



Buddleigh Salterton Town Council

Town Clerk: Mrs Alice Gater-Wildgust
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3 September 2025

You are hereby summoned to attend a Meeting of the Town Council which will be held in the Council Offices, Station Road, Buddleigh Salterton on Monday 8 September 2025 on the rising of the Planning Committee. The Agenda is set out below.

Mrs Alice Gater-Wildgust
Town Clerk

AGENDA

1. Public Speaking Time (15 minutes max)

Members of the public are invited to address the Council.

- Each individual person exercising the right to speak during this public time is restricted to speaking for a total of 3 minutes.
- Any questions put to the Council must be put through the Chairman.
- The Chairman has the right and discretion to control speaking time to avoid disruption, repetition and to make best use of the meeting time.

2. To receive any Apologies for Absence

3. Declarations of Interests in Items on the Agenda

NB!! You must declare any personal and/or disclosable pecuniary interest in an item before it is discussed. Make sure you say the reason for your interest, as this has to be noted. If your interest is of a disclosable pecuniary nature you must leave the room. You must also declare any gifts/hospitality you have accepted in excess of £25.

4. Minutes

To confirm the Minutes of the following Meetings:

- Meeting of the Town Council held on 14 July 2025

5. Reports of Committees

To note the Minutes of the following Meetings:

- Foreshores and Footpaths Committee held on 18 August 2025

6. Chair's Report

7. Clerk's Report

8. Reports of Council Representatives on Other Bodies

9. Reports of County and District Councillors

10. Finance Inspection

- (i) To approve payments for the month of August 2025, in accordance with Appendix A.
- (ii) To note that Cllr G Woodcraft has carried out the internal finance inspection for May – July 2025

- 11. Standing Orders**
To receive and agree the new Model Standing Orders received from NALC (National Association of Local Councils).
- 12. CASA Environmental – Asbestos Survey**
 - i. To receive details of the recent asbestos survey
 - ii. To receive and agree to the statutory annual review from 2026 costing £250.00 + VAT
- 13. BSTC Public Hall Christmas Lights**
To receive and agree the quotation from Mike Harding Lights Ltd for:
 - i. The installation of fixing and bolts including pull testing and certification
 - ii. The installation and removal of the Public Hall Christmas Lights for 2025
- 14. Budleigh Salterton Town Christmas Lights**
To consider the report from the working group.
- 15. Request for Grant Aid 2025/26: Shop Budleigh**
 - (i) To agree whether to make a donation
 - (ii) To agree the amount of any donation.
- 16. Request for Grant Aid 2025/26: Citizens Advice East Devon**
 - (i) To agree whether to make a donation
 - (ii) To agree the amount of any donation.
- 17. Request for Grant Aid 2025/26: Museum South West – Fairlynch Museum**
 - (i) To agree whether to make a donation
 - (ii) To agree the amount of any donation.
- 18. BIC – Winter Warmer**
 - (i) To receive details of the forthcoming BIC Winter Treat
 - (ii) To discuss what, if any hall hire will be charged
- 19. Drinking Fountain**
 - i. To receive an update on the status of the grant application
 - ii. To consider the final location – Station Road Toilets or Public Hall
 - iii. To note that an application for building regulation is required and further information is being sought on this matter.
- 20. Review of Grant processes**
 - (i) To receive the report prepared by Cllr Doorbar
 - (ii) To agree that a grant policy be developed for use in future years
 - (ii) To set up a small working group for this work
- 21. Upper Station Road Car Park**
To receive and agree the request to reserve two spaces for BSTC staff at the entrance to the Upper Station Roads Car Park.
- 22. Benches: Foreshores and Footpaths Committee**
 - To consider the proposal from the above committee
 - To agree the amount of any expenditure
- 23. Press Release : OVA/ORCA**
To retrospectively agree the press release that was released on 21 July 2025.
- 24. Staffing Committee**
To appoint a replacement Chair. Cllr Lewis previously agreed to take on this role with a review in September.

25. Committee Membership

To appoint additional members to BSTC Committees, as required.

26. Correspondence Received

Devon County Council:

Temporary Prohibition of Through Traffic:

- High Street, Budleigh Salterton, from Victoria Place to Junction with the Lawn: 10 Sept 2025 (engineering work ref underground structure for cabling work. Ref: TTRO2564085).
- High Street, Budleigh Salterton: 28 – 30 Sept 2025: Evening Works: 1830hr – 0700hrs. Ref: TTRO2565235)
- Temporary Prohibition of Through **Traffic & Parking** (Upper Stoneborough Lane): 4 Oct 2025 from 16:00 (Budleigh Salterton Carnival). Ref: TTRO2562552

Temporary Prohibition of Parking

- Station Road, Budleigh Salterton, from Budleigh Salterton Library to Council Chambers): 14-16 October 25 (pipe lining preparation). Ref: TTRO2564509.

Temporary Prohibition of Pedestrians

- Footpath 51 (adjacent to Lower Station Road Car Park): 6 Oct 2025 – 22 Nov 2025 (placement of site compound and welfare facilities. RFef: TTRO2564933). Also letter received from SWW regarding this.
- Footpath 11 (South West Coast Path: 26 July to 3 October 2025 (due to landslides) – **No Longer in force**

Budleigh Music Festival: Letter of thanks and a summary of the event

St Peter's Church, Mini Mag, September 2025

27. Any Other Business at the Chairman's Discretion

NB!! No decisions may lawfully be made under this Agenda item.

28. Dates of Next Meetings

Monday 29th September 2025

Planning Committee (PC) at 7.00pm

Monday 13th October 2025

Planning Committee at 7.00pm

Town Council

Public Hall

Monday 27th October 2025

Planning Committee Power to Act