

**MINUTES**  
**OF THE**  
**MEETING OF**  
**SIDMOUTH TOWN COUNCIL**  
**HELD ON**  
**MONDAY 23<sup>RD</sup> MAY 2011**  
**AT 6.30 PM**  
**WOOLCOMBE HOUSE**  
**SIDMOUTH, DEVON**

Members Present:

Sidmouth North	Councillor S. Hughes Councillor Ms. D. Manley Councillor P. Sullivan	(Chairman)
Sidmouth South	Councillor J.G.T. Dyson	
Sidmouth East	Councillor Mrs. F.I. Newth Councillor S.P. Pollentine	
Sidmouth West	Councillor Mrs. A.E. Liverton Councillor G.K. Liverton	
Primley	Councillor J. Turner	
Sidford	Councillor S.J. Brokenshire Councillor I.J. McKenzie-Edwards	(Vice-Chairman)
Sidbury	Councillor Mrs. C.E. Drew Councillor J.W. Hollick	
Salcombe Regis	Councillor D. Barratt	

**11:05/13**      **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs. M. Jolly and C.H. Wale.

**11:05/14**      **MINUTES**

The Minutes of the Town Council meetings held on Monday 4<sup>th</sup> and Wednesday 13<sup>th</sup> April 2011 were signed as a true and accurate record.

**11:05/15**      **MATTERS OF URGENCY**

There were no Matters of Urgency reported at this meeting.

**11:05/16**

Standing Orders were suspended for  
**PUBLIC OPEN QUESTION TIME**

*Mr. Adrian Davey asked a question regarding the Planning Committee procedures in respect of the reporting of letters of objection and support, also conflicting decisions with the District Council. The Town Clerk explained the procedures undertaken by the Planning Committee.*

There being no further questions Standing Orders were reinstated.

**11:05/17      DECLARATIONS OF INTEREST**

Declarations of Interest were received as follows:

- 11:05/23      Cllr Hughes – County Council Cabinet Member
- 11:05/23      Cllr Mrs. Liverton – owns property beside proposed cycle path
- 11:05/23      Cllr G.K. Liverton – owns property beside proposed cycle path
- 11:05/23      Cllr Turner – Sidmouth College governor
- 11:05/30      Cllr Mrs. Liverton – Chair of Sidmouth Consolidated Charities
- 11:05/31      Cllr Mrs. Liverton – DALC Vice-President

**11:05/18      MATTERS OF REPORT FROM THE CHAIRMAN**

- The Chairman’s diary, as attached, was tabled for Members information.
- Also tabled; a copy letter received from Clarence House in thanks for the good wishes sent on the occasion of the Royal Wedding.

**11:05/19      POLICE REPORT**

Sergeant Andy Turner was unable to attend this meeting.

**11:05/20      COMMITTEE/WORKING PARTY REPORTS**

11:05/20.1      Planning Committee Reports

The Chairman of the Planning Committee, Councillor McKenzie Edwards presented the reports of the Planning Committee meetings held on Wednesdays 30<sup>th</sup> March, 13<sup>th</sup>, 27<sup>th</sup> April and 11<sup>th</sup> May 2011.

**RESOLVED:** That the Planning Committee reports be noted and agreed.

**11:05/21      REPORTS FROM MEMBERS WITH SPECIAL RESPONSIBILITIES**

11:05/21.1      Finance Report

The Member with Special Responsibility for Finance, Councillor Turner, presented the Finance Reports for March and April 2011.

**RESOLVED:** That the Finance Reports be noted and agreed. Thanks be recorded to the Town Clerk, Mrs. Hall, Mrs. White and Councillor Turner for their work on the finance throughout the year.

*The following item was brought forward on the agenda as Councillor Turner had to leave this meeting early to attend a governors meeting at Sidmouth College.*

**11:05/26      ANNUAL RETURN**

The Council’s Internal Auditor, Mr. John Richardson, had visited the Council Offices and undertaken the Audit of the Council’s accounts. Attached with the agenda was a copy of Mr Richardson’s letter and Internal Audit Report; together with a statement of the Reserves Schedule and the final Statement of Accounts which now had to be signed by the Chairman and Clerk. Members were asked to note the Annual Governance Statement in Section 2 as this would require completion prior to signing. The Member with Special Responsibility for Finance, Councillor Turner, reported that he supported the completion and signing of the Annual Governance Statement and final Statement of Accounts by the Chairman and Town Clerk.

**RESOLVED:** That this be noted and agreed.

11:05/21.2 Hopper Bus

Councillor Dyson reported that sufficient funding had been obtained to enable the Hopper Bus service to run from 1<sup>st</sup> June to 30<sup>th</sup> September, following the same route and timetable as last year. There would be an official launch held at 9.40am on Wednesday 1<sup>st</sup> June, to which all Members were invited to attend.

**RESOLVED:** That this be noted.

11:05/21.3 Youth Council

Councillor Mrs. Liverton reported that the Youth Council would be holding a coffee morning, table sale and car wash at Manstone Youth Centre on Wednesday 1<sup>st</sup> June between 10am and 1pm. She encouraged as many Members as possible to support this event.

**RESOLVED:** That this be noted.

**11:05/22** **STOWFORD LODGE**

The Chairman reported that the next meeting of the Town Council, Monday 6<sup>th</sup> June 2011 at 6.30pm, would be held at the Arts Centre, Station Road, Sidmouth to enable Mr. Iain Tulley of the Devon Partnership NHS Trust to give a presentation and discuss the future of Stowford Lodge, Sidmouth.

**RESOLVED:** That this be noted.

**11:05/23** **CYCLE ROUTES IN SIDMOUTH**

Two representatives of Devon County Council (Liz Kop and Rob Cann) attended the meeting to make a presentation on a recent bid for £50,000 funding from Sustrans for cycleway improvements for Sidmouth schools. Maps showing the proposed routes were tabled for Members information.

**RESOLVED:** That (i) permission be granted for the upgrading of the path through Long Park to a multi usage path to enable access for pedestrians, cycles and disability scooters. Sidmouth Town Council would accept responsibility for the ongoing maintenance costs.

(ii) It was essential that public consultation takes place with regard to other paths, where designations were being altered, as it was not sufficient to have only consulted with the schools.

(iii) Existing paths need upgrading in certain areas; especially where the path joins Woolbrook Rise.

(iv) Following discussion with Sidmouth Town Football Club the County Council representatives would make the proposals for the Manstone Park cycle paths to a future Trustee meeting.

*Councillor Turner left the meeting prior to the following item.*

**11:05/24** **DOG WASTE BIN SPONSORSHIP**

East Devon District Council had written regarding a possible dog bin sponsorship programme. The email stated:-

“The District Council currently has over 350 dog bins across the district. These are well used, emptied three times a week and our contractor is already removing a staggering 270 tonnes of dog excrement each year. The Environment Department frequently receives requests for additional dog waste bins to be installed at specific locations, but

unfortunately in the current economic climate, we are simply unable to pay for the installation and emptying of any more bins.

There have been proposals from some local businesses such as vets/tourist attractions to sponsor new dog bins in the vicinity of their premises. In the past this has caused some administrative difficulties for us, but it is now being suggested that private sponsorship of bins could actually be a valuable resource for certain local communities.

We already deal with a number of bins that are funded directly by Town and Parish Councils. We would now like to propose that we direct any new enquiries about sponsorship of bins to the relevant Town or Parish Clerk in the first instance. If the proposed location and sponsorship arrangements are acceptable to the Town or Parish Council, the clerk would then simply approach us with a request to install and service the new bin(s). This arrangement would then ensure that both Councils approve of and support the sponsored bin. We would expect the relevant Town or Parish Council to collect any agreed sponsorship payment independently and our financial arrangements would be exclusively with the Town or Parish Council. Clearly, if sponsorship is later withdrawn by the business, the Parish/Town Council would then either need to secure alternative funding or the bin would have to be removed by our contractor. To this end we believe it may be appropriate to seek advance payment from sponsors.”

The charges are currently: -

£59 to provide the dog bin.

£60 to £100 for the installation of the bin.

£200 for emptying the bin 3 times a week for a year.

(Plus small charge for any advertising material)

**RESOLVED:** That this be noted.

11:05/25

### **EDDC CONSULTATION**

### **SEX ESTABLISHMENT LICENSING POLICY**

East Devon District Council had adopted Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 which now required that any business wishing to operate as a sex shop, a sex cinema or a sexual entertainment venue (for example lap/pole dancing style operations) in East Devon must be licensed by the Authority. A draft Sex Establishment Licensing Policy had been prepared and they were now seeking the views of anyone who lived or worked in the East Devon area. The legislation does not require the District Council to have a policy relating to the licensing of Sex Establishments however it was regarded as good practice to have one to indicate the Authority's approach to licensing premises of this type within its area.

A copy of the draft policy document which also included copies of the consultation response form could be downloaded from the EDDC website at: <http://www.eastdevon.gov.uk/whatsnew>

The consultation period would last until Wednesday 25 May 2011 after which the policy and any amendments would be put to Council Members for adoption. This consultation was an important process and relevant comments were encouraged with all responses being given appropriate weight. Anyone may participate in the consultation on this policy either by returning the consultation response document, writing to the Licensing Manager at East Devon District Council, or by emailing [licensing@eastdevon.gov.uk](mailto:licensing@eastdevon.gov.uk).

**RESOLVED:** That this be noted.

**11:05/27      CARDBOARD RECYCLING**

East Devon District Council was looking at the methods by which it could offer this service and one option was to install banks at various locations in the district on sites which they already had, but feel that there were other sites which parishes may wish to suggest for consideration. In order for a site to be suitable it needed to be able to be accessed by a heavy goods vehicle and have a space equivalent to the size of any bank (approx 4.00 metres) in front of the bank itself so that they could be emptied. The District Council would need to assess any new sites before they could be implemented to ensure that the operation could be carried out without causing a hazard.

**RESOLVED:** That Members forward any suggestions to the Town Clerk as soon as possible.

**11:05/28      DEVON HEDGE GROUP**

A letter had been received from Devon Hedge Group inviting the Council to hold a training event relevant to hedgerows. The Group, through its Green Veins and Lanes project, was willing to provide up to £350 for each event, with additional money being available if it was necessary to bring in a trainer from off the farm. Events should have a clear training component and should normally be more than a guided walk. They were also particularly keen to encourage events other than hedge laying. Any event should be held before the 20 June 2012 and possible topics included:

- Assessing the wildlife importance of hedges and their condition
- Identification of hedgerow shrubs, trees and wildlife.
- Assessing the historic importance of hedges
- Innovative methods for managing hedgerows
- Using hedges for wood fuel
- Restoration of relict hedges, including bank management
- The importance of, and establishment of, hedgerow trees
- Hedgerow crafts
- Food from hedgerows.

**RESOLVED:** That Councillor Dyson would raise this issue with the Parish Paths Committee and report back to the Town Council with any proposals.

**11:05/29      PHOTO VOLTAIC SYSTEM FOR WOOLCOMBE HOUSE**

When he was Chairman of the Council, Councillor Sullivan requested a visit from Fords of Sidmouth to Woolcombe House to consider whether the building could have a Photo Voltaic system installed on the property. Attached was a copy of the quotation. However, the Town Clerk had been verbally advised by the Conservation Department of the District Council that it was unlikely that Listed Building consent would be granted.

**RESOLVED:** That as it was unlikely that Listed Building Consent would be achieved, although the Town Council wished to be as environmentally sensitive as possible, it would not be possible to progress this matter at this time.

**11:05/30      SIDMOUTH CONSOLIDATED CHARITIES**

Following the resignation of Mrs Jane Sutherland Earl as the Town Council nominee, there was a vacancy to be filled on Sidmouth Consolidated Charities.

**RESOLVED:** That Councillor Sullivan be the Town Council's nominee for the Sidmouth Consolidated Charities.

**11:05/31**      **ELECTION OF DALC COUNTY COMMITTEE FOR 2011-2015**

The Constitution of the Association required elections for the County Committee (the executive body of the DALC) every four years following local council elections. On this occasion as agreed at the September 2010 AGM representation would be based on one member for every ten member councils within each district or borough, the total being taken to the nearest whole number. One of these places in each district/borough/unitary area would be taken by a councillor from the largest town, which would then take no further part in the election process for the remaining places. (Representation for East Devon is 62 Members, the Large Council representative will be from Exmouth, therefore, 5 other representatives were needed).

The Town Council was invited to nominate any suitable person in the District who must be a parish/town councillor but not necessarily from its own Council. (Before making the nomination the Council must ensure that the nominee was prepared to stand.)

**RESOLVED:** That Councillor Pollentine be selected as the Town Council's nominee for the Devon Association of Local Council's County Committee.

**11:05/32**      **PARISH PATHS**

11:05/32.1      A letter had been received from Ros Davies, Public Rights of Way, Devon County Council, confirming that Sidmouth had received a payment in the sum of £3,200 for the Parish Paths Grant 2010/11. The letter asked that a 'huge thank you' be passed on to all involved with the local P3 scheme and for all the time and effort spent completing the annual survey and projects each year.

**RESOLVED:** That this be noted and special thanks be made to Councillor Dyson for all his work on behalf of the P3 committee.

11:05/32.2      Devon County Council had notified a Public Path Diversion Order in respect of Footpath No. 108 (see plan attached)

**RESOLVED:** That this be noted.

11:05/32.3      Devon County Council had notified a Temporary Prohibition in respect of the footbridge over goyle on Footpath No. 137; this temporary closure was necessary in the interest of public safety. The Chairman reported that this footbridge would be reopened on Wednesday 25<sup>th</sup> May.

**RESOLVED:** That this be noted.

**11:05/33**      **FIRE BEACON NATURE RESERVE**

Following receipt of a report from Mr Stewart Williams and the discussions which took place at the Annual Town Assembly, it was confirmed that Mr Williams had received a four page letter from Toby Taylor of the RSPB and also a comprehensive three page letter from the Lead Adviser – Land management of Natural England in response to his report. (Copies of these letters were available if Members wished to see them but were overly large to copy to all).

Mr Williams also requested sight of the Stewardship Agreement between Sidmouth Town Council and Natural England, which had been made available for him.

**RESOLVED:** That this be noted.

### 11:05/34 EVENTS ON COUNCIL LAND

East Devon District Council had sent notification of the following:-

- **Three Cornered Plot**  
Royal British Legion                      Termination point for anniversary  
March on 25<sup>th</sup> June 2011
- **Connaught Gardens**  
Exeter Children's Orchestra Concert   Saturday 9<sup>th</sup> July  
  
Christians Together in Sidmouth  
Religious Services between                      22<sup>nd</sup> June and 21<sup>st</sup> August  
  
Sidmouth Town Band between                      May and September  
  
Sidmouth Arts Society exhibition                      27<sup>th</sup> August

**RESOLVED:** That these be noted and agreed.

### 11:05/35 TRAFFIC MANAGEMENT GROUP

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

**RESOLVED:** That the following items be added to the next agenda of the Traffic Management Group:

- Cllr. Hollick – Motor cyclists were using the cycle racks in the Market Square.

### 11:05/36 ROAD CLOSURES

The following Road Closure Orders had been received:-

- Sid Road                      24<sup>th</sup> – 26<sup>th</sup> May                      Utility Works
- Holmdale                      2<sup>nd</sup> – 3<sup>rd</sup> June                      Utility Works
- A375 Chapel Street    5<sup>th</sup> June                      Utility Works  
(Outside Bay Tree Cottage to Outside School Street)
- Beatlands Road                      12<sup>th</sup> – 15<sup>th</sup> July                      Utility Works

**RESOLVED:** That these be noted.

### 11:05/37 INVITATIONS

11:05/37.1 Sidmouth District Guide Association had written inviting members of the Town Council to a Thank You Party on Wednesday 25<sup>th</sup> May at 6.15pm. The party was expected to last no longer than an hour and half with presentation of cheques followed by refreshments.

**RESOLVED:** That as this invitation coincided with the Town Council's planning meeting it was hoped that another date could be arranged for the cheque presentation.

11:05/37.2 Sidmouth Town Band was holding another 'Picnic in the Park' on Saturday 20<sup>th</sup> August and had invited the Council. It was also suggested that the grant presentation be made that evening.

**RESOLVED:** That the Chairman would attend to make the grant presentation.

11:05/37.3 Sidmouth in Bloom was holding a concert in the Methodist Church on the 4<sup>th</sup> June and had asked whether the Council would be interested in making up a party.

**RESOLVED:** That this be noted.

**11:05/38      DEVON ARMY CADET FORCE 2010**

In 2010 Devon Army Cadet Force celebrated the 150<sup>th</sup> anniversary of the founding of the Army Cadet Force and were joined by the Sea Cadets, Air Training Corps and the Royal Marine cadets as a celebration. Lieutenant Colonel Ley MBE, the Devon Army Cadet Force Public Relations Officer has asked that all members of the Council be given a copy of the enclosed leaflet.

**RESOLVED:** That this be noted.

**11:05/39      DEVON COUNTY COUNCIL WASTE CORE STRATEGY**

Attached with the agenda was a copy of Devon County Council's Waste Core Strategy bulletin for Members' information. Details of the consultation were available at [www.devon.gov.uk/wastecorestrategy/issuesandoption](http://www.devon.gov.uk/wastecorestrategy/issuesandoption). There was also an online consultation facility available at <http://devoncc.limehouse.co.uk/portal/>

**RESOLVED:** That this be noted.

**11:05/40      DOCUMENTS AND PERIODICALS**

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

- Devon Community Recycling & Community Composting – Junkmail – Issue 6
- Devon Playing Fields Association – The Playing Field Newsletter Spring 2011
- East Devon Area of Outstanding Natural Beauty – A Designation History
- Senior Council for Devon – Everyone's Tomorrow April 2011
- Devon Association of Local Councils – Newsletter May/June 2011
- The Tree Council – Tree News Spring/Summer 2011
- Bicton College Annual Report 2009-10

**RESOLVED:** That these be noted.

## **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.**

**11:05/41      CERTIFICATE OF RECOGNITION**

Councillor Mrs Liverton proposed that, prior to his relocation to Newton Abbot, a Certificate of Recognition be presented to Mark Gerry in thanks for all his hard work on behalf of the Sidmouth Youth Centre and Youth Council.

**RESOLVED:** That this be noted and agreed.

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CHAIRMAN OF THE COUNCIL