

BUDLEIGH SALTERTON TOWN COUNCIL

MINUTES of the Meeting of the Town Council held in the Council Offices, Station Road, Budleigh Salterton on Monday 22 June 2026.

The meeting commenced at 7.33pm.

PRESENT

Cllr G Woodcraft (Chair)
Cllr S Cook
Cllr S Horn
Cllr P Manfield

Cllr M Alligan
Cllr C Cunningham
Cllr P Jones
Cllr S Woodman

Cllr A Chaplin
Cllr R Doorbar
Cllr P Lewis

In attendance: Alice Gater-Wildgust (Town Clerk), County Cllr Nick Hookway and District Cllr Melanie Martin.

26.106 Public Speaking Time

There were no public speakers.

26.107 Apologies for Absence

Apologies were received and accepted from District Cllr C Fitzgerald.

26.108 Declarations of Interest and Dispensations

There were no interests declared.

26.109 Minutes

The Minutes of the Meetings of the Town Council held 11 and 18 May 2026 has been circulated prior to the meeting and were approved as a true record.

26.110 Reports of Committees

The minutes of the following meetings that took place on 8 June 2026 were noted:

- Public Hall Committee
- Foreshores and Footpaths Committee

26.111 Chair's Report

The Chair reported that they had attended events during a busy and enjoyable Gala Week.

They also reported having recently attended the opening of the Budleigh Almshouses and meeting the three residents at that event.

In respect of forthcoming engagements, the Chair confirmed they would be attending a meeting of the Otter to Exe Group on 29.06.26.

The Chair further reported receipt of thanks from the Budleigh Information Centre for the Town Council's support of the 2027 calendar.

26.112 Clerk's Report

The Town Clerk reported that the Internal audit for the 2025/2026 financial year was completed with no actions arising.

In relation to highways matters, following extensive liaison between the Clerk, Councillors, and Devon Highways, Devon County Council acknowledged that High Street/Fore Street had significantly deteriorated. The road had now been repaired (during the past week).

Following an eight-week period of working single-handedly due to staff sickness, a temporary member of staff was appointed in January 2026 to assist with office and reception duties. Subsequently, the Clerk developed revised job descriptions for two new posts and managed the associated recruitment process. One member of staff signed their contract in April 2026, and a new receptionist commenced employment on

19.06.26. Following induction and onboarding, it is anticipated that this will support an expanded capacity for the Public Hall and its future development.

The Clerk also attended a meeting on 22.06.26 hosted by Devon County Council, which provided an update on progress with Local Government Reorganisation (LGR). It was noted that Devon County Council is operating under the principle of “end well, start well,” with a focus on completing existing responsibilities effectively to support a smooth transition to the new local government arrangements.

26.113 Reports of Council Representatives on Other Bodies

Cllr Manfield and Cllr Woodman reported that they had attend a recent meeting regarding the site ‘Exmo20’ in their personal capacities.

Budleigh in Bloom – Cllr Cook reported that they had attended two meetings during the reporting period and noted that services were operating under considerable resource pressure. Cllr Cook reported that the Esplanade ‘Bee Corridor’ project had been supported through a grant provided by Rockfish. It was further noted that mulching works were planned to take place in the autumn. Cllr Cook also reported that containers at the Public Hall had been refreshed and replanted. It was indicated that a proposal would be brought forward in relation to the installation of troughs and cake stands.

The launch of a Friends initiative was also noted.

Friends of Budleigh Library: Cllr Doorbar shared that they had stepped down as Vice Chair of the Friends of Budleigh Library.

26.114 Reports of County and District Councillors

County Councillor Report – Nick Hookway

The County Councillor reported that resurfacing works on the High Street and Fore Street had been recently completed.

They had attended meetings the previous week with senior highways officers, during which issues were considered under three broad categories: potential highways matters, impacts on Pebble Bed Heaths, and wider infrastructure considerations.

It was noted that there are currently no strategic highways plan for the East Devon area.

Reference was made to a proposed development (HuhA), where it was reported that the developer had suggested narrowing an existing road to a single lane. Concerns were noted in relation to this proposal.

Parking and enforcement issues were highlighted, particularly pavement parking in Exmouth and Lympstone. It was also stated that tighter management of the A376 corridor was required.

In relation to Pebblebed Heaths (PBH) and the B3178, concerns were raised regarding road safety and suitability for current traffic volumes. It was noted that the road was considered unsuitable for its current use and did not adequately support active travel. A potential cycle route across PBH was discussed, although the meeting did not reach a conclusion on this matter.

Dark Lane was reported as being “in hand,” with work ongoing.

Fly-tipping was also discussed, with emphasis placed on the responsibility of commercial businesses to make appropriate arrangements for their own waste disposal and recycling.

The locality budget process was described as slow. It was further noted that the system is scheduled to close in January 2027, and applications should therefore be submitted as early as possible.

The County Councillor reported attending a recent member briefing on Local Government Reorganisation (LGR), during which significant concerns were raised. It

was noted that there remains a lack of clear guidance, and that officers have expressed concern regarding whether statutory services can be safely and legally transferred to a new unitary authority.

Co Cllr Hookway reported that the Jurassic Coast Trust has been dissolved. It was noted that, as a UNESCO World Heritage Site, the Jurassic Coast must continue to be maintained. Devon and Dorset are now progressing work collaboratively as a small group comprising two councillors and one officer, with the aim of ensuring that existing commitments and opportunities are not lost. The Dorset officer involved was identified as Sam Scriven.

It was highlighted that Budleigh Salterton is considered a key showcase location for the Jurassic Coast, with positive implications for tourism, culture, and the local economy. A new website is in development to promote the Jurassic Coast. A request was made to attend a future meeting of Budleigh Salterton Town Council to provide an update, and it was noted that he would be present on Budleigh Beach at 09:20 on Wednesday 24th at the Limekiln.

The Clerk confirmed that they would extend an invitation to Sam Scriven to meet members.

It was also reported that the School of Art in Sidmouth has been working in partnership with the Green Team at East Devon District Council.

District Cllr Report – Melanie Martin

It was reported that Cllr Martin had discussed the issue of anti-social driving with District Cllr Jung. It was suggested that Budleigh Salterton Town Council may wish to consider its priorities in relation to this matter and whether resources would be more effectively allocated to addressing beach debris clearance or was it preferable to tackle anti-social driving.

The Clerk added that these are two separate and very different issues. They have contacted the police and officers at EDDC regarding this issue and will continue to make representations on behalf of the Town on this important issue.

At 20:26, a short break commenced.

The meeting resumed at 20:30.

26.115 Finance Inspection

- i. Payments for the month of April 2026 were noted.
- ii. It was noted that Cllr P. Lewis had carried out the internal finance inspection for April 2026. It was further confirmed that Budleigh Salterton Town Council is compliant with all relevant financial regulations and that additional internal controls are in place, exceeding the minimum statutory requirements.

Cllr Lewis reported having attended the recent “Finance for Councillors” training and recommended it to all members.

It was noted that this activity forms part of the Council’s internal control framework, involving verification checks between invoices, bank records, and the accounting system.

It was further noted that budgets are set at the time of setting the annual precept.

Further work was identified in relation to reserves, including consideration of how reserves are managed and utilised effectively.

26.116 Audit 2025/26

- (i) The annual internal audit report from Westcotts Chartered Accounts and the note comments regarding end of year salary transaction were confirmed as received and noted.
- (ii) The Accounts for Financial Year 1 April 2025 to 31 March 2026, all of which have been the subject of Internal Audit, were received and approved.

- (iii) The Accounting Statement 2025/26, which forms part of the Annual Return, were approved.

26.117 Insurance Renewal 2026/2027

It was noted that BSTC's insurance has been renewed with Aviva.

26.118 Meeting Dates 2026/2027

The revised meeting date schedule was received and noted. It was further noted that November 9th has four meetings. The Clerk will take steps to reduce this.

26.119 Policy and Document Review

- i. **The following policies were reviewed and adopt:**
 - Code of Conduct Policy
 - Dignity at Work Policy
- ii. **The following policy was reviewed and adopted:**
 - Equality and Diversity Policy
- iii. **The following was noted:**
 - Asset Register

26.120 Budleigh Salterton Community Workshop

Consideration was given to the report from the Public Hall Committee, assessing the advantages and disadvantages of their request and it was:

Resolved: BSTC are not in favour of supporting this request.

26.121 Contractors to be appointed

i. Jubilee Shelter – Remedial Works

Consideration was given to quotations received and it was:

Resolved: To appoint Montgomery Coates to carry out remedial works to the Jubilee Shelter.

Consideration was given to the long-term maintenance of the Jubilee Shelter. It was agreed that a condition assessment should be undertaken to inform future planning, maintenance priorities, and budget provision, as per recommendations set out in the supporting paper.

ii. Boiler – Town Council Office

Consideration was given to the quotation received and it was:

Resolved: To appoint a contractor to carry out the replacement of the office boiler.

26.122 Co-option of a Town Councillor

It was noted that the candidate had withdrawn their application. Consequently, the co-option did not proceed.

26.123 Correspondence Received

Devon County Council

- Dark Lane – 29.5.26 – 31.12.26 TTRO2670195 / 2670199. Suspension of Traffic and Parking

Letters of Thanks:

Friends of Budleigh Salterton Library
Budleigh Salterton Cricket Club
David Reed MP

St Peters Mini Mag – June 2026

26.124 Any Other Business

No other business was raised.

26.125 Dates of Next Meetings

Monday 13th July 2026

Planning Committee (PC)

at 7.00pm

CCE

Monday 27th July 2026

Planning Committee (PC):

at 7.00pm

Town Council

The Chair moved that:

Under Section 100(a)(4) of the Local Government Act 1972, the public and press be excluded from the Meeting as exempt information is likely to be discussed.

PART B:

26.126 Staffing

i. Details were received on a number of staffing matters, and it was:

Resolved: to accept the recommendation of the staffing committee

Following a vote Cllr Jones was co-opted onto the staffing committee

Cllr Cunningham shared that the staffing appraisal paperwork was being upgraded.

There being no further business, the Meeting closed at 9.18pm.

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Chair

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Date