

BUDLEIGH SALTERTON TOWN COUNCIL

MINUTES of the Meeting of the Town Council held in the Council Offices, Station Road, Budleigh Salterton on Monday 18 May 2026.

The meeting commenced at 7.06pm

PRESENT

Cllr G Woodcraft (Chair)	Cllr M Alligan	Cllr A Chaplin
Cllr S Cook	Cllr C Cunningham	Cllr R Doorbar
Cllr S Horn	Cllr P Lewis	Cllr P Manfield
Cllr S Woodman		

In Attendance: Mrs A Gater-Wildgust (Town Clerk) and one member of the public.

26.038 Public Speaking Time

There were no public speakers

26.039 Apologies for Absence

Apologies were received and accepted from Cllr P Jones

26.040 Declarations of Interests in Items on the Agenda

- Cllr A Chaplin declared an interest in Min 26.047. They are an allotment holder.
- Cllr M P Lewis declared an interest in Min 26.044. They are a resident adjacent to this issue

26.041 Minutes

It was noted that the Minutes of the Meeting of the Town Council held on 11 May 2026 will be confirmed at a future meeting.

26.042 Chair's Report

The Chair affirmed that the main focus of the meeting and the early part of the year was to review the committees and to understand their Terms of Reference and associated procedures.

The Chair also reported having met with Chris Davies regarding the opening of the almshouses. They were viewed positively as a well-presented development, and it was noted that the tenants are ready to move in.

26.043 Clerk's Report

The Town Clerk reported that Wales & West Utilities had been instructed by its regulator to install approximately 4,800 metres of new gas pipework in Budleigh Salterton, with works already underway and expected to continue until May 2027. It was noted that the programme is likely to include the High Street in late 2026, and discussions are ongoing with Devon County Council regarding the potential to align and, where possible, accelerate works ahead of the planned resurfacing. However, it was acknowledged that there are practical constraints and the programme may not be altered. Discussions are ongoing between Devon Highways and Wales & West Utilities.

The Town Clerk further reported that Receptionist interviews were being held on 21 May.

It was also reported that the Town Councillor vacancy had been re-advertised as no applications had been received.

26.044 Reports of Council Representatives on Other Bodies

Traffic and Transport Group: Cllr P Lewis, reported on Speedwatch, noting that additional volunteers were required.

It was further reported that a Road Warden proposal would be prepared for presentation to Full Council and that Road Wardens, when trained, were permitted to fill small potholes, amongst other duties.

The '20 is plenty for Budleigh' initiative is due to be launched on 27 May, with leaflets printed, and thanks were recorded to Cllr Hookway for funding support, from their locality fund

A manhole cover on Westhill is noted as reported and a repair is in the offing, by BT.

26.045 Reports of County and District Councillors

There were no reports.

26.046 Finance Inspection

- (i) Payments for April 2026 were received and noted.
- (ii) It was noted that the audit process for 2025/2026 is underway. Finance checks for April 2026 will be completed once this is finalised.

26.047 Committee and Group Arrangements

i. Allocation of Committee roles to Town Councillors, as required:

- Cllr P Manfield – appointed to Foreshores & Footpaths (F&F) Committee, Traffic & Transport Group and as a representative for Knowle Village Hall.
- Cllr S Woodman – moved from F&F to Community Gardens.

It was noted that Member participation on Committees is to further the work of the Council and not to serve individual preferences. An even spread of participation is required over all work streams. It was agreed that consideration would be given to the inclusion of Committee membership as a future agenda item.

ii. Election of Committee Chair:

- **Staffing Committee** – Cllr S Horn nominated Cllr C Cunningham, which was seconded, and it was unanimously agreed.
- **Public Hall** - Cllr P Lewis nominated Cllr A Chaplin, which was seconded, and it was unanimously agreed.
- **Foreshore & Footpaths** - Cllr P Manfield nominated Cllr S Cook, which was seconded, and it was unanimously agreed.
- **Finance** - Cllr Lewis nominated themselves, which was seconded, and it was unanimously agreed.
- **Community Infrastructure Levy** – Cllr R Roorbar, nominated themselves, which was seconded, and it was unanimously agreed.
- **Community Gardens** – Cllr C Cunningham nominated Cllr A Chaplin, which was seconded, and it was unanimously agreed.
- **Climate and the Environment Committee** – Cllr C Cunningham nominated Cllr P Lewis. Cllr Lewis declined the nomination as they are chairing two committees already. Cllr S Woodman nominated themselves, which was seconded, and it was unanimously agreed.
- **Emergency Group** - Cllr S Woodman nominated Cllr S Horn, which was seconded, and it was unanimously agreed.

- **Traffic and Transport Group** - Cllr P Lewis had previously been elected Chair of the TTG at the meeting on 12 May 2026.

The Town Clerk clarified that the role of a Committee Chair is to facilitate committee discussions in accordance with the agenda.

Cllr S Cook raised a query regarding the role of the Chair in convening committee meetings. The Town Clerk confirmed that “to convene” means to bring people together for a meeting, and in a Town Council setting this refers to formally calling and bringing a meeting together in an official capacity.

26.048 Office Equipment

Consideration was given to the operational requirement for an additional office computer arising from increased staffing levels. Following consultation with BSTC’s IT provider regarding suitable specifications and compatibility requirements, Members considered the recommendation to purchase a refurbished model at an estimated cost of £850.00–£1,000.00. It was

RESOLVED that the expenditure be approved.

26.049 Correspondence Received

Traffic Restrictions:

Devon County Council

Temporary Prohibition of Through Traffic

- Stoneborough Lane – 17-19 June 2026 – TTRO2668596
- Moor Lane – 18-28 August 2026 – Wales & West (W&W) Gas Mains Replacement. TTRO2669209

Temporary Prohibition of Through Traffic & Parking

- Coastguard Hill, Marine Parade & Granary Lane (from Ottervale Road to Salting Hill) - Sunday 24 May (Fun Run) – TTRO2668217. Parking Restriction applies to Coastguard Hill and Marine Parade only from 8.00am – 11.30am.
- Upper Stoneborough Lane, Station Road, Cricket Field Lane – phased works – 18 May – 25 Aug 2026 -W&W Gas Mains Replacement. TTRO2669048
- Westfield Terrace – 29 June – 24 July 2026 – W&W Gas Mains Replacement. TTRO2669043

Details of all agreed road closures are published on [Causeway one.network](#)

Letters

Knowle Village Hall - to record thanks for the support provided in the recent Section 106 funding applications and subsequent funding received.

26.050 Any Other Business at the Chairman’s Discretion

Cllr S P Cook raised a query regarding the Annual Parish Meeting. A member of the public had asked for feedback from the meeting. The Clerk confirmed that the information gathered at the APM was published the following day and shared with members and the public.

It was noted that the next steps will be for committees and the Town Council to use this information to inform the work of Budleigh Salterton Town Council over the coming years.

Questions received during the event were fully responded to, published widely, and displayed on the Town Council noticeboard until 6 May.

Cllr A Chaplin reminded members of the request to consider the proposal from the Budleigh Salterton Community Workshop regarding the lease and development of two cubicles and part of the storage area at Station Road toilets. Members were asked to provide their considered responses to Cllr Chaplin prior to the next Town Council meeting on 22 June, when the matter will be included on the agenda.

Cllr Doorbar raised the issue of the Town Council's profile and public engagement, and how best to improve and promote awareness of the Council's work.

Cllr Woodman thanked members for their offers to support and reminded them of the Gala on the Green taking place on Saturday 23 May. The event will include games and information stalls and provides BSTC with a wonderful opportunity to engage with residents.

26.051 Dates of Next Meetings

8th June 2026

Planning Committee
Public Hall Committee
Foreshore & Footpaths
Committee

22nd June 2026

Planning Committee
Town Council

There being no further business, the Meeting closed at 8.10pm.

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Chair

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Date