

BUDLEIGH SALTERTON TOWN COUNCIL

MINUTES of the Meeting of the Town Council held in the Council Offices, Station Road, Budleigh Salterton on Monday 12 May 2025 at 7.00pm.

PRESENT

Cllr C A Sismore-Hunt (Chair / Town Mayor)
Cllr J Billington
Cllr A F Chaplin
Cllr S Cook
Cllr R J Doorbar
Cllr S Horn
Cllr P Jones
Cllr M P Lewis
Cllr L Miszewska
Cllr P Manfield
Cllr D Walsh
Cllr G Woodcraft

In Attendance: Mrs Alice Gater-Wildgust (Town Clerk), District Cllr M Martin, District Cllr C Fitzgerald and one member of the public

25.001 Election of Chair

One nomination had been received, that of Cllr M P Lewis. Proposed by Cllr P Manfield, Cllr D Walsh, Cllr S Horn and Cllr S Cook.

25.002 Declaration of Acceptance of Office by Chair

Cllr M P Lewis read and signed the Declaration of Acceptance of Office which was duly witnessed by the Town Clerk.

25.003 Apologies for Absence

There were no apologies for absence.

25.004 Election of Vice Chair

One nomination had been received, that of Cllr G Woodcraft.
The Chair, Cllr M P Lewis, declared that Cllr G Woodcraft be appointed as Vice Chair.

25.005 Declaration of Acceptance of Office by Vice Chair

Cllr G Woodcraft read and signed the Declaration of Acceptance of Office which was duly witnessed by the Town Clerk

25.006 Chair's Remarks

The Chair thanked members and expressed their honour at being elected as Chair and Town Mayor. Thanks were extended to Cllr Caz Sismore-Hunt for her dedication and hard work during her time on the Council. Appreciation was also expressed to former Town Clerk, Mrs Jo Vanstone, and to previous councillors—many of whom continue to take an active interest in the Council's progress.

The Chair noted the number of new councillors who had joined over the past year and the upcoming vacancy. Councillors were encouraged to take part in available training, recognising that while prior experience is valuable, the role of a councillor is unique, with its own responsibilities, formalities, and learning curve.

Acknowledging the period of transition, with both new councillors and a new Town Clerk in post, the Chair looked ahead with optimism to a constructive and positive year in serving the needs of residents and businesses.

Finally, the Chair welcomed Cllr Gina Woodcraft as Vice Chair / Deputy Mayor and looked forward to working with her and all members in a collaborative and forward-looking manner.

25.007 Appointment of Members to Serve on the Under-mentioned Committees:-

a) Town Council

All Councillors are Members

b) Planning (with Power to Act)

All Councillors are Members

c) Finance

Cllr G Woodcraft
Cllr S Cook

Cllr M P Lewis
Cllr L Miszewska

Cllr Alan Chaplin

d) Staffing

Cllr M P Lewis
Cllr S Horn

Cllr L Miszewska
Cllr R Doorbar

Cllr G Woodcraft

e) Public Hall

Cllr A Chaplin
Cllr P Jones

Cllr S Cook
Cllr J Billington

Cllr S Horn
Cllr P Lewis

f) Foreshore and Footpaths (F&F)

Cllr A Chaplin
Cllr P Manfield

Cllr S Cook
Cllr D Walsh

Cllr P Jones
Cllr M P Lewis

g) Community Gardens (CG)

Cllr A Chaplin
Cllr M P Lewis

Cllr J Billington

Cllr D Walsh

h) Town Improvement Fund (TIF)

Cllr J Billington
Cllr G Woodcraft
Cllr P Manfield

Cllr S P Cook
Cllr M P Lewis
Cllr D Walsh

Cllr R J Doorbar
Cllr P Jones

i) Community Infrastructure Levy (CIL)

Cllr J Billington
Cllr G Woodcraft
Cllr P Manfield

Cllr S P Cook
Cllr M P Lewis
Cllr D Walsh

Cllr R J Doorbar
Cllr P Jones

It was noted that the work of the CIL Committee may overlap with the TIF and that further work is planned to review this.

25.008 To Appoint Members to Serve on the Under-mentioned Groups:-

a) Budleigh Salterton Traffic Group

Cllr A Chaplin

Cllr D Walsh

Cllr Peter Manfield

b) Budleigh Salterton Climate Change Group

Cllr J Billington

Cllr P Jones

Cllr L Miszewska

c) Budleigh Salterton Emergency Planning Group

Cllr S Horn

Cllr D Ward

25.009 To Appoint Representatives to Serve on the Under-mentioned Bodies:-

- a) Budleigh in Bloom - Cllr J Billington
- b) Budleigh Salterton Nursing Association – Cllr L Miszewska
- c) Community Safety Group (to include Police/Councillor Advocate Forum) – Cllr S Horn
- d) Devon Association of Local Councils – Larger Councils Sub-Committee – Cllr M P Lewis
- e) East Devon District Council Arts & Culture Forum – Cllr R Doorbar
- f) Exmouth & District Community Transport Group - Cllr S Horn
- g) Fairlynch Museum – vacant
- h) Friends of Budleigh Salterton Library - Cllr R Doorbar
- i) Knowle Village Hall Committee – Cllr P Manfield
- j) Parish Tree Warden – Cllr J Billington
- k) St Peter's Primary School – Cllr P Jones
- l) Plastic Free Budleigh - Cllr J Billington
- m) Budleigh Information Centre – Cllr R J Doorbar. Cllr G Woodcraft, Cllr M P Lewis
- n) Heath to Seas: Cllr J Billington, Cllr S Cook, Cllr D Walsh

25.010 To Appoint a Trustee to Serve on the Under-mentioned Bodies:-

- a) Fryer Welfare Trust – Cllr L Miszewska
- b) Fryer Recreational Trust – Cllr L Miszewska

It was noted that liaison work being undertaken by members in relation to Sewage and South West Water concerns could be undertaken as a sub committee of the Foreshores and Footpaths Committee

25.011 Power to Act

Details on the Power to Act were received and approved for use by the Proper Officer

25.012 Dates and Times of Meetings

Dates and Times for Ordinary Meetings of the Council and of the Planning Committee for the ensuing year were received. It was agreed to make some amendments to the schedule to allow for suitable annual leave for the Town Clerk. An informal meeting will be held on 18 August 2025. See Appendix A – Agreed Meeting Dates 2025

It was agreed to use the Power to Act on Planning Applications during the holiday periods, Easter and Christmas/New Year periods, as required

25.013 Authority to Sign Cheques/Direct Debits/Authorise Payments

- i). It was agreed that the following members would have authority to sign cheques and Direct Debits and authorise internet banking payments.
 - Cllr R Doorbar
 - Cllr D Walsh
 - Cllr A Chaplin
 - Cllr M P Lewis
 - Cllr G Woodcraft
 - Cllr J Billington

- ii). It was agreed that the following members would have authority to sign amendments to CCLA Investments. Three signatures are required for any amendment.
- Cllr G Woodcraft
 - Cllr M P Lewis
 - Cllr L Miszewska
- To note: Cllr J Billington was previously a signatory and requested to stand back from this responsibility.

25.014 Bank Mandates

It was agreed to renew mandates with Lloyds Bank.

25.015 Deeds and Documents

It was noted that deeds and documents relating to BSTC are held with Messrs Gilbert Stephens. It was further noted that the offices were now located at 14 High Street, Budleigh Salterton, EX9 6LQ

25.016 Insurance

It was noted that the Town Council's insurance cover is currently held with Aviva and that a full review for 2025/26 had been completed with the Town Council's insurance broker.

25.017 Council Policies

The Town Council's Policies, listed below, were reaffirmed

- Standing Orders
- Financial Regulations
- Code of Conduct

It was further noted that there are new model Standing Orders and Financial regulation which the Town Council will review in the future. It was agreed to discuss Council wide policies in more depth, at a later date.

There being no further business, the Meeting closed at 8.15pm

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Chair

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Date