

MINUTES
OF THE
MEETING OF
SIDMOUTH TOWN COUNCIL
HELD ON
MONDAY 7TH JULY 2008
AT 6.30 PM
WOOLCOMBE HOUSE
SIDMOUTH, DEVON

Members Present:

Sidmouth North	Councillor Mrs. S. Carr Councillor S. Hughes Councillor P. Sullivan	(Vice-Chairman)
Sidmouth South	Councillor J.G.T. Dyson Councillor C.F.A. Gibbings Councillor Mrs. M. Jolly	
Sidmouth East	Councillor Mrs. F.I. Newth Councillor S.P. Pollentine	
Sidmouth West	Councillor Mrs. A.E. Liverton Councillor G.K. Liverton	
Primley	Councillor T.J. Cox Councillor J. Turner	(Chairman)
Sidford	Councillor S.J. Brokenshire Councillor I.J. McKenzie-Edwards	
Sidbury	Councillor Mrs. C.E. Drew	
Salcombe Regis	Councillor A.W.J. Reed	

*Prior to the meeting Councillor Sullivan read out the
Fire Emergency Safety Instructions.*

08:07/1 PRAYERS

Prayers were taken by the Reverend Roger Trumper.

08:07/2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J.W. Hollick, Mrs. L.W.A. Kelly and C.H. Wale.

08:07/3 MINUTES

The Minutes of the Town Council meetings held on Monday 9th June and Monday 23rd June 2008 were received and signed as a true and accurate record.

08:07/4 MATTERS OF URGENCY

The Chairman reported as follows:

- That following the Trustee Meeting resolution to replace the poplar tree overlooking the swimming pool car park with a group of three *Betula utilis* 'Jacquemontii', he had approved the quoted cost of £350 plus VAT.

RESOLVED: That this be noted and agreed.

- That following a 'walkabout' meeting with the District Council, the Chairman had agreed emergency repairs to the rails on top of the wall along the Riverside Walk at a cost of £385 plus VAT.

RESOLVED: That this be noted and agreed.

- A quote had also been received for cleaning down and repainting the whole length of railing at a cost of £890 plus VAT.

RESOLVED: That this be deferred for discussion at the next Trustee meeting when more quotes should be obtained.

As no questions had been received Standing Orders were not suspended for a
PUBLIC OPEN QUESTION TIME

08:07/5 DECLARATIONS OF INTEREST

Declarations of interest were received as follows:

- 08:07/10 Councillor Hughes – Had given funding to Vision Group from his County Council Community Fund
- 08:07/19 Councillor Mrs. Liverton – Personal – Member of Marketing Cttee
- 08:07/23 Councillor Pollentine – Shop owner in Market Place
- 08:07/28 Councillor Mrs. Liverton – Prejudicial – Member of Marketing Cttee

08:07/6 MATTERS OF REPORT FROM THE CHAIRMAN

The Chairman's Diary (as attached) was circulated to Members at the meeting.

The Chairman reported as follows:

- Notice had been received from East Devon District Council that the next Annual Town and Parish Meeting would be held on 24th September 2008. Prior to this an informal meeting to discuss planning of the event would be held at the Knowle to receive any ideas and suggestions with regard to content. Members were asked to forward any suggestions to the Town Clerk as soon as possible.
- In response to the Town Clerk's letter regarding street cleansing; an email had been received from District Councillor David Cox which stated that the Street Scene Manager had been asked to review the arrangements relating to the town centre and was aware that judging for Britain in Bloom was scheduled to take place on Thursday 17th July 2008.
- An advertisement for the Deputy Clerk had been placed in the July issue of The Clerk Journal.

08:07/7 POLICE REPORT

A copy of the May Police Report was attached to the agenda; the June Police Report had not been received. Members raised a number of issues with regard to problems in Sidmouth and the difficulties experienced in contacting the Police followed by delayed or lack of response from the Police; there had not been a Police representative at the Town Council since the April meeting.

RESOLVED: That a letter be sent to the Police requesting that they make a Police representative available at the next meeting to accept issues from Members.

08:07/8 **COMMITTEE/WORKING PARTY REPORTS**

08:07/8.1 Planning Committee Reports

The Chairman of the Planning Committee, Councillor C.F.A. Gibbings, presented the reports of the Planning Committee meetings held on the 11th and 25th June 2008.

RESOLVED: That the Planning Reports be noted and agreed.

08:07/8.2 Tourism & Publicity Committee Report

The Chairman of the Tourism & Publicity Committee, Councillor S. Pollentine, presented the report of the Tourism & Publicity Committee meeting held on Monday 16th June 2008.

RESOLVED: That the Tourism & Publicity Report be noted and agreed.

08:07/8.3 Esplanade Shelters Working Party Report

The Chairman presented the reports of the meetings held on Monday 10th March and Thursday 26th June 2008 and asked Members whether they wished to accept the Shelters as a gift and thereafter be fully responsible for all the future maintenance.

RESOLVED: That when a formal offer was received Sidmouth Town Council would accept the Esplanade Shelters as a gift from the District Council.

08:07/9 **REPORTS FROM MEMBERS WITH SPECIAL RESPONSIBILITIES**

08:07/9.1 Finance Report

Member with Special Responsibility for Finance, Councillor Turner, presented the Finance Report for May and the Interim Finance Report for June 2008.

RESOLVED: That the Finance Reports be noted and agreed.

08:07/9.2 Health & Safety

Councillor Gibbings reported that a fire drill would be carried out at a future meeting.

RESOLVED: That this be noted.

08:07/9.3 Sidmouth Twinning Circle

Councillor Mrs. Jolly gave a verbal report regarding the Twinning Circle's plans to commemorate their 25th Anniversary next year culminating with a visit from Le Locle to Sidmouth in October 2009.

RESOLVED: That this be noted.

08:07/10 **SIDMOUTH VISION GROUP**

As agreed at the special meeting of the Council held on the 23rd June, the Chairman reported that a successful meeting had taken place between representatives of the Vision Group and the Town Council.

RESOLVED: That this be noted.

08:07/11 **STRUCTURAL REVIEW OF DEVON**

The Chairman reported that a special meeting of the Town Council would be held on Monday 22nd September to consider implications of the structural review and land/property ownership in Sidmouth, Sidbury, Sidford and Salcombe Regis, although following the Boundary Commissions announcement today the meeting may have to be brought forward.

RESOLVED: That this be noted.

08:07/12 INSURANCE

The Chairman reported that a meeting had been arranged with the local representative of Zurich Insurance to review the Town Council's insurance policy; unfortunately this had been delayed until later in the month.

RESOLVED: That this be noted.

08:07/13 CAR PARKING REQUEST

A letter had been received from the Secretary of Sidmouth Amateur Dramatic Society outlining their problems with regard to parking. (They formally had permission to park cars on land by the veterinary practice in Chandlers Lane out of hours but as this land was being developed, this facility was not available). The Secretary asked if permission could be given for their members to use the parking space in front of Woolcombe House when there were no council meetings or other meetings being held.

RESOLVED: That as the car park was already in use four days per week plus the occasional additional meeting throughout the year; it was not possible to offer availability to another organisation.

08:07/14 HCPT THE PILGRIMAGE TRUST

Attached to the agenda was a copy of a letter received from Mrs. Brigid McEleney-Smith in respect of the above. The Chairman suggested that this item be deferred for discussion in Part B as a possible applicant to the Woolley Bequest.

RESOLVED: That this be noted and agreed.

08:07/15 POST OFFICE CLOSURES

A copy of the response received from the Post Office was attached for Members' information.

RESOLVED: That this be noted.

08:07/16 STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT

East Devon District Council had reported that it was about to undertake an important assessment to identify and evaluate areas of land that may be suitable for housing development over the next 20 years. To start the process the Senior Planning Officer was inviting landowners, developers and other interested people to submit details of sites that could accommodate at least five homes in suitable locations. This was so that sites that were potentially suitable for housing were considered as part of the new Local Development Framework for East Devon. To be considered fully sites needed to be capable of contributing to sustainable mixed use communities. This was most likely to be the case where sites were within or adjacent to towns or villages.

The Strategic Housing Land Availability Assessment (SHLAA) was a technical document that would help to identify a supply of potentially suitable sites for housing. This would be used to help prepare a new plan for East Devon as part of the LDF, but the inclusion of land in the SHLAA report does not indicate that planning permission would be granted for new housing, or that it would be allocated for development as part of the East Devon LDF.

RESOLVED: That it was not appropriate for the Town Council to identify land owned by others as being suitable for development.

08:07/17 TRAFFIC MANAGEMENT GROUP

There were no items brought forward for the agenda of the next Traffic Management Group Meeting to be held on 14th October 2008.

RESOLVED: That this be noted.

08:07/18 PUBLIC PATH DIVERSION ORDERS

08:07/18.1 Footpath No. 18 – Bulverton Hill

Formal Notice of Confirmation of the above order had now been received. (see plan attached)

RESOLVED: That this be noted.

08:07/18.2 Temporary Diversion of Footpath No. 68

Notification had been received from Devon County Council that as from the 16th June 2008 for a period not exceeding 3 months Footpath 68 shall be diverted as shown on the plan attached.

RESOLVED: That this be noted.

08:07/18.3 Mutters Moor

Councillor Dyson reported that he had attended the formal hearing with regard to the proposed Diversion Order on Mutters Moor and that the Order had been confirmed.

RESOLVED: That this be noted.

08:07/19 KENNAWAY HOUSE

Dr Michael James had asked the Chairman of the Council if he would agree to have his name added to the list of patrons on the Kennaway House fund. The Council's agreement was requested.

RESOLVED: That it be agreed that the wording 'Chairman of Sidmouth Town Council' could be added to the list of patrons on the Kennaway House fund.

08:07/20 GAS & ELECTRICITY SUPPLIES TO WOOLCOMBE HOUSE

The internal auditor had suggested that we investigate whether we might get better deals with our gas and electricity suppliers and recommended a company at Taunton who undertake research. Following investigations we had been advised that our current contract with British Gas was fine but that we should monitor if they increased the current price. With regard to electricity which we have from Npower it was considered that we might be able to better this when the current contract expired in November of this year.

RESOLVED: That this be noted.

08:07/21 CONSERVATORY WATER FEATURE

Mr Ian Barlow at Sidmouth Garden Centre had generously donated a large slate monolith for the Blackmore Gardens conservatory. Sidmouth Garden Centre would undertake the installation at a cost of £500. Members were asked whether they wished to accept this offer.

RESOLVED: That Mr. Barlow's generous offer be gratefully accepted and the cost of installation of £500 be agreed. Councillor Turner would act as liaison with Mr. Barlow to arrange an installation date.

08:07/22 USE OF COUNCIL LAND

- Connaught Gardens – Sidmouth Running Club for Annual Festival Run on Sunday 10th August. Start and Finish at Connaught Gardens; using one of the shelters as a Race HQ

- The Esplanade – Folk Festival Firework Display on Friday 8th August 2008 (at approx 10.45pm)

RESOLVED: That these be noted and agreed.

08:07/23 ROAD CLOSURE ORDERS

- Primley Road (outside 12 to 15) 23/25 September 2008 – Balfour Beatty Utility to make a connection.
- At the last meeting of the Council the Town Clerk was asked to query the road closure in Roselands as this was taking place during Folk Week. The County Council had responded that the work would only take one to one and a half days, were in a dead end cul-de-sac and would not affect traffic or pedestrians attending or enjoying the festival. Due to cost and time associated in re-scheduling the works in Roselands DCC still intend to carry out the works at the proposed times/dates.
- The Esplanade from its junction with Ham Lane to Port Royal turnaround from 5.30pm until 10.30pm on 23rd August 2008 for the Sidmouth Regatta.
- The Esplanade from its junction with Ham Lane to Port Royal turnaround from 9.45am until 11.45am on 24th August 2008 for the Sidmouth Regatta.
- A copy of the Road Closure Order for Sidmouth Folk Festival running from 31st July until 8th August 2008 was tabled at the meeting for Members information.

RESOLVED: That these be noted and agreed.

08:07/24 LETTERS OF THANKS

A letter had been received from Paul Walker, Headteacher at St. Nicholas Church of England Junior School thanking the Town Council for its donation of £1,000 for the new nurture room. Mr. Walker wrote that the nurture room would be a valuable resource for the school and would be used by children in Sidmouth for many years to come.

RESOLVED: That this be noted.

08:07/25 PAST CHAIRMAN'S PENDANTS

A quotation had been received to replicate the Past Chairman's badges. There were three options the prices for which were as follows:

	Metal Gilt	Hallmarked Silver Gilt
1	£195 each	£295 each
5	£190 each	£290 each
10	£180 each	£280 each

The Die for any option will be £220

18" Silver Gilt Spiga Chain	£35.44 each
18" Silver Gilt Curb Chain	£35.72 each
Single mitred neck ribbon	£12.01 each
Small jewel cases	£15.29 each

Since compilation of the agenda it had been suggested that a much longer chain would be more appropriate; this had been quoted at 36" Silver Gilt Spiga Chain £53.32 each. The Vice Chairman had requested that an additional chain be purchased for the Vice Chairman's pendant. It was recommended that 5 Chairman's Pendants be purchased which would be sufficient to last ten years. The total cost of five Hallmarked Silver Gilt Pendants, six 36" Silver Gilt Spiga Chains, five small jewel cases and one Die cut would be £2,066.37.

RESOLVED: That next year's budget should include funds for five Hallmarked Silver Gilt Pendants together with single mitred neck ribbons, five small jewel cases and one Die cut totalling £1,806.50. If outgoing Chairmen preferred to have a chain then they should purchase them for themselves.

08:07/26 **DOCUMENTS AND/OR PERIODICALS**

The following had been received and were available in the office:

- East Devon Volunteer Support Agency – Invitation to join the new Devon Local Involvement Network.
- International Tree Foundation – Newsletter Summer 2008
- East Devon District Council – Countryside Service Annual Review 2007/08
- East Devon District Council – Letting of Empty Council Properties
- The Senior Council for Devon – Newsletter June 2008
- Devon Playing Fields Association – The Way Forward Development & Action Plan 2008-2013 Summary
- Community Council of Devon – Rural Community Buildings Research 2007/08
- Devon County Council – Devontalk Summer 2008

RESOLVED: That these be noted.

08:07/27 **QUESTIONS TO COUNTY & DISTRICT COUNCILLORS**

There were no questions asked at this meeting.

PART 'B'

EXCLUSION OF THE PUBLIC AND PRESS

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.

Councillor Mrs. Liverton left the meeting prior to discussion of the following item.

08:07/28 **WOOLLEY BEQUEST**

08:07/28.1 Kennaway House – Confidential papers were distributed to Members for their information and were returned at the end of this item.

RESOLVED: That whilst the Town Council fully supported the Kennaway House refurbishment project it was not deemed suitable for general funding to be given from the Woolley Bequest. However, if a specific project was identified then Sidmouth Town Council may be able to consider it with some sympathy after a review period of six months.

08:07/14 HCPT The Pilgrimage Trust – This item had been deferred for discussion in Part B.

RESOLVED: That a one-off grant of £1,000 be allocated from The Woolley Bequest as general support for the purchase of Group clothing and expenses. A Town Council grant form would be issued towards the end of the year for consideration at the 2009/2010 Grants meeting to be held in January 2009. The Pilgrimage Trust should also be advised to apply to Sidmouth Consolidated Charities for additional funding.

08:07/29 **CCTV**

Councillor Hughes gave a verbal report on the progress of the Chamber of Commerce led CCTV Working Party. Copies of Chris Taylor's report were distributed to Members for their information and were returned at the end of this item.

RESOLVED: That the Chairman would arrange a meeting between a Town Council Working Party and the Chamber of Commerce team to review all three tenders and discuss issues of ownership. The Chairman would report back to the Council at the August meeting.

08:07/30 STAFF

The Chairman of the Council reported that the annual Staff Appraisals had been undertaken and that a meeting of the Town Council's Personnel Committee would be held shortly to discuss forthcoming issues.

RESOLVED: That this be noted.

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CHAIRMAN OF THE COUNCIL