

BUDLEIGH SALTERTON TOWN COUNCIL

MINUTES of the Meeting of the Town Council held in the Council Offices on Monday 23 July 2018, on the rising of the Meeting of the Planning Committee.

Meeting commenced at 7.04pm.

PRESENT

Cllr T D Wright (Town Mayor)
Cllr S V Hall (Deputy Town Mayor)
Cllr A J Dent
Cllr Mrs L D Evans
Cllr A N Gooding
Cllr M C Hilliar
Cllr A L Jones
Cllr Mrs M L Kenneally-Stone
Cllr C A Kitson
Cllr C Richards
Cllr R D Sherriff

Clerk: Mrs J E Vanstone

Others Present: One member of the public

PART A

18.141 Public Speaking Time

No members of the public wished to speak.

18.142 Apologies for Absence

Apologies were received from Cllr Mrs C A Sismore-Hunt (unwell) and County Cllr Mrs C Channon.

18.143 Declarations of Interests in Items on the Agenda

No interests were declared.

18.144 Minutes

The Minutes of the Meeting of the Town Council held on 25 June 2018 had been circulated prior to the Meeting. It was unanimously agreed they be signed as a true record.

18.145 Reports of Committees

The Minutes of the following Meetings were noted:

- (i) The Foreshore & Footpaths Committee held on 9 July 2018
- (ii) The Community Gardens Committee held on 9 July 2018

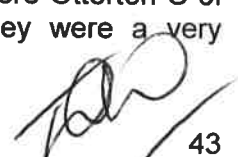
18.146 Police Report

No report had been received. The Town Mayor, Cllr T D Wright said he was still awaiting a response from the Police & Crime Commissioner's office and will tackle her about this at a forthcoming meeting.

18.147 Chairman's Report

The Town Mayor, Cllr T D Wright reported he had had another very busy but enjoyable month:

- On 3 July he had attended the Kingfisher Award event at Bicton Arena. He explained the award was given to primary schools for projects to do with sustainable agriculture and food production. The winners were Otterton C of E school who had done a project on soil erosion. They were a very enthusiastic and lively group of children!



- On 11 July he had attended an Area of Outstanding Natural Beauty (AONB) event at Colyton which was mainly to do with woodland and water and the effect that planting woods has on water, reducing flooding and also improving water quality. It also featured a presentation from The South West Rivers' Trust and the EA on a project in the upper reaches of the Otter to reduce the potentially harmful effects of agriculture.
- On 13 July he had cut the ribbon and opened the Budleigh Music Festival. This year there was a much more varied programme and it was good to see children from St Peter's School attending.
- On 15 July he had represented the town at the annual RNLI service at the Life Boat Station in Exmouth.
- On 16 July he had had great pleasure to present Neil Brown, one of the East Devon District Council (EDDC) StreetScene workers, with a 'Star Performer' certificate. He had earned this in recognition of the great work he did to keep the town looking good and the award came as a result of many members of the Budleigh community telling him how far Neil went to do those extra tasks.
- On 18 July he and his wife, Angie, had attended the Annual Cocktail Party at CTCRM Lympstone. During the evening, a new Commando gin (46% proof) had been launched and a bottle had been delivered by a commando abseiling from a Merlin helicopter and presented to the Commanding Officer! The evening ended with the band of HM Royal Marines performing Sunset, a very moving ceremony.
- On 21 July he was invited to represent the town at an Organ Donor Event held in the Strand Exmouth and later that day he had attended the farewell tea party for Jonathan Froggatt held at the Temple Methodist Church and on behalf of the town presented him with a town plaque.
- On Sunday 22 July the annual civic service had been held at St Peter's Church. He was grateful to those councillors who had supported the event and also to the representatives from the wide range of town associations who do so much for the community. The deputy chairman of EDDC and the Mayor of Exmouth had also attended. The collection was to benefit Budleigh and District Hospice who had now taken on 7 extra nurses so that they could provide a comprehensive Hospice at Home service. The collection had raised well over £300 and he would be presenting the cheque in the near future.
- He had received a letter regarding the closure of Lloyds Bank– He felt it was a disgrace that the last bank in town was closing.

18.148 Clerk's Report

Mrs J E Vanstone reported:

- Work was progressing well at the Norman Centre. The new boiler had been installed and the kitchen flooring had been laid. The kitchen installation would continue week commencing 30 July.
- The work in the ladies' toilets in the Public Hall was nearing completion. The reinstatement works were finished, and the new toilets installed. The decoration would start week commencing 30 July.
- The website update was coming on well and the changes looked good. She hoped it would go live in mid-August. She reminded councillors that they would all have a town council email address and she would forward information regarding set-up as soon as she received it.
- She had signed a data protection agreement with EDDC for the payroll services.
- The insurance policy had been updated to taken into account the salary information. Cllr C Richards had looked at the policy and was happy with all amendments.
- A signed agreement relating to the rent increase for the Community Gardens had been received from Clinton Devon Estates.



- The CCTV system had been registered with the Information Commissioners Office and a cheque for the fee of £40 was included on this month's expenditure list.
- EDDC was holding another Working Together event on 28 September. Places were limited to one per council and she asked if any member wished to attend to let her know as soon as possible.
- A Regional Forum for Tree Wardens was being held in Sidmouth on 27 October. She would forward the information to Cllr R D Sherriff to see if he could attend.

Cllr C A Kitson asked if it was necessary for everyone to have a Council email address as he would like to keep his own. Mrs Vanstone said that was perfectly acceptable as long as he understood his personal email address would be published on the Council's website.

18.149 Reports of Council Representatives on Other Bodies

There were no reports.

18.150 Reports of County and District Councillors

County Councillor

County Cllr Mrs C Channon

The Town Mayor, Cllr T D Wright advised that County Cllr Mrs C Channon was concerned about the resurfacing works in Knowle which were due to be carried out at the end of July. He understood the timing had been organised so as not to clash with school transport.

District Councillors

Cllr A J Dent had nothing to report.

Cllr S V Hall reported:

- EDDC Licensing Department had had cause to revoke a hackney carriage licence and this had now gone to appeal. He would therefore be attending court in the next few months to put forward the District Council's case.
- A licence variation had been received for the Cricket Club which seemed to be causing some concerns with local residents. He said he could not give specific advice to residents as it may come before him if there was a hearing. He said that the variation involved some modest changes and it was possible the matter could be resolved with mediation.

Cllr T D Wright reported:

- The recycling 'bring' bins had been removed from Lime Kiln car park. There had been some concern expressed on social media about this decision and similar fears had been raised before the facilities in Exmouth, Seaton and Sidmouth had been removed; those fears had proved to be unfounded. Before the bins had been removed, EDDC officers had looked at what was being deposited in them (ie large amounts of very similar material) and it was suspected that the main users were businesses. He said he had spent some time watching events in Lime Kiln and had seen vans and large estate cars turn up and dispose of large quantities of bottles, in particular. He had not seen people leaving the beach and using the bring sites. He said that beach visitors often left large quantities of bottle, plastic and glass at the litter stations and he would be carrying out a detailed review of how EDDC handled this rubbish. He had asked for extra litter bins to be put out but had still seen a large amount of rubbish left in bags by the Steamer Steps litter station. The extra wheelie bin had only been half full and could well have accommodated the rubbish left before the gulls got at it. He said that everything that used to be taken to the Lime Kiln Bring site could now be taken by the weekly recycling collection and if anyone needed additional recycling containers they could request them.

- He then reported there was an idea of an additional recycling container for cardboard. EDDC contractors wanted to do this and any trial would be entirely at their cost. Their reasons were twofold: quicker sorting which in turn would lead to uncontaminated cardboard, the price of which is considerably more. If the trial takes place it would be in Woodbury and there will be a good communication campaign before it starts. The additional container will be of a bag type and will be supplied on request. In view of the media coverage of the eventual destination of recycled material he had asked for a breakdown of exactly where the material from East Devon went and to what use it was put. He said that Suez had their own recycling facilities and plant and quality material was recycled which was why good sorting was vital.

18.151 Finance Inspection

- (i) Payment of cheques for the month of July 2018, in accordance with Appendix A, was approved.
- (ii) It was noted that the Chairman of the Finance Committee had carried out the internal finance inspection for July 2018.

18.152 Request for Grant Aid 2018/19: Otter Valley Association

- (i) Consideration was given as to whether to make a donation towards the cost of reprinting the "A Walk around Budleigh Salterton" leaflet.

Resolved: A donation will be made.

- (ii) Consideration was then given to the amount of the donation.

Resolved: A donation of £227 will be made.

The Clerk was asked to check with the Association that the leaflet was up to date before it went to print.

18.153 Friends of Budleigh Salterton Library

A request to appoint a Town Council Representative to the above group was received and considered. It was

Resolved: Cllr R D Sherriff was nominated to sit on the Group.

18.154 Community Infrastructure Levy and S.106 Funding

Consideration was given to the creation of a Committee to monitor the funds received from these two sources, to form a Priority List of projects and work with officers from East Devon District Council (and possibly Devon County Council) to bring the projects to fruition. It was

Resolved: A new Council Committee will be formed to monitor funds received and look into projects on which the funds can be spent.

Consideration was then given to the Membership and it was

Resolved: Membership will be the Town Mayor, Cllr C A Kitson, Cllr Mrs M L Kenneally-Stone and Cllr M C Hilliar.

It was agreed that the Terms of Reference should be drawn up by the Committee at its inaugural meeting. This information will then be conveyed to the Town Council.

18.155 Town Council Policy Documents

- (i) Amended Standing Orders and Financial Regulations, which take account of the latest information received from the National Association of Local Councils, had been circulated prior to the Meeting. After some discussion regarding public speaking it was

Resolved: Amended Standing Orders and Financial Regulations be adopted with no changes.



(ii) A General Privacy Notice, Privacy Notice (for Staff, Councillors and Role Holders) and a Privacy Policy (including Website Privacy Statement) following the introduction of the General Data Protection Regulation in May 2018 had also been circulated prior to the Meeting. It was

Resolved: These documents will be adopted with no changes.

(iii) A CCTV Policy and a protocol for the Recording of Meetings were considered. It was

Resolved: These documents will be adopted with the following changes:

- The CCTV Policy will have a note of the staff and members authorised to view the CCTV footage as the Town Mayor, Deputy Town Mayor, Clerk and Clerical Assistant.
- The wording of the Public Notice for the Recording of Meetings will be amended to include a request that members of the public must inform the Clerk of their intention to record a meeting.

18.156 Town Improvement Fund Project

The project to install a drinking fountain adjacent to the Jubilee Shelter was considered and approved. The Clerk advised that the chosen drinking fountain was out of stock and it was agreed she should order a similar item and arrange for installation as soon as possible.

18.157 East Devon District Council: Statement of Community Involvement

The Statement of Community Involvement had been circulated prior to the Meeting; and no comments had been received by the Clerk. It was

Resolved: No response will be made – the contents of the document were duly noted.

18.158 Correspondence Received

Dogs on Leads: Letter from concerned resident

Devon County Council: Temporary Prohibition of Traffic – Knowle Road; 3.10.18-5.10.18

Otter Valley Association: July 2018 Newsletter

The Clerk: July 2018

Clerks & Councils Direct: July 2018

The Town Mayor, Cllr T D Wright advised that the letter regarding Dogs on Leads related to a request for the ban to be imposed on the path up the River Otter. The Clerk was asked to advise the letter writer that this came under Devon County Council jurisdiction.

18.159 Any Other Business at the Chairman's Discretion

- Cllr Mrs M L Kenneally-Stone asked if permission was needed for the bunting which had been put up at the kiosks on the seafront.

The Town Mayor, Cllr T D Wright advised that the main purpose of the bunting was to keep the seagulls away!

- Cllr Mrs M L Kenneally-Stone said she had commented at the recent Foreshore & Footpaths Meeting about the need for clearer markings of the dog-free areas on the beach.
- Cllr R D Sherriff advised he had walked the seafront recently and there were fourteen signs relating to dogs on leads etc.
- Cllr M C Hilliar asked if EDDC was going to repair and repaint the bridge at Upper Stoneborough Lane in the near future.

The Town Mayor said that the footway was Devon County Council responsibility and the Clerk was asked to contact County Cllr Mrs C Channon requesting that the work be carried out.



18.160 Dates of Next Meetings

Planning Committee:	13 August 2018 at 7.00pm
Town Council:	13 August 2018 on the rising of the Planning Committee
Planning Committee:	3 September 2018 at 7.00pm

18.161 The Deputy Town Mayor 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 was likely to be discussed.

PART B

18.162 Public Hall: Replacement Boiler

Additional information regarding the approved quotation to upgrade the heating system in the Public Hall was received and considered.

The Clerk explained that she had contacted British Gas to see if they could carry out part of the project now (the installation of two radiators in the ladies' cloakroom and outer foyer) whilst the floor was up. British Gas had been very unhelpful and had advised they were unable to split a project – all work contained in their quotation had to be carried out at the same time.

She had then contacted the Town Mayor, the Deputy Town Mayor, the Chairman of the Public Hall Committee and the Chairman of the Finance Committee to discuss an idea she had had to instruct Skinner Construction to install the two radiators now and submit an amended quotation for the upgrade to the heating system. This had been agreed.

The previous quotations were reconsidered as well as the new quotation from Skinner Construction and it was then

Resolved: The quotation from Skinner Construction will be accepted.

There being no further business, the Meeting closed at 7.52pm.

.....
Chairman

.....
Date

T. Wright
24/09/18

BUDLEIGH SALTERTON TOWN COUNCIL

APPENDIX A July 2018

Date of Invoice	Payee	Description	VAT Paid	Amount	Cheque Number	Voucher Number
01.07.18	East Devon District Council	10% Car Park Rates		418.00	D/D	4677
01.07.18	East Devon District Council	10% Public Hall Rates		312.00	D/D	4678
15.07.18	British Gas Business	Boiler Maintenance	7.67	46.01	D/D	4679
29.06.18	Biffa	Refuse Collection	26.36	158.17	D/D	4680
11.07.18	Gazprom	Gas	0.72	15.20	D/D	4681
09.07.18	Budleigh Salterton Carnival	Donation [Min 18.090]		250.00	5197	4682
09.07.18	BS & District Chamber of Chamber of Commerce	Donation - Christmas Lights [Min 18.089]		500.00	5198	4683
27.06.18	ACS Solutions Ltd	Telephone/Internet	9.95	59.70	5199	4684
29.06.18	Bartlett	Norman Centre - Water Boiler	67.80	406.80	5200	4685
29.06.18	Complete Cleaning Services	Window cleaning	23.49	140.91	5201	4686
09.07.18	M J Lynch	Grass cutting	192.00	1152.00	5202	4687
09.07.18	Mrs J Meredith	Consumables		64.34	5203	4688
01.07.18	Vision ICT Ltd	Website hosting and support	50.70	304.20	5204	4689
01.07.18	Cannon Hygiene	Hygiene units/toilet rolls	144.65	867.89	5205	4690
20.07.18	Damp Proof and Timber Preservation Ltd	Dry rot works	825.00	4950.00	5206	4691
13.07.18	Electro Computers	Callout re: software issue		30.00	5207	4692
23.07.18	Information Commissioner	CCTV Registration fee		40.00	5208	4693
23.07.18	Tamar Security Ltd	CCTV Equipment Service	19.40	116.40	5209	4694
13.07.18	Total Floor Care	Floor cleaner	16.44	98.64	5210	4695
23.07.18	Miss M Butcher	Civic Service Refreshments		640.00	5211	4696
				<u>1384.18</u>	<u>10570.26</u>	

