

## **BUDLEIGH SALTERTON TOWN COUNCIL**

**MINUTES** of the meeting of the Town Council held in the Council Offices, Station Road, Budleigh Salterton on Monday 23 June 2025.

The Meeting commenced at 7.09pm

### **PRESENT**

Cllr P Lewis – Chair and Town Mayor  
Cllr G Woodcraft – Deputy Chair and Deputy Town Mayor  
Cllr J S Billington  
Cllr A F Chaplin  
Cllr S Cook  
Cllr R J Doorbar  
Cllr S Horn  
Cllr M P Lewis  
Cllr P Manfield  
Cllr L Miszewska  
Cllr D Walsh

**In attendance:** Mrs A Gater-Wildgust (Town Clerk), District Cllr C Fitzgerald, District Cllr M Martin, District Cllr H Riddell and four members of the public.

### **25.088 Public Speaking Time**

No members of the public wished to speak.

### **25.089 Apologies for Absence**

Apologies were received and accepted from County Cllr N Hookway .

### **25.090 Declarations of Interests in Items on the Agenda**

No interests were declared.

### **25.091 Minutes**

The Minutes of the following meetings had been circulated prior to the meeting. It was unanimously agreed they be signed as a true record:

- Meetings of the Town Council held on 28 April 2025
- Meeting of the Town Council held on 19 May 2025
- Extra Ordinary Meeting of the Town Council held on 9 June 2025

### **25.092 Reports of Committees**

The minutes of the Community Gardens Committee held on 9 June 2025 were noted.

### **25.093 Chair's Report**

The Chair reported that Gala Week provided a wonderful and uplifting start to their tenure. The Chair attended many events throughout the week and undertook several formal duties in their capacity as Town Mayor including

**24th May** – The Chair officially opened Gala Week, which began with an excellent and lively display by the visiting majorettes.

**26th May** – The Chair judged the Pebble Design Competition and presented prizes for both the design entries and the height competitions. Congratulations were extended to all the winners — it was a challenge to choose, especially with the recurring theme of nature inspiring so many creative entries.

**31st May** – Prizes were awarded at the always popular Cycling Competition, proudly sponsored by BSTC. The event was, as ever, well-supported and thoroughly enjoyed by children and parents alike.

The Chair expressed thanks to the Budleigh Salterton Lions and the many local societies and organisations whose commitment and hard work make Gala Week such

a valued community tradition. The Chair would like to formally disclose a gift received — a bottle of wine kindly given by the Lions.

**26th May** – A presentation to Mr Ben Honey, Chair of Budleigh Salterton Art Club, with a certificate marking the club's new status as a Community Ally of Plastic Free Budleigh.

**27th May** – attendance at an event celebrating the next phase of the Shandford Trust's development of Alms Houses. A strong turnout of supporters witnessed the Chair take on the challenge of climbing into a digger. The Chair offered best wishes to the project and looks forward to watching its progress.

**28th May** – participation in a Zoom meeting organised by Cllr Cook with Mr Simon Jupp of the Pennon Group (investment fund owners of South West Water) to discuss sewage issues affecting Budleigh and the River Otter. Also attending were Cllr Chaplin, East Devon District Council (EDDC) Portfolio Holder Cllr Jung, and two representatives from South West Water. A prior presentation to BSTC by Mr Peter Williams was acknowledged for significantly informing the discussion. All parties now await concrete improvements.

**20th May** – The Chair, along with others, met with the EDDC Property Team to discuss the provision of toilet facilities on the esplanade. There was consensus on the need to complete and open the new facilities as soon as possible.

**21st May** – Due to a prior long-standing commitment, the Chair was unable to attend a performance by the Ladies Choir. Cllr Doorbar kindly attended on their behalf.

#### **Upcoming Civic Service:**

The Chair and Cllr Doorbar are currently planning the Celebration of Civic Service, scheduled for 28th September 2025. This year's theme will be *kindness*, with the event set to highlight and celebrate the many ways in which individuals in Budleigh contribute to community life. The aim is to ensure an inclusive atmosphere, welcoming to those of all faiths and none. Invitations will be issued shortly, and it is hoped that councillors will support this celebration of service to the town. Tea and cakes will be served following the event.

#### **Ongoing Council Business:**

The Chair continues to meet with the Town Clerk on a weekly basis, offering support as they settle into the role and jointly manage Council business.

#### **25.094 Clerk's Report**

The Clerk reports that they had met with Cllr Chaplin on 23 June 2025 to formally sign off on the new sound and lighting systems installed at the Public Hall.

Additionally the Clerk thanked members for their attendance and participation in the following meetings and events that had taken place:

**9 June 2025 – EDDC:** Meeting regarding the economic challenges facing Budleigh Salterton High Street

**28 May 2025 – Pennon Water:** Meeting on water quality in Budleigh Salterton. It was agreed that quarterly meetings with Pennon Water would be established going forward

**20 May 2025:** Meeting with the Assistant Director of Assets and Interim Director of Place at EDDC to discuss delays to the Seafront Toilets project

**17 June 2025 – Budleigh Music Festival:** Attendance at a public relations event in light of BSTC's sponsorship

**18 June 2025 – EDDC Licensing Sub-Committee:** BSTC representatives attended to make representations regarding a trading licence at Steamer Steps

#### **Forthcoming Engagements**

The Clerk was scheduled to attend the following upcoming events:

**25 June 2025:** Society of Local Council Clerks – Local Branch Meeting

**27 June 2025:** Otter to Exe Chairs and Clerks Meeting

## **25.095 Reports of Council Representatives on Other Bodies**

Cllr Manfield, liaison with Knowle Village Hall (KVH), shared that a discussion had taken place with KVH regarding funding. The Clerk confirmed that a letter had been received and that KVH Committee via the Treasurer has been advised of the application process for a grant.

Cllr Doorbar shared that the Budleigh Salterton Library Book Sale (that took place in Gala Week) raised £379.00

Cllr D Walsh shared that the recent 'Big Breakfast' raised £4000.00 for Cancer Research UK

## **25.096 Reports of County and District Councillors**

### **Devon County Council:**

**County Cllr Nick Hookway:** The Town Clerk confirmed that Cllr Hookway was unable to attend but shared that he would be attending a developer meeting which may represent additional affordable housing in Exmouth. Cllr Hookway will feedback to BSTC accordingly.

### **East Devon District Council:**

**Cllr C Fitzgerald:** reported that the Lime Kiln toilets were opened on Friday 13 June 2025. There had been considerable discussion regarding the management of the installation and the communication with both the town and residents, especially in relation to the Lime Kiln and Honiton sites, which opened on the same day. These matters were scheduled to be discussed at the Overview Committee in July. The council aimed to learn from the first phase of refurbishments in preparation for the rest of the programme. Cllr Fitzgerald planned to make representations to the Overview Committee about the Lime Kiln experience.

They had attended the EDDC Asset Management Forum on Monday 16th to raise the issue of the Brook Road toilet refurbishment. A package of options was being developed for consideration by the town and council members ahead of the Budget Setting and Capital Allocations Panel meeting in September. These options were expected to be presented to the town in due course.

**Budleigh Beach and Coast Management Plan:** A report proposing the development of a Budleigh Salterton Beach and Cliff Management Plan (BCMP) was scheduled for consideration by the July Cabinet. This followed initial research assessing the need for such a project. The BCMP aimed to be an affordable and sustainable plan to manage the beach and cliffs, outlining risks, opportunities, and limitations. Recent cliff falls had prompted inquiries from current and prospective residents regarding cliff stability.

The proposed BCMP was estimated to cost £195,000, with £165,000 secured from the South West RFCC Local Levy and £30,000 from EDDC. The project was to run from April 2025 to March 2027 and be led by Alan Frampton from the South West Flood & Coastal team under the BCP Council-EDDC shared service agreement.

A Project Board and BCMP Advisory Group were to be formed to guide the project. The Advisory Group would include community and statutory representatives and advise the project team and board. The Project Board, composed of senior EDDC officers and the relevant Portfolio Holder, would oversee the project and make final decisions.

Portfolio Holder Geoff Jung had offered to brief Budleigh Salterton Town Council members.

**Cllr M Martin:** thanked Cllr M P Lewis for her email regarding councillor engagement. Regarding the Local Government reorganisation, Paul Arnott has handed over his role to Paul Laudette. The preferred option has now been passed to Jim McMahon at central government. Central government has requested that the plan be further

developed and submitted by 28 November 2025, which is also when we expect the next formal update.

As for the new Devon County Council administration, there is currently no further information available.

#### **25.097 Finance Inspection**

- (i) Payments for the months of May and June 2025, in accordance with Appendix A, were approved.
- (ii) It was noted that the Chair of the Finance Committee had carried out the internal finance inspection for May 2025 with an overall check of payments and bank statements. It was further noted that a full check will be carried out (for April and May 2025) when the accounts were completed

#### **25.098 Audit 2024/25**

- (i) The Accounts for Financial Year 1 April 2024 to 31 March 2025, (plus Supporting Notes and Risk Assessment documents) all of which have been the subject of Internal Audit, were received.
- (ii) It was noted that the Internal Auditor had identified an anomaly in the reporting of salaries and wages. It was further noted that all underlying accounting is accurate; the issue relates to a system nominal code error, which was being corrected.
- (iii) The Accounting Statement 2024/25 was approved and signed.

#### **25.099 CCLA**

Consideration was given to the addition of one signatory to the CCLA account. It was

**Resolved:** Cllr A Chaplin agreed to be an additional signatory

#### **25.100 Statutory Asbestos Survey**

Consideration was given to the appoint of a contractor to complete an asbestos survey of all BSTC properties in compliance with The Control of Asbestos Regulation 2012. It was:

**Resolved:** it was agreed to appoint CASA Environmental.

#### **25.101 Station Road Car Park / Station Road Toilets**

- (i) Consideration was given to which committee would oversee these entities. It was:

**Resolved:** The Public Hall Committee would oversee these enteties

- (ii) Consideration was given to carrying out a risk assessment on each of the above and to appoint two Town Councillors to execute this activity

**Resolved:** it was agreed to complete both Risk Assessments. Cllr Horn and Cllr Chaplin would oversee this work.

#### **25.102 Committees**

Terms of Reference (ToR) for the Public Hall and Community Gardens were received: It was

**Resolved:** following the inclusion of the following points the ToR were accepted

##### **Public Hall:**

- The Public Hall Committee is accountable to the full council
- The Public Hall Committee will also oversee the Station Road Toilets and Upper Station Road Car Park
- The committee will complete and maintain an up to date Risk Assessment of the Station Road Public Toilets and the Upper Station Road Car Park

### **Community Gardens:**

- The Community Gardens Committee is accountable to the full Town Council

It was noted that The Finance Committee is covered by the Financial Regulations produced by the National Association of Local Councils (NALC). The Staffing Committee ToR were already accepted and dated 25 November 2024 [Min 24.329]

It was further noted that there is an opportunity to standardise some of the clauses in the ToR for 2026/27 and for all committee to use this format

#### **25.103 Request for Grant Aid 2025/26 – AFC Budleigh Salterton – Youth Section**

- (i) Consideration was given to making a donation towards the purchase of equipment. It was:

**Resolved:** BSTC expressed a willingness to support AFC Budleigh Salterton in exploring the potential to access funding through Section 106 contributions, subject to eligibility and alignment with funding criteria.

- (ii) Consideration was given to the amount of any donation. It was:

**Resolved:** The amount of any grant is conditional on the point (i) above.

Cllr Doorbar proposed that it would be helpful if the Town Council established a clear grant distribution policy. Questions were raised about the total funding available, and it was confirmed that £15,000 is allocated in the Council's budget for grants. The Council also holds Community Infrastructure Levy (CIL) funds and Section 106 contributions.

#### **25.104 Request for Grant Aid 2025/26 – Budleigh Salterton Carnival**

- (i) Consideration was given to making a donation towards the purchase of equipment. It was:

**Resolved:** A donation will be made

- (ii) Consideration was then give to the amount of the donation. It was:

**Resolved:** A grant of £1000 will be made.

#### **25.105 Budleigh Salterton Community Workshop (BSCW)**

Consideration was given to a request to erect an awning on BSTC property adjacent to the BSCW forecourt. It was:

**Resolved:** It was agreed that the erection of non-permanent awning footings on BSTC property adjacent to the Budleigh Salterton Community Workshop would be permitted

#### **25.106 Public Hall / Council Office Key Holders**

- (i) Consideration was given to the duties and responsibilities expected of BSTC premises keyholders. It was:

**Resolved:** any key holder duties and responsibilities would be as a last resort, ad hoc and infrequent. This is most likely to be in the case of an emergency or to support to a client of the Public Hall. It was agreed that all keyholders would be given support and training by the Town Clerk.

- (ii) Further consideration was given to which Town Councillors would be key holders. It was:

**Resolved:** Cllrs Walsh, Chaplin, Lewis and Manfield would be keyholders

#### **25.107 Budleigh Salterton Christmas Lights**

- (i) Consideration was given to the formation of a BSTC group to explore the options for the future funding and storage of the Christmas Lights. It was:

- Resolved:** The issue of Christmas lights arises annually and is a major concern for organisers. Thanks were given to Shop Budleigh and all involved. It was agreed to form a group to fully explore the matter..
- (ii) **Resolved:** Consideration was given to the participants of this group. It was: that Cllrs Horn, Doorbar and Chaplin will form this group. Cllr Lewis will prepare a draft ToR.
- (iii) **Resolved:** Consideration was given to the development of a report with costed recommendations and options. It was: that the group will produce a report for consideration at the Town Council meeting on 8th September 2025

### 25.108 Correspondence Received

18 June 2025: An email had been received from a resident regarding anti-social driving.

Cllr Lewis read the email to the Town Council and noted that a response had already been sent by the Clerk.

A discussion followed, and the following actions were agreed by the Town Clerk:

- To contact East Devon District Council (EDDC) to enquire whether there are any plans to address anti-social driving, and to explore the possibility of installing CCTV in Lime Kiln Car Park.
- To make contact with Devon and Cornwall Police, specifically the new Inspector and PCSO for Budleigh Salterton.
- To confirm whether the traffic light at the top of Budleigh Salterton High Street is functioning correctly.

### 25.109 Any Other Business at the Chair's Discretion

Cllr S. P. Cook raised a query regarding the public toilets and what information is currently available. It was noted that EDDC has a contact email address for logging snagging issues, and it was agreed that the Town Clerk would obtain this and share with the community.

Cllr Jones confirmed his readiness to carry out to develop a draft objective evaluation framework for consideration at a future TC meeting

Apologies were noted for Monday 14<sup>th</sup> July: Cllr P Lewis, Cllr S Horn

### 25.110 Dates of Next Meetings

#### Monday 14<sup>th</sup> July 2025

Planning Committee (PC) at 7.00pm  
Town Council (TC) on the rising of the PC

#### Monday 28<sup>th</sup> July 2025

Planning Committee (PC): at 7.00pm (Power to Act)

#### Monday 18<sup>th</sup> August 2025

Planning Committee at 7.00pm

There being no further business, the Meeting closed at 8.29pm.

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Chair

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Date