

**MINUTES**  
**OF THE**  
**MEETING OF**  
**SIDMOUTH TOWN COUNCIL**  
**HELD ON**  
**MONDAY 5<sup>TH</sup> OCTOBER 2009**  
**AT 6.30 PM**  
**WOOLCOMBE HOUSE**  
**SIDMOUTH, DEVON**

Members Present:

Sidmouth North	Councillor S. Hughes Councillor P. Sullivan	(Vice-Chairman) (Chairman)
Sidmouth South	Councillor J.G.T. Dyson Councillor C.F.A. Gibbings Councillor Mrs. M. Jolly	
Sidmouth West	Councillor Mrs. A.E. Liverton Councillor G.K. Liverton Councillor C.H. Wale	
Primley	Councillor J. Turner	
Sidford	Councillor S.J. Brokenshire Councillor I.J. McKenzie-Edwards	
Sidbury	Councillor Mrs. C.E. Drew	

**09:10/1      PRAYERS**

Prayers were taken by the Reverend Roger Trumper.

**09:10/2      APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs. S. Carr, Dr. D.S. Fung, J.W. Hollick, Mrs. L.W.A. Kelly, Mrs. F.I. Newth, S.P. Pollentine and A.W.J. Reed.

**09:10/3      MINUTES**

The Minutes of the Town Council meetings held on Monday 7<sup>th</sup> September 2009 were received and signed as a true and accurate record.

**09:10/4      MATTERS OF URGENCY**

There were no matters of urgency brought forward by the Chairman.

As no questions had been received Standing Orders were not suspended for a <b>PUBLIC OPEN QUESTION TIME</b>
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**09:10/5      DECLARATIONS OF INTEREST**

Declarations of Interest were received as follows:

09:10/13	Councillor Gibbings	EDDC Vice Chairman Licensing Committee
09:10/16	Councillor Mrs. Drew	Business owner mentioned in report
09:10/20	Councillor Brokenshire	Royal British Legion Member
09:10/20	Councillor Mrs. Liverton	Royal British Legion Member
09:10/20	Councillor Liverton	Royal British Legion Member
09:10/20	Councillor Wale	Royal British Legion Member

**09:10/6      MATTERS OF REPORT FROM THE CHAIRMAN**

- The Chairman reported on the functions he had attended.
- The Chairman advised Members that the Town Council would be attending the Sidmouth Amateur Dramatic Society's pantomime on Thursday 7<sup>th</sup> January 2010 and asked Members to inform the office as soon as possible so that sufficient tickets could be reserved.

**09:10/7      POLICE REPORT**

PC Steve Lemon was unable to attend this meeting.

**09:10/8      COMMITTEE/WORKING PARTY REPORTS**

09:10/8.1      Planning Committee Reports

The Chairman of the Planning Committee, Councillor McKenzie-Edwards, presented the reports of the Planning Committee meetings held on Wednesdays 9<sup>th</sup> and 23<sup>rd</sup> September 2009.

**RESOLVED:** That the Planning Reports be noted and agreed.

**09:10/9      REPORTS FROM MEMBERS WITH SPECIAL RESPONSIBILITIES**

09:10/9.1      Finance Report

Member with Special Responsibility for Finance, Councillor Turner, presented the Finance Report for August and the Interim Report for September 2009.

**RESOLVED:** That the Finance Reports be noted and agreed.

09:10/9.2      Sidmouth in Bloom

Councillor Mrs Jolly gave a verbal report from the Sidmouth in Bloom committee and informed Members that tickets for the fundraising Fashion Show to be held on Friday 13<sup>th</sup> November would be available from reception in the Town Council office for Member to purchase at a cost of £3.50.

**RESOLVED:** That this be noted.

09:10/9.3      Sidmouth Hopper

Councillor Dyson gave a verbal report regarding this year's Sidmouth Hopper service.

**RESOLVED:** That this be noted.

**09:10/10      CAR PARK REVIEW**

It was agreed in August that the Chairman and Vice Chairman would accept the invitation to discuss these issues with Councillor Peter Halse, Len Wright and Donna Best at 4pm on Monday 14<sup>th</sup> September. The Chairman gave a verbal report of the meeting which had been held with Councillor Jill Elson as Councillor Halse was not available. A full report would be received from the District Council later in the year.

**RESOLVED:** That this be noted.

**09:10/11      PUBLIC CONVENIENCES**

Councillor Cox of the District Council had responded to Sidmouth Town Council's request to hold a meeting to discuss Public Conveniences in Sidmouth; a date would be agreed as soon as possible.

**RESOLVED:** That this be noted.

**09:10/12      SEAFRONT AMENITY BUILDING**

Councillor Sullivan reported that the centre shelter would be completed on Friday as a seafront amenity comprising of a wet/shower area and a public convenience; when the baby changing unit and the water meter would be fitted.

Members had discussed the possibility of converting the two side shelters in the New Year, one for use by the Youth Initiative and the other for some form of information point/Jurassic coast exhibition, etc. The Council's Architect advised that the conversion of the east and west shelters was likely to cost in the region of £37,000. The Youth Initiative members were anxious to use the west shelter early next year and hoped to apply for funding to equip inside but expected the Council to offer it to them as a useable space.

**RESOLVED:** That Sidmouth Town Council agreed in principle that the east and west shelters would be converted in the spring 2010; this would allow for testing of the centre shelter after the winter to ensure that the tanking process had been successful.

**09:10/13      GAMBLING ACT 2005  
STATUTORY CONSULTATION**

At the September meeting it was resolved that a letter be sent to East Devon District Council outlining the Town Council's concern at having no input into decision making as 'interested parties'. A copy of the letter dated 8<sup>th</sup> September was attached to the agenda for Member's information.

**RESOLVED:** That this be noted.

**09:10/14      ANNUAL AUDIT**

The Audit Commission had undertaken the annual audit of the Council accounts and three matters had been drawn to the Council's attention.

- a) The Council had not carried out a review of the effectiveness of its system of internal audit.
- b) The Council should review its level of fidelity guarantee insurance cover. (The Commission recommended this as being cash balances plus half the precept)
- c) Three assets shown as Community Assets and valued at £1 in the Fixed Asset Register had separate insurance valuations: Fishermen's Sheds at The Ham, Hope Cottage (Museum) and Conservatory in Blackmore Gardens. The Council should review the values of these assets in the Register.

Clerk's Note:

- a) The Audit Commission stated that the Council was required to undertake an annual review of its system of internal audit. Guidelines showed that this must not be done solely by the Town Clerk, or the Internal Auditor. The Town Clerk recommended that the Member with Special Responsibility for Finance completed the required form (perhaps visiting the Council Offices whilst the internal auditor was undertaking his role) and a report made to the following Council meeting. Confirmation could then be sent with next year's audit.
- b) A letter had been sent to Zurich Insurance in line with the recommendation of the Audit Commission.
- c) The Fishermen's Sheds at The Ham, Hope Cottage (Museum) and Conservatory in Blackmore Gardens had been altered in the Fixed Asset Register to show their insurance value.

**RESOLVED:** That (a) Councillor Turner, Member with Special Responsibility for Finance, would compile an Internal Audit Review Checklist and report to the next meeting.

(b) That it be noted and agreed that a letter had been sent to Zurich to increase the Town Council's fidelity guarantee insurance cover in line with the Audit Commission's guidelines.

(c) That it be noted and agreed that three Community Assets (Fishermen's Sheds at The Ham, Hope Cottage (Museum) and Conservatory in Blackmore Gardens) be recorded in the Fixed Asset Register at their insurance values.

*Item 09:10/15 was deferred to Part B for discussion as a further quotation had been received.*

**09:10/16      BEST KEPT VILLAGE IN DEVON RESULTS**

Councillor Mrs Drew gave a report following receipt of the results of the 2009 Best Kept Village Competition and a copy was attached of the reporting sheet for Sidbury and the results for 2009.

**RESOLVED:** That this be noted.

**09:10/17      DOG CONTROL ORDERS**

An information pack had been received in respect of all the dog control orders in East Devon and was available for Members' inspection.

**RESOLVED:** That this be noted.

**09:10/18      POWER OF WELL-BEING TRAINING**

The Certificates had been tabled for those Members who had received their Power of Well-Being Training. Before a final resolution was made it would be necessary for the Council to write a statement of community engagement.

**RESOLVED:** That this be noted.

**09:10/19      ITEMS FOR TRAFFIC MANAGEMENT GROUP**

Members were invited to put forward items for the next Traffic Management Group meeting.

Items already received included:

- One way system from Blackmore Drive to All Saints Corner.
- Parking in Roselands
- Entrance to Bedford Lawn Car Park

Councillor Liverton asked that the Traffic Management Group consider the safety implications involved with the profusion of 'A' boards throughout the town.

**RESOLVED:** That the following items be referred to Traffic Management Group:

- Safety implications of the profusion of 'A' boards
- Woolcombe Lane – extension of double yellow lines
- Mirror for Station Road/Peaslands Road
- Mirror on Broadway for the Balfour Estate

**09:10/20      ROYAL BRITISH LEGION**

09:10/20.1      A letter had been received from Mr. Dave O'Connor, Chairman of the Royal British Legion (Sidmouth Branch) asking for the Town Council's financial support for a project the British Legion wished to undertake. Mr O'Connor wrote that "Inside the West Door of the Parish Church are memorial plaques to the service men of Sidmouth that were fatalities in both the First and

Second World Wars. Since the end of the Second World War there have been a numerous amount of conflicts that our service men and women have been involved in. It is now possible to allow an additional memorial plaque in memory of service men and women who died in conflict post 1945. My reason for writing is to ask if it is possible for the Council to assist financially towards this memorial plaque.”

**RESOLVED:** That Sidmouth Town Council would donate £500 towards the installation of a memorial plaque to be positioned in the Parish Church.

09:10/20.2 A letter had been received from the Hon. Secretary of the Royal British Legion (Sidbury & Sidford Branch) inviting a representative of the Town Council to share with them the Services of Remembrance:

Sunday 8<sup>th</sup> November - Sidbury – Assemble at War Memorial 10.45am Service & Parade to Church for Service. Sidford – 6.25pm at St. Peter’s Church

11<sup>th</sup> November – A service of remembrance together with Sidbury School to be held in the churchyard of St. Giles at 10.45am

The Chairman informed Members that there would be a service held at the United Reformed Church in Chapel Street on Sunday 8<sup>th</sup> November; Members would follow the usual arrangement of meeting at the Sidmouth Museum prior to wreath laying at the War Memorial.

**RESOLVED:** That Councillor Mrs Drew would attend the Sidbury services and would lay the wreath on behalf of Sidmouth Town Council. The Chairman and Councillors Liverton and Mrs Liverton would attend the service at St. Peter’s Church, Sidford.

#### **09:10/21 ANNUAL MEETING OF TOWN COUNCILS AT KNOWLE**

The annual meeting between the District Councils and Town Councils would be held on the 27<sup>th</sup> October at 7pm. Six representatives were invited to attend, including the Chairman and Town Clerk.

**RESOLVED:** That Councillors Mrs. Drew, Dyson, Mrs. Jolly and McKenzie-Edwards would attend with the Chairman and Town Clerk.

#### **09:10/22 LETTERS OF THANKS**

- A letter of thanks had been received from the Hon. Secretary of Sid Valley Horticultural Society in respect of this year’s grant.
- Letters were constantly being received from both residents and visitors thanking the Town Council for the Hopper Bus service. A couple in their 80s from Surbiton in Surrey had sent the Council a donation of £30 in gratitude, mentioning the driver ‘Jim’ in particular.
- Councillor Dyson reported that a further £75 had been donated from the driver Jim who had received this sum in the form of tips from passengers throughout the summer. He wished to donate it towards next summer’s service.

**RESOLVED:** That a letter be sent to the driver thanking him for his work on behalf of the Sidmouth Hopper and for the donation of £75.

#### **09:10/23 VACANCY ON DAPC COUNTY COMMITTEE**

The Devon Association of Parish Council had sent notification of a vacancy on the County Committee for representatives from East Devon.

**RESOLVED:** That no further action be taken.

**09:10/24      DEVON & SOMERSET FIRE & RESCUE SERVICE  
HOME ALONE CAMPAIGN**

A letter had been received from the Home Safety Manager of Devon & Somerset Fire & Rescue Service reporting on a campaign they had launched aimed at people who lived alone and who could be at risk of fire.

**RESOLVED:** That this be noted; the information to be included in the next copy of the Sidmouth Town Council newsletter.

**09:10/25      DOCUMENTS & PERIODICALS**

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

- Devon Association of Parish Councils – Newsletter Sept/Oct 2009
- Devon Countryside Access Forum – Annual Report 2008/09
- Devon Rural Network – Rural Devon Profile 2009
- Royal Devon and Exeter NHS Foundation Trust – RD&Express August 2009
- The Tree Council – Tree News Autumn/Winter 2009
- Community Council of Devon – Village Green September 2009
- Community Council of Devon – CCD Review 2008-2009
- Community Council of Devon – AGM 21<sup>st</sup> October 2009 at Christow, near Chudleigh

**RESOLVED:** That these be noted.

**09:10/26      ROAD CLOSURE ORDERS**

Notification had been received of the following:-

- Beatlands Road, Sidmouth – 4<sup>th</sup> to 9<sup>th</sup> November 2009 to enable utility works on behalf of South West Water
- Temple Street, Sidmouth – 5<sup>th</sup> to 10<sup>th</sup> November 2009 to enable utility works on behalf of South West Water
- Furzehill, Sidbury – 9<sup>th</sup> to 20<sup>th</sup> November 2009 to enable utility works on behalf of Wales and West Utilities.
- Road Traffic Regulation Act 1984 – Section 23 Zebra Crossing A375 Sidford Road – the East Devon Highways and Traffic Order Committee of Devon County Council had approved a scheme to establish a new pedestrian zebra crossing approx. 6 metres from the southern edge of the junction of Manstone Mead and the A375 Sidford Road. The work is proposed to commence in late October/Early November and is expected to take two weeks to complete.

**RESOLVED:** That these be noted.

**09:10/27      QUESTIONS TO COUNTY & DISTRICT COUNCILLORS**

There were no questions raised 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.**

*Item 09:10/15 was deferred to Part B for discussion as a further quotation had been received.*

**09:10/15      NOTICE BOARDS**

Councillor Brokenshire had made several reports that the notice board at Sidford was in a very poor condition. The Town Clerk had contacted four local carpenters regarding making a replacement. One had responded declining the work, two had not responded and the fourth was believed to be about to send a quotation. If the Council wished to consider a purpose made notice board purchased from a company similar to that outside Woolcombe House it was confirmed that this would cost £964.31, plus approximately £300 for fixing. Councillor Hollick had reported that the notice board in Chapel Street, Sidbury was also going rotten.

The Chairman reported that another quotation had been received for the notice board to be built in Iroko wood at a cost of £795, plus £295 for fitting.

**RESOLVED:** That a working party consisting of Councillors Dyson, McKenzie-Edwards, Turner and the Town Clerk should consider materials other than hard wood, such as man made materials or tanalised timber, which may be cheaper.

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CHAIRMAN OF THE COUNCIL