : Crown lift the lower branches by approximately 1.5-2m; diameter cut size of 30-60mm; cuts made of no more one third diameter of parent branch; 2nd and 3rd order branches to be pruned; natural target pruning throughout. |
|----|---------------------------------------|---|

DEFERRED: Awaiting the Tree Officers report

- | | | |
|----|------------------------------|--|
| b) | 25/0381/TRE.
Sidbury Ward | Rose Hill, Cotford Road, Sidbury, Devon, EX10 0SQ.
T1: Eucalyptus - remove in sections to ground level and replaced with a Liquidambar Styraciflua. |
|----|------------------------------|--|

AGREED: as recommended by the Arboricultural Officer.

- | | | |
|----|---------------------------|--|
| c) | 25/0167/TRE
South Ward | Runnymede, Orchard Close, Manor Road, Sidmouth, Devon, EX10 8RS.
T1: Lime - cut back by up to 1.5m to the height of 4m only, lowest, small diameter branches overhanging property of Runnymede on southerly aspect, maximum 50mm pruning cuts only. |
|----|---------------------------|--|

AGREED: as recommended by the Arboricultural Officer.

368 Appeals

None received

369 Unsupported decisions

None received

370 Enforcement Letters

None received.

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CHAIR OF THE PLANNING WORKING GROUP

SIDMOUTH TOWN COUNCIL
Minutes of the Meeting of the Planning Committee
held at the Council Chamber, Woolcombe House, Sidmouth,
on Wednesday 23 April 2025 at 10.00am

Councillors present: Kelvin Dent (Chair)
Rachel Perram (Vice Chair)
John Loudoun
Hilary Nelson
John Nicholson

Apologies: Cllr Bernie Davis
Cllr Chris Lockyear
Cllr Edward Willis Fleming

Also present: Cllr Ian Barlow

The meeting started at 10.00 am and finished at 12.15 pm

372 Declarations of Interest

Name	Item / Reference	Type	Action Taken	Details of Interest
Cllr Ian Barlow	All applications	Personal	Remained in the meeting but did not vote.	Member of EDDC Planning Committee Acquainted with applicant
	25/0505/FUL Salcome Regis Ward	Personal		
All Members	25/0440/FUL North Ward	Personal	Remained in the meeting and did vote.	Members of STC who are Trustees of the land
All Members	25/0724/LBC South Ward	Personal	Remained in the meeting and did vote.	Member of Sidmouth Town Council
Cllr John Loudon	25/0517/LBC Sidbury Ward	Personal	Remained in the meeting and did not vote.	Acquainted with applicants
	25/0516/FUL Sidbury Ward	Personal		
	25/0830/AGR Sidbury Ward	Personal		
Cllr Kelvin Dent	25/0675/FUL South Ward	Personal	Remained in the meeting and did vote.	Acquainted with applicants.
Cllr Rachel Perram	25/0554/FUL North Ward	Personal	Remained in the meeting and did vote.	Acquainted with applicants.
	25/0774/FUL North Ward	Personal		

373 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.

374 Minutes

The minutes of the meeting of the Planning Committee held on Wednesday 2 April 2025 were signed as a true and accurate record, subject to the amendment of minute 344 to record Cllr Nelson's personal interest in application 25/0552/FUL.

375 Urgent items

None

376 Planning Applications

RESOLVED: 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.

377	25/0575/VAR East Ward	White Space Estates Ltd	Abbeyfield Court, Station Road, Sidmouth, EX10 8NW. Variation of condition number 2 (approved plans) on planning permission 24/2023/FUL (Change of use from sheltered housing (Class C2) to form 9 No. apartments (Class C3) with associated operational development comprising: new fenestration; addition of 2 No. external balconies to 2nd and 3rd floor levels; re-application of external render; and external landscaping works) Proposed provision of external balconies to the rear and side (N/E & N/W) elevations with associated changes in fenestration.
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NO OBJECTIONS

378	25/0765/LBC East Ward	Mr J Pendlebury	Flat 2 Devonian, 1 Coburg Terrace, Sidmouth, EX10 8NH. Modern stud wall re-positioned in ground floor bedroom; enlarge opening between kitchen and dining room and replace patio doors in bedroom on rear north west elevation with single door and fixed panel with 2no. windows with top hung opening lights.
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NO OBJECTIONS subject to the views of the Conservation officer.

379	25/0678/FUL North Ward	Mr Marton Pugsley	6 Woolbrook Mead, Sidmouth, EX10 9XF. Single storey side extension, replacement of garage with carport, rendering of property and replacement windows.
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NO OBJECTIONS

380	25/0512/LBC North Ward	Prof. and Ms Berry and Hartley	48 Temple Street, Sidmouth, Devon, EX10 9BQ. Removal of two existing single storey rear extensions and replacement with a larger single storey rear extension, and replacement of existing garage with new garage and carport
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NO OBJECTIONS: subject the views of the Conservation Officer

381	25/0511/FUL North Ward	Prof. and Ms Berry and Hartley	48 Temple Street, Sidmouth, Devon, EX10 9BQ. Removal of two existing single storey rear extensions and replacement with a larger single storey rear extension, and replacement of existing garage with new garage and carport
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NO OBJECTIONS

- | | | | |
|------------|---------------------------|-------------|---|
| 382 | 25/0440/FUL
North Ward | Mr J Thorne | Sidmouth Town Football Club, Manstone Lane, Sidmouth, EX10 9TS.

Extension of Grandstand, relocating and extending viewing shelter, erection of fences and paths. |
|------------|---------------------------|-------------|---|

NO OBJECTIONS:

Members requested that STC as Trustees of the land check that the proposed gate will not unnecessarily restrict access

- | | | | |
|------------|---------------------------|--|--|
| 383 | 25/0554/FUL
North Ward | Mr Bryn
Small (DBD
Construction) | Bedgales Nursery, Sidmouth, EX10 9XA.

Demolition of existing outbuildings and construction of 4 chalet bungalows. |
|------------|---------------------------|--|--|

DO NOT SUPPORT: Members considered the application to be an over development of the site and had considerable concerns about flood risk.

- | | | | |
|------------|---------------------------|---------------------|--|
| 384 | 25/0735/FUL
North Ward | Mr Adrian
Thomas | 1 Moor View Close, Sidmouth, EX10 9UP.

Removal of conservatory to front and porch to side. New front door to side and altered fenestration to front. Removal of rear conservatory and replacement with new pitched roof extension with 2x rooflights. Lowering of one rear window cill. |
|------------|---------------------------|---------------------|--|

NO OBJECTIONS

- | | | | |
|------------|---------------------------|------------|---|
| 385 | 25/0774/FUL
North Ward | Kate Cooke | Ravenslea, 5 Meadway, Sidmouth, Devon, EX10 9JA.

Construction of rear and side, wraparound, single storey extension. |
|------------|---------------------------|------------|---|

NO OBJECTIONS

- | | | | |
|------------|-----------------------------|------------|---|
| 386 | 25/0739/FUL
Primley Ward | Mr Harding | Land And Garages North Of West Park Road, Sidmouth, EX10 9DH.

Construction of new two storey dwelling including proposed first floor window on east elevation (currently under construction under approval 21/3188/FUL). |
|------------|-----------------------------|------------|---|

NO OBJECTIONS

- | | | | |
|------------|---------------------------------------|--------------------|---|
| 387 | 25/0505/FUL
Salcombe Regis
Ward | Mr Chris
Turner | Agricultural Buildings On Salcombe Hill, Salcombe Hill Road, Sidmouth, Devon, EX10 0NY.

Proposed new General Purpose Agricultural Building and a new FYM Storage Building. |
|------------|---------------------------------------|--------------------|---|

SPLIT DECISION:

Members supported the need for a new FYM storage building. However, they felt that it would be beneficial to site the proposed Agricultural Building further away from the nearby dwelling, due to the potential noise and odour.

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|------------|---------------------------------------|--------------------------|---|
| 388 | 25/0694/LBC
Salcombe Regis
Ward | Mr & Mrs N
& L Dalton | Springcombe House, Salcombe Regis, Sidmouth, EX10 0JN.

Demolition and realignment of c. 8 metres of wall to widen the narrow driveway. |
|------------|---------------------------------------|--------------------------|---|

NO OBJECTIONS: subject the views of the Conservation Officer.

389	25/0693/FUL Salcombe Regis Ward	Mr & Mrs N & L Dalton	Springcombe House, Salcombe Regis, Sidmouth, EX10 0JN. Demolition and realignment of c. 8 metres of wall to widen the narrow driveway.
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NO OBJECTIONS

390	25/0663/FUL Salcombe Regis	Mr & Mrs Webb	Langton, Salcombe Hill Road, Sidmouth, EX10 8JR. Removal of two existing single storey garages and replacement with a larger single storey garage and store, and replacement of existing small rear extension and replacement with a single storey side extension.
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DO NOT SUPPORT:

Members felt that the application conflicted with the Sid Valley Neighbourhood Plan: The massing of the proposal was seen to contradict Policy 7 local distinctiveness being excessive for the plot size.

391	25/0574/LBC Sidbury Ward	Mr Peter Legowski	Buckley Hill Cottage, Bridge Street, Sidbury, Sidmouth, EX10 0RZ. Re-render all external walls; replace French doors on and 1no. ground floor window on north elevation and replace 1no. windows at ground floor south elevation.
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NO OBJECTIONS: subject the views of the Conservation Officer.

392	25/0516/FUL Sidbury Ward	Mr & Ms M Coman	Sand, Sidbury, EX10 0QN. Extension and conversion to residential use as an annexe to Sand.
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NO OBJECTIONS

393	25/0517/LBC Sidbury Ward	Mr & Ms M Coman	Sand, Sidbury, EX10 0QN. Extension and conversion to residential use as an annexe to Sand.
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NO OBJECTIONS: subject to the views of the Conservation Officer

394	25/0830/AGR Sidbury Ward	M G Bull	Land North Of Sand Farm, Sidbury Hill, Sidbury. A portal framed agricultural building.
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DEFERRED: Members considered the application detail to be insufficient and requested details of the proposed building and an agricultural justification.

395	25/0465/FUL Sidford Ward	Mrs Annette Witheridge	The Salty Monk, Church Street, Sidford, Sidmouth, EX10 9QP. Change of use from commercial to residential.
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DO NOT SUPPORT:

Members considered that the application which would result in the loss of visitor accommodation in a community which relied on visitor income, was contrary to the emerging East Devon Local Plan and the Sid Valley Neighbourhood Plan (Policy 18, Employment Land).

396	25/0704/FUL Sidford Ward	Mr Phill Tookey	Rising Sun Inn, School Street, Sidford, Devon, EX10 9PF. The construction of a steel fire escape staircase to the rear west elevation of the property.
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NO OBJECTIONS

397	25/0585/LBC Sidford Ward	Mr Phill Tookey	Rising Sun Inn, School Street, Sidford, Devon, EX10 9PF. The construction of a steel fire escape staircase to the rear west elevation of the property.
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NO OBJECTIONS

398	25/0724/LBC South Ward	Cllr Mike Goodman	Church Cottage, Church Lane, Sidmouth, EX10 8LG. Retention of various works to include: lathe and plaster ceilings re-plastered; insulate ceilings; strip back partition walls to stud work and re-instate; install new partition walls; replace fireplace surround with lintel and fire in living room; re-plaster walls and ceilings; new vent in bathroom and install new cowl.
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NO OBJECTIONS

399	25/0675/FUL South Ward	Mr N Hillier	Sidmouth Garage, Connaught Road, Sidmouth, EX10 8TT. Conversion of existing building to ground floor flat. Demolition of workshops to be replaced with new dwelling and staircase to existing first floor flat.
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DO NOT SUPPORT:

Members were pleased that this building was being re-developed and supported the principle. However, they considered it to be under development of the land and that there was an opportunity to build 2-3 houses which would be more in keeping with Connaught Road.

400 Trees in Conservation Areas

a)	25/0630/TCA South Ward	Brooklands, Convent Road, Sidmouth, EX10 8RE. T1, Leyland cypress : fell.
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NOTED

401 Tree Preservation Orders

Applications relating to Trees protected by a Tree Preservation Order.

a)	25/0559/TRE Salcombe Regis Ward	5 Brownlands Road, Sidmouth, EX10 9AR. T1, Silver Birch : Crown lift the lower branches by approximately 1.5-2m; diameter cut size of 30-60mm; cuts made of no more one third diameter of parent branch; 2nd and 3rd order branches to be pruned; natural target pruning throughout.
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AGREED: as recommended by the Arboricultural Officer.

b)	25/0518/TRE South Ward	Peak Lodge Peak House, Cotmaton Road, Sidmouth, EX10 8SY. T1, Turkey Oak: fell to ground level (replacement planting: English Oak). (DR)
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AGREED: as recommended by the Arboricultural Officer.

- c) 25/0877/TRE
South Ward
- Wingletang, 7 Sidmount Gardens, Sidmouth, EX10 8XQ.
PROPOSAL: T1, Birch: remove. Reason rootplate lifting. T2, Birch: remove. Reason dead. G1: x10 Douglas fir: fell. Reason unsuitable species for site, poor form, blocking light from house and garden. Replant with a mix of birch, field maple and Scots pine.

DEFERRED: awaiting the Tree Officers report

- d) 25/0525/TRE
South Ward
- Alexandria Industrial Estate Station Road, Sidmouth, Devon, EX10 9HL.
- 1 - Reduce primary limb on south eastern aspect by 2m, maximum diameter of cut (MDC) 50mm.
 - 2 - Reduce western aspect by 2m, MDC 50mm.
 - 5 - Reduce height by 2.5m, MDC 75mm and reduce lowest westerly limb by 3m, MDC 50mm.
 - 6 - Reduce eastern limb arising at 7m above ground level by 2.5m, MDC 50mm.
 - 9 - Reduce height by 1.5m, MDC 40mm and reduce lowest eastern limbs by 2m, MDC 50mm. (DR)

SPLIT DECISION: as recommended by the Arboricultural Officer.

402 Appeals

None received

403 Unsupported decisions

None received

404 Enforcement Letters

None received.

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CHAIR OF THE PLANNING COMMITTEE

SIDMOUTH TOWN COUNCIL
Minutes of Sidmouth Town Council's
Environment Committee held in the Council Chamber,
Woolcombe House, Woolcombe Lane, Sidmouth
on Monday 14 April 2025 at 6.30pm

Councillors: Ian Barlow (Chair)
Stephen Blakeway (Vice Chair)
Bernie Davis
Paul Dodds
Mike Goodman
Chris Lockyear
Hillary Nelson
Rachel Perram
Kevin Walker

Invited Reps:

Ed Dolphin	(Sidmouth Arboretum)
Jon Ball	(Sidmouth Arboretum)
Jan Metcalf	(River Sid Project)
Charles Sinclair	(River Sid Project)
Dave Bramley	(CAPS)
Stefan Drew	(Civic Food Forests)
Zoey Cooper	(Exmouth Town Council)

The meeting started at 6.30pm and finished at 8.15pm

PART 'A'

83 Minutes

The minutes of the Environment Working Group meetings held on Monday 13 January 2025, were agreed, and signed, subject to the clarification of minute 81.2 to read RECOMMENDED: To get a Project Officer to look at the Salcombe Regis and Woolbrook stream.

84 Declarations of Interest

Name	Item Number	Type	Action Taken	Details
Cllr Chris Lockyear	All items	Personal	Remained in the Meeting during discussion and voting	Member of Sidmouth Biodiversity Group Member of Sidmouth Arboretum
Cllr Ian Barlow	All items	Personal	Remained in the Meeting during discussion and voting	Member of Sidmouth Biodiversity Group Member of Sidmouth Arboretum

85 Matters of Urgency and Report

None reported.

86 Engagement:

86.1 The Council noted the reduction reported in the Council's energy use and agreed to continue to report on usage and make all reasonable efforts to lower carbon footprint in the coming years.

The Chair and Members thanked Cllr Lockyear for his time and concise report.

- 86.2** Dave Bramley (CAPS) gave an update to the Committee concerning working on bringing Sidmouth Community together with various informative talks related to CAPS. A budget would be submitted to the Committee to fund more talks held at Kennaway House.
- 86.3** Cllr Bernie Davis updated Members on the Eco hub and the good work they had done to date with many different groups joining them at the library and TIC. The Committee discussed the merits of the hub possibly finding the hub a more permanent base in the future. The CAPS team had decided that the trial would now be extended until the end of the year.
- 86.4** Zoey Cooper the Environmental Officer from Exmouth Council introduced the Exmouth Cup project to the Committee. The Chair and Members thanked Zoey for delivering their findings with the scheme so far.

87 Built Environment:

- 87.1** Cllr Paul Dodds reported to the Committee on working with DDC and EDDC on improvements of the road and roadsides in Sidmouth. It was reported that approximately 120-160 potholes had been repaired to date. The signs throughout the Town had also been cleaned and it was noted that work with our contractor had been highlighted and everyone had noticed the improvement to the general cleanliness of Sidmouth and the the impact of the Councils work in the Town. The Chair and Committee thanked Cllr Dodds for helping to make such an exceptional difference to Sidmouth.
- 87.2** Cllr Walker spoke on how the FOGG volunteers had transformed the Glen Goyle site. The Chair confirmed that EDDC were taking responsibility for the pathway, supplying materials and would be liaising with the volunteers and Friends of Glen Goyle about the successful project.
- 87.3** Cllr Walker brought to the Committees attention the team of volunteers that had been meeting weekly and doing great work in improving the Cemetery. He highlighted the problems the volunteers faced with dogs not being on leads. The Chair thanked the volunteers through Cllr Walker for their work and informed them that EDDC would be providing additional signage regarding Dogs on Leads.
- 87.4** Friends of the Knowle requested £250 for costs to cover insurance and vests/gloves.
- RECOMMENDED:**
That the Committee would fund the costs and pass on thanks for the vast improvement in the Knowle Gardens.

88 Natural Environment:

- 88.1** Ed Dolphin and Jon Ball gave an update to Members about the 14,000 tree planting project. They had secured funding from national companies for the project to date and would be coming in ahead of schedule. They gave the first initial findings of the tree report but would report at the next committee when the data and final report had been finished. The Chair praised the Arboretum for the huge success of the ongoing project.
- 88.2** Stefan Drew received questions on the Community and Civic Food Forest project. It had encouraged the Sidmouth Community to come together and even though it was still in the early stages and would develop properly in the next 7 years, it had already been proving successful.

- 88.3 Members discussed the report on the Bactiquick Water tester and agreed to fund up to £2500 to enable tests to be taken in the bathing season daily.

RECOMMENDED: that the Council fund up to £2500 to enable tests to be taken in the bathing season daily, subject there being no undue legal risk to the Council or legal representation.

- 89 Members confirmed that the date for the next meeting would be Monday 8 July 2025.

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CHAIR OF THE ENVIRONMENT COMMITTEE

SIDMOUTH TOWN COUNCIL
Minutes of the meeting of the Youth Provision Committee
held in the Council Chamber,
Woolcombe House, Woolcombe Lane, Sidmouth
on Friday 4 April 2025 at 10am

Present:	Councillors: Hilary Nelson (Chair) Ian Barlow Bernie Davis Paul Dodds (for 30 minutes) Chris Lockyear John Nicholson Rachel Perram
Apologies	Councillors: Francetta Bridle Stuart Hughes
Also Present:	Lucy Whittaker, Sidmouth Town Council Di Byrne, Sidmouth Town Council Duncan Cherrett, Young Devon Charlotte Westlake, Young Devon Christopher Holland, Town Clerk

The meeting started at 10.00 am and finished at 12.00 pm.

2 Notes of Previous Meeting

The notes of the meeting of the Youth Provision Working Group held on Tuesday 14 January 2025 were accepted as a true record.

3 The Chair and Committee gave thanks to Cllr Paul Dodds and Di Byrne for their exceptional hard work and success of the Activities Fayre at Sidmouth College.

4 PART 'B'

Youth Services Provision 2025/6

Members considered the response to the Youth Services Tender and related documentation, with a view to deciding the Town Council's preferred model and provider for Youth Services for 2025/6, noting that only one response to the Tender had been received. Having considered all related documentation and questioned the prospective provider, the Committee decided to commission youth services from the prospective provider for the year 2025/6.

The Committee delegated authority to the Town Clerk, Chair and Vice Chair of the Youth Provision Committee to finalise details of the contract with the provider and ensure that the provider is aware of the Town Council's priorities for Youth Provision.

Next Meetings

- 14 April: Environment Committee
- 23 April: Planning Committee
- 12 May: Annual Council

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2025

Cummulative

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	To + / From - EMReserves
<u>Council Services</u>					
Public Conveniences	15,013	15,013	16,000	987	0
Youth Service Support	245	51,282	49,000	-2,282	0
Flower Beds, Planters & Watering	100	18,053	18,500	447	0
Christmas Lighting & Events	0	16,489	16,500	11	0
Donation to Christmas Lighting (Income)	0	-1,750	-1,750	0	0
Tourism Promotion	19,331	45,707	50,000	4,293	4,293
Tourism Promotion Income	-3,630	-17,098	-24,000	-6,902	-6,902
Verge Cutting, Town Maintenance & Weeding	1,985	23,774	24,500	726	0
Verge Cutting DCC Grant (Income)	0	-5,132	-5,100	32	0
Street Furniture	0	7,070	16,800	9,730	9,730
Sidmouth Information Centre	0	32,800	32,800	0	0
Water Fountains & Defib Mtce	603	2,724	2,500	-224	0
Dog Hygiene Bins	0	1,909	2,000	91	0
War Memorials	0	0	500	500	500
Parish Paths Partnership Payments	492	1,237	0	-1,237	-1,237
Parish Paths Partnership (Income)	0	-2,000	0	2,000	2,000
	£34,139	£190,078	£198,250	£8,172	£8,384

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	2,750
Sidmouth Regatta	0	467	20,000	19,533	19,533
Donation to Sidmouth Regatta (Income)	0	-307	0	307	307
Environment Committee	3,522	12,711	8,000	-4,711	-4,711
Community Infrastructure Levy Payments	3,263	5,079	0	-5,079	-5,079
Community Infrastructure Levy (Income)	0	-7,866	0	7,866	7,866
Rayson Bequest - Fireworks/Light Displays	0	6,263	0	-6,263	-6,263
	£6,785	£111,097	£125,500	£14,403	£14,403

Woolcombe House

Services Gas/Water/Elec	1,243	5,160	8,000	2,840	2,840
Woolcombe House Business Rate	0	8,489	9,600	1,111	1,111
Woolcombe House (Loan Interest&Repayment)	0	14,889	14,890	1	0
Woolcombe House-General Maintenance	996	13,681	10,000	-3,681	-3,681
	£2,239	£42,219	£42,490	£271	£270

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2025

Cummulative

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	To + / From - EMReserves
<u>Other Property</u>					
Alma Lane Field	0	0	500	500	500
Youth Premises Provision	2,251	81,844	85,000	3,156	3,156
Manstone Sports and Play Areas	1,251	8,761	2,000	-6,761	-6,761
Long Park & Play Area	218	4,147	1,500	-2,647	-2,647
The Arches	16,020	31,294	45,000	13,706	13,706
The Arches East (Income)	-6,854	-27,418	-27,000	418	418
Conservatory Maintenance	132	1,137	2,000	863	863
Knowle Parkland & Amphitheatre	2,439	23,926	15,000	-8,926	-8,926
Fire Beacon Nature Reserve	0	0	0	0	0
Sidmouth Golf Club (Income)	0	-5	-5	0	0
Elec Pole Rent (Income)	0	-40	-40	0	0
	£15,457	£123,646	£123,955	£309	£309

Trust Property

The Ham

The Ham Ground Mtce	121	1,452	2,000	548	0
The Ham Other Mtce	1,214	3,159	10,000	6,841	6,841
The Ham Play Equipment	0	906	2,000	1,094	1,094
The Ham Utility Building	2,000	2,000	1,000	-1,000	-1,000
The Ham 3Phase Power	564	4,796	4,500	-296	-296
The Ham Rent (Income)	0	-12,287	-12,800	-513	0

Manstone

Manstone Land Ground Mtce	66	792	900	108	0
Manstone Other Maintenance	0	750	1,600	850	850
Manstone Rent (Income)	-345	-1,380	-1,480	-100	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	-2,530	-670	1,860	1,860

£3,620	-£2,342	£7,050	£9,392	£9,349
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Members

Members/Chair's Allowances	0	5,681	7,200	1,519	0
Chair's Expenses	0	1,370	2,000	630	0
Members Expenses/Training	81	259	800	541	0
Elections	0	1,208	1,000	-208	-208
Civic & Hospitality	0	0	1,000	1,000	0
Civic Regalia	0	0	1,000	1,000	1,000

£81	£8,518	£13,000	£4,482	£792
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Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2025

Cummulative

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	To + / From - EMReserves
<u>Staff</u>					
Salaries	9,807	116,948	115,000	-1,948	0
Pensions	2,006	23,936	24,000	64	0
Project Support	3,776	38,604	40,000	1,396	1,396
Staff Eye Tests	0	30	100	70	0
Training & Conferences	0	0	500	500	0
Officers Expenses	0	120	500	380	0
	£15,589	£179,638	£180,100	£462	£1,396
<u>Office Expenses</u>					
Postage	0	323	500	177	0
Stationery	79	1,301	1,500	199	0
Telephone	0	4,685	4,700	15	0
Subscriptions	0	2,930	3,000	70	0
Photocopier	0	666	800	134	0
Internet, website and webcams	0	4,264	4,000	-264	0
I.T. Software Contracts	321	3,572	4,000	428	428
I.T. Maintenance Support	412	3,160	6,000	2,840	2,840
Advertisements	1,053	1,053	500	-553	0
Audit	0	2,080	2,500	420	0
Insurance	0	6,455	6,800	345	0
Sundry	102	960	1,000	40	0
Bank Charges	10	134	300	166	0
Bank Interest Received (Income)	-5,414	-22,904	-12,000	10,904	0
	-£3,437	£8,679	£23,600	£14,921	£3,268

Sidmouth Town Council - Detailed Income and Expenditure Report

Month 12 - March 2025

	Actual Current Month	Actual Year to Date	Current Annual Budget	Budget Balance	Cummulative To + / From - EMReserves
Expense Group Totals					
Council Services	34,139	190,078	198,250	8,172	8,384
Discretionary Expenditure	6,785	111,097	125,500	14,403	14,403
Woolcombe House	2,239	42,219	42,490	271	270
Other Freehold Property	15,457	123,646	123,955	309	309
Trust Property	3,620	-2,342	7,050	9,392	9,349
Members	81	8,518	13,000	4,482	792
Staff	15,589	179,638	180,100	462	1,396
Office Expenses	-3,437	8,679	23,600	14,921	3,268
Precept Received	0	-713,945	-713,945	0	
Net Income over Expenditure	£74,473	-£52,412	£0	£52,412	£38,171

Current/Deposit Bank Accounts	£1,171,505
of which:	
Woolley Bequest	£2,963
Rayson Bequest Fireworks/Light Displays	£59,409
Rayson Bequest Natural/Sidmouth History	£65,709
Rayson Bequest Party/Celebrations	£64,208
Earmarked Reserves	£756,363
General Reserve at 1Apr24	£213,432
Balance of Precept held	£14,241
Control accounts	-£15,274
Outstanding Year End Debtors/Creditors	£10,454

3 Bunker Square
Exeter
Devon
EX2 7SH

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

24 April 2025

Internal Audit Report for the year ended 31 March 2025

Dear Councillors

I have completed the 2024/25 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.

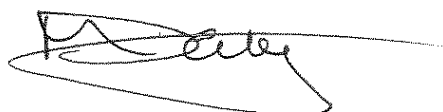
Based on the testing completed, I can confirm that there are no matters of significance to bring to your attention, with all key systems operating in line with the Council's policies and procedures to ensure the appropriate use of Council funds in discharging your duties.

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 overall level of debtors (amounts owed to the Council) within the Council's accounts is consistent with the previous year, with the level of creditors (amounts owed by the council) being lower than in previous years. This highlights good cash and credit management.

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.

This is the seventh year that I have completed the Internal Audit Report for Sidmouth Town Council. I have greatly enjoyed working with the team; however, it is important that the Council seeks new auditors on an ongoing basis to maintain appropriate financial scrutiny and probity. It is, therefore, with sadness that I must inform the Council that this will be my last year undertaking this review.

Kind regards

A handwritten signature in black ink, appearing to read 'Martin Cordy', with a long horizontal line extending to the right.

Martin Cordy

Annual Internal Audit Report 2024/25

EN Sidmouth Town Council TY

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During the financial year ended 31 March 2025, 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 2024/25 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 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 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 2024-25 AGAR period, were public rights in relation to the 2023-24 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 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

13/04/2025 24/04/2025 DD/MM/YYYY

Name of person who carried out the internal audit

Martin Cordy ME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

24/04/2025

*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 2024/25

We acknowledge as the members of:

Sidmouth Town Council

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 2025, 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 2024/25 for

Sidmouth Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	1,049,269	1,138,175	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>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.</i>
2. (+) Precept or Rates and Levies	680,520	713,945	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	245,435	112,001	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	174,750	184,156	<i>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.</i>
5. (-) Loan interest/capital repayments	14,889	14,889	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	647,410	583,243	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,138,175	1,181,833	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,201,769	1,185,458	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	2,661,473	2,661,801	<i>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.</i>
10. Total borrowings	99,812	90,334	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

I certify that for the year ended 31 March 2025 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

28/04/25

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