

Town Council Meeting

15 Dec 2025

Supporting Papers

Report to Budleigh Salterton Town Council, East Budleigh Parish Council, Otterton Parish Council and Colaton Raleigh Parish Council
December 2025
Cllr Charlotte FitzGerald, EDDC

November has been a busy month for the council with a number of new publications, as well as new consultations starting that will last into the new year.

Devon Districts' combined submission to Secretary of State for Local Government, Housing and Communities

On Wednesday 26 November, East Devon District Council met to debate and vote upon its proposal to the Secretary of state ahead of the 28 November deadline. The motion to approve and submit the proposal was carried by a clear majority. The proposal, which is shared with 7 of the 9 other district councils in the county, can be found here: [East Devon councillors back submission for reimagined local government in Devon](#). Over the coming months, submissions received will be reviewed by the Secretary of State before a public consultation is held, anticipated for March.

Watershed report provides evidence of the real state of water and wastewater services, informing EDDC Local Plan

EDDC has released a major new Water Cycle Study, alongside the updated Local Plan, to help guide sustainable development across the district. The study aims to ensure that future development across East Devon can take place sustainably, without compromising drinking water supplies, wastewater management, or the health of local rivers, estuaries and coastal waters. The work follows serious concerns raised by EDDC with South West Water over wastewater capacity and repeated pollution incidents in Exmouth and the wider area, which led the council to pass a vote of no confidence in South West Water in recent years.

Key findings:

- While the majority of East Devon can accommodate planned growth, some pressures on drinking water supply are expected in limited areas. These can be managed through a combination of infrastructure upgrades, demand management and reduced leakage.
- Regarding wastewater infrastructure, several Waste Water Treatment Works (WWTWs), including those serving Colyton, Honiton, Fluxton, Feniton, **Otterton (which has its own wastewater treatment plant)**, Maer Lane (Exmouth) and Dunkeswell, are projected to approach or exceed their permitted Dry Weather Flow (DWF) limits once new development is built.
- The study recommends that new housing be phased to align with capacity upgrades, ensuring that homes are not occupied before essential infrastructure improvements are complete. The council is working with South West Water to understand the specific implications of this in light of the company's current investment plans. Consultation will also take place with the Environment Agency.

East Devon Local Plan Further (and final) Regulation 19 Consultation

East Devon District Council is inviting residents, community groups, and stakeholders to take part in the final stage of consultation on the new East Devon Local Plan. The new local plan is the blueprint for where new homes, jobs and supporting infrastructure will go across the district over the coming years. Following approval by the council's Strategic Planning Committee on 25 November 2025, the further Regulation 19 consultation is now open and will run until 26 January 2026. This final stage gives people a final opportunity to comment on new evidence and updates before the plan is submitted to a government-appointed Planning Inspector for examination.

What's new?

The consultation includes:

- The emerging masterplan for the new town of Marlcombe, setting out how the development will evolve;
- Key new evidence documents including the Water Cycle Study and the Infrastructure Delivery Plan;
- A number of minor changes to the Local Plan.

This follows the earlier Regulation 19 consultation (which ran February-March 2025), where feedback from residents and stakeholders helped shape the current version of the plan.

East Devon Heritage Strategy consultation

EDDC has launched a consultation on its updated heritage strategy, which guides how East Devon's heritage is preserved in the years up until 2042.

A wide range of nationally and internationally important historic and archaeological sites spanning thousands of years can be found across East Devon. From Iron Age Hillforts to Roman camps, Medieval places of worship, and historic farms, to World War II airfields, and Georgian and Edwardian residences, these sites are valued by locals and draw in visitors from far and wide. You can [view the Heritage Strategy \(2020-2042\) on the council website](#), which provides a summary of local history, its significance, and its benefits. It also sets out objectives for the future, with an action plan for how recommendations will be delivered. Please share your feedback by filling in the form [on the council website](#) and emailing PlanningPolicy@eastdevon.gov.uk. If you, or someone you know requires paper versions of the strategy or feedback form, email engagement@eastdevon.gov.uk or call 01404 515 616. The deadline for responses is 9am on Monday 26 January 2026.

Member of the public announcement: Devon Libraries Service

On 1 December, *Devon County Council* launched a consultation on the future of Devon library services. This is likely to be communicated to you first by your respective county councillors, though I am adding it here in the capacity of a concerned member of the public. Our local libraries offer a wealth of important community, social and technological support services, and now that they are under severe funding pressure, these services are at risk. The County Council is considering a number of options to make the service sustainable and prevent closures. For Budleigh this means reducing the hours it will be open per week from 25 to 17, including closing the library entirely on Thursdays and Fridays. I am particularly concerned by these changes, as the library is a

vital resource, and much loved by our community. The services Budleigh library provides run much deeper than book-lending or access to technology – it is a lifeline for many people experiencing social isolation.

I am hoping to arrange a conversation café style event in late January in Budleigh Salterton Town Hall to discuss the proposals with members of our community and gather views. Please look out for details of this and come along to join the conversation. In the meantime, Devon County Council relies upon your feedback on its plans for the library, so please take a moment to view, respond and share the consultation here: <https://devonlibraries.commonplace.is/> Parish councils may wish to discuss and respond as a council.




What now for Devon's libraries?

**Our libraries are
under threat. Can you
help us save them?**

JOIN THE CONVERSATION!

Friday 23 January 2026

12.30-1.15pm  BE READY FOR A
PRELUDE START

followed by refreshments
in Budleigh Salterton Public Hall

Agenda Item 12 Model Financial Regulations

TC 15.12.25

To receive details of the new Model Financial Regulations and to agree to their adoption in accordance with the recommendation of the Finance Committee [Min 25.286].

To note that guidance on point '6.1 banking' will be obtained to ensure that BSTC is compliant on this new point, going forward.



Budleigh Salterton Town Council

Financial Regulations

Contents

1. General.....	2
2. Risk management and internal control.....	3
3. Accounts and audit	4
4. Budget and precept	5
5. Procurement	6
6. Banking and payments	8
7. Electronic payments	9
8. Cheque payments.....	10
9. Payment cards	10
10. Petty Cash	11
11. Payment of salaries and allowances	11
12. Loans and investments	11
13. Income.....	12
14. Payments under contracts for building or other construction works	12
15. Stores and equipment.....	12
16. Assets, properties and estates	13
17. Insurance	13
18. Suspension and revision of Financial Regulations	14
Appendix 1 - Tender process	15

These Financial Regulations were adopted by the council at its meeting held on [enter date].

Items in yellow are for review

General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk [with the RFO] shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the finance committee at least annually in October/November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of October each year.

- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

5.8. For contracts greater than [£3,000] excluding VAT the Clerk/ RFO shall seek at least [3] fixed-price quotes;

5.9. where the value is between [£500] and [£3,000] excluding VAT, the Clerk/ RFO shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}

5.10. For smaller purchases, the clerk shall seek to achieve value for money.

5.11. **Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk/RFO, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council for any items below [£2,000] excluding VAT.
- the council for all items over [£5,000];

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such

please
ignore
this
highlight

action to the Chair as soon as possible and to the council as soon as practicable thereafter.

- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.

- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the council, where the Clerk/ RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to all authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

BSTC does not operate a cheque book

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO and any balance shall be paid in full each month.
- 9.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly. .

10.2.

- a) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must

be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that any repayment claim under section 33 of the VAT Act 1994 shall be made at least annually at the end of the financial year.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section]shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO/Clerk shall negotiate all claims on the council's insurers.

- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Precept and Community Asset Transfer

Following the recent meeting with EDDC, it has emerged that Town Councils are encouraged to make provision within their budgets for expenses relating to Community Asset Transfer (CAT), should they wish to do so. It is acknowledged that detailed figures will not be available to help inform these decisions, and Town Councils will therefore need to take a view on the level of finance required if they wish to make an allocation for CAT expense in the 2026/27 financial year. Any funds that remain unused could be placed into a reserve for future use once the CAT process is completed.

To note: Mark Barrow led this meeting and the following all attended and delivered part of the presentation: Cllr Paul Hayward, Portfolio Holder for Assets and Economy and Cllr John Loudoun, Deputy Leader and Portfolio Holder Council, Corporate and External Engagement will both be in attendance along with Mark Barrow, Interim Director of Place and Tim Child, Assistant Director, Place, Assets & Leisure.

Clarity about what the Council is being asked to decide:

EDDC (through Doug Stanton) are exploring ways to use the scale of the programme to reduce legal and other associated overheads. This may include engaging the same legal support as other authorities or collaborating with several councils that are taking on similar assets. What came across very strongly is that this is an extremely large and complex project, and EDDC officers are developing plans in real time in order to develop a suitable plan within the limited time frame. As a result, there remain many unknowns. The Town Council is therefore being asked to make a decision based on details that are currently unclear and, in some cases, not yet obtainable.

The pros and cons

Pros

Financial preparedness

Allocating funds in advance ensures that BSTC is ready to meet costs associated with Community Asset Transfers as they arise, rather than responding reactively.

Reduced financial shock in future years

By spreading the financial impact over several precept cycles, the Council avoids large sudden increases later when assets are formally transferred.

Smoother CAT transition

Having dedicated funds may enable a more efficient and timely transfer process, reducing delays caused by budget uncertainty.

Ability to create a designated reserve

Any unspent funding can be placed into a CAT reserve, providing a transparent and accountable method of planning for future liability.

Increased negotiating confidence

Being financially prepared strengthens the Council's position when discussing terms and responsibilities with EDDC.

Demonstrates forward planning

Residents and partners may view the Council as proactive and responsible for anticipating likely future costs.

Cons

Precept increase for residents

Allocating CAT-related funding may require an increase in the precept before firm figures are available, which may be difficult for some households.

Reputational risk

Residents may question why funds are being collected ahead of confirmed asset transfers, potentially leading to misunderstanding or criticism.

Uncertainty of actual costs

Without confirmed costings from EDDC, the Council may over- or under-estimate the required amount.

Administrative burden

Additional calculations, monitoring, and administrative work will be required for any new reserve or budget line.

Risk that no assets are transferred

If the Community Asset Transfer does not go ahead, the Council may need to explain or reallocate the accumulated reserve, which may require further decision-making.

Costs to the Council: Financial and Staff Time

The Council should consider all potential costs associated with the Community Asset Transfer (CAT) process, including both direct financial expenditure and the staff time required to manage, oversee, and administer the transfer and the future manage of any asset. This may involve additional workload for existing staff or the need to engage external support.

Budget for Professional Fees

It is anticipated that the Council will incur professional fees related to the CAT process. These could include legal advice, valuations, surveys, and other consultancy services necessary to ensure the Council fully understands the implications and responsibilities of any asset transfers.

£300.00 was paid to Tozers LLP in relation to the Station Road Transfer. It is not clear what proportion of the legal costs were met by EDDC and whether there would be that flexibility going forward. At time of writing a response to this query is still outstanding.

Budget for Operational Costs of Transferred Assets

The Council must also budget for the operational costs of any assets transferred to BSTC. These costs include routine maintenance, utilities, cleaning, repairs, and compliance with relevant regulations. Currently, the only available figures relate to the Station Road Toilets, where operational costs are estimated at approximately £30,000 per annum. Further cost estimates will be required as more information becomes available regarding other potential assets but at the time that a Precept decision is required the figures will not be known.

Timeline / Decision:

The core precept has been set and agreed.

For consideration is: any additional funding that may be allocated to manage any asset transferred to the Town Council within the next financial year (2026/2027).

In order to meet EDDC's timetable this will need to be agreed during the Town Council meeting on 15 Dec 2025.

Date: 4.12.25

Prepared by: AGW



Buddleigh Salterton Town Council

Town Clerk: Mrs A Gater-Wildgust
Council Offices, Station Road
Buddleigh Salterton
Devon, EX9 6RJ
T: 01395 442245
E: office@buddleighsaltertontowncouncil.gov.uk

FINANCE – CHECKS TO BE UNDERTAKEN BY AN APPOINTED COUNCILLOR (usually Chairman of the Finance Committee)

Monthly

Bank Reconciliation

To be undertaken before each Council meeting with the reviewer checking the amounts on the Reconciliation against the Bank Statements. It should then be reviewed during the Meeting and signed as proof of record.

Payroll

Check that the instructions sent to East Devon District Council are correct and salary payments tie up with amounts agreed by the Town Council.

Quarterly

Cash Control

Ensure that all monies received are recorded and paid into the Bank regularly.

VAT

Confirm amount reclaimed equals that shown on the cheque lists and that returns are being submitted regularly.

Budgetary Controls

A statement of receipts and payments to date under each budget heading, comparing actual expenditure against that planned. NB the Finance Committee may check this.

Members are requested to consider the arrangements granted under the 2021 agreement (Minute 21.362 of the TC minutes dated 21.2.22), together with the current request from the Lions Club of Budleigh Salterton, and to determine one of the following:

- That the original terms shall continue without amendment;
- That the terms shall continue with specified amendments; or
- That new conditions shall be introduced.

To date the rate of £100.00 in total has been offered for this 7-9 day event

To note: permissions for use of the Green and any associated grass cutting are under the control of EDDC/ DCC and the Lions Club will make arrangements regarding these issues directly with them.

Excerpt of Minute 21.632 detailing arrangements.

‘21.362 Lions Club of Budleigh Salterton: Gala Week

It was agreed that a standing agreement be put in place authorising the Town Clerk to approve the following each year:

- A concessionary hire charge to be applied for the hire of the Public Hall (or a Grant towards the cost).
- Use of The Green.
- Erection of bunting above the High Street to remain in situ until after the Literary Festival in September.

The Clerk will report any changes to Councillors’

Item 16 Community Gardens- Rents 2027 TC 15.12.25

Proposal:

That the annual rental fee for Community Gardens allotment holders be increased from £30 to £35 per year, effective January 2027.

Purpose

The purpose of this paper is to initiate discussion on a possible increase in plot rents, with any agreed change to take effect from 1 January 2027. The decision will support the ongoing sustainability and maintenance of the allotment sites. This includes but is not limited to the significant administrative activities that the CG requires via the Town Council Offices and, should the CGC wish to continue to provide all plotholders with a shed the committee will need to consider a way to pay for this, as sheds begin to reach the end of their serviceable life

Considerations

- **Current Rent:** £30 per annum per plot
- **Reason for Increase:**
 - Increasing the annual fee by £5 will allow the Council to begin building a dedicated fund, reducing the financial impact on the Town Council and, ultimately, on local residents.
 - To cover rising costs of maintenance and improvements, including infrastructure and community amenities.
 - This approach ensures that costs associated with maintaining the Community Gardens are more proportionately shared by those who use the facilities
- **Benchmarking:**
 - Review rents locally are
Sidmouth £10.40 sq meter
East Budleigh £50 per annum

Recommendation:

That the Town Council approves the increase of the Community Gardens rental fee to £35 per annum from January 2027 to support planned infrastructure renewal.

Agenda Item 18 Library Consultation TC 15.12.25

To receive details of the current public consultation being undertaken by Libraries Unlimited and to discuss any submission that BSTC would like to make.

What is being proposed:

This proposal and the associated consultation process are focused on reducing and standardising library opening hours across the county. No libraries are being closed under this proposal. Specifically, Budleigh's library is proposed to reduce its opening hours from 27 hours per week to 15 hours per week.

Additional considerations that residents and TC's are being consulted on:

The proposal under consultation is based on retaining the network of 50 staffed libraries operating 52 weeks throughout the year. To help shape future thinking we are seeking your views on the following:

- all 50 Libraries open for 48 weeks a year, replacing the current 52 weeks a year mode
- a mix of 52, 50 and 48 week a year staffed libraries linked to the new library bands reducing the number of libraries, based on library usage, footfall and proximity to nearest library
- some of the 50 libraries operated solely by volunteers

What DCC say: (see Commonplace)

'Devon County Council has a legal duty under the Public Libraries and Museums Act 1964 to provide a 'comprehensive and efficient' library service for all those who 'live, work or study and want to access the service.'

'We want to make sure that Devon's Library Service **continues to meet the needs of local communities**. We're also committed to meeting our legal duty to provide a library service that is both comprehensive and efficient.

However, the way people use libraries is changing. Since the pandemic, physical book borrowing has declined, while digital engagement has grown significantly. More people are accessing eBooks, audiobooks, and online newspapers, and using library Wi-Fi, even as public PC sessions fall.

Libraries have also adapted to support communities during the cost-of-living crisis—providing warm spaces, community fridges, and essential items.

At the same time, Devon itself is changing. The population is growing and ageing, with a 76% increase in residents aged 85+ expected by 2040.

Economic and educational challenges persist, including lower-than-average wages, high housing costs, and gaps in literacy and digital skills.

Libraries help bridge these gaps, offering free internet, learning programmes, and support for jobseekers, families, and small businesses.’ (Commonplace, 2025)

What is being suggested for Budleigh:

Budleigh Salterton

Station Road, Budleigh Salterton EX9 6RH

[Budleigh Salterton Library - Libraries Unlimited](#)

2025/26 current opening hours per week: 27 hours

2026/27 proposed opening hours per week: 15 hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Current hours	9.30 am to 6 pm	Closed	9:30 am to 1pm	9.30 am to 5.30 pm	9.30 am to 1 pm	9.30 am to 1 pm	Closed
Proposed hours	10 am to 1 pm and 2 pm to 5 pm	Closed	10 am to 1 pm and 2 pm to 5 pm	Closed	Closed	10 am to 1 pm	Closed

Timeline:

Consultation Period: Open: 1 December 2025 Close: 22 February 2026

Research:

Councillor Doorbar, the Town Council liaison with Budleigh Library, will be preparing and sharing a short report in the coming weeks following discussions with Budleigh Library.

Open Meeting / Community discussion – 23/1/25, 12:15-2:15. Led by District Councillor Charlotte Fitzgerald and attended by Councillor Cheryl Cottle-Hunkin, Cabinet Member for Libraries, DCC

Decision: Any decision regarding the Town Council’s response to the consultation can be agreed at the Town Council meeting on 26 January 2026. It will be on the 15/12 agenda for a discussion.

References: Commonplace : Have Your Say Today - Background to the consultation - Shaping Devon’s Library Service Accessed 4.12.25, 3.05pm

Date: 5.12.25 Prepared by: AGW

Item 20 Councillor Surgery

15.12.25

Purpose of Report:

To propose the establishment of a regular Councillor Surgery to provide residents with direct access to Councillors for one-to-one discussions.

Pros:

For Councillors to show local residents that they do care about local issues, are willing to listen and discuss.

Cons

The success of this project would be contingent on the support of the full cohort of members

Proposal

The Surgery could operate on a monthly or bi-monthly basis for a 2hr session, with each resident having a maximum of 15 minutes each arranged by appointment only.

Surgery to be held in the Norman Centre. Other locations can be considered.

2 Councillors will be present at all times for security purposes

Surgery times to be flexible to suit Councillor's availability.

Second Regulation 19 Consultation

- i. To receive details of the sections of the plan that relate specifically to Budleigh Salterton (note that the excerpts below are up to Chpt 6.3 only)

Having reviewed the revised plan (with tracked changes) the items listed below are highlighted as items that members may find it useful to take a closer look at. It would appear that other changes do not materially change the plan from the perspective of Budleigh Salterton. This document included amendments up to Chapter 6.3. A larger list will be circulated when it is completed.

Most of the changes are related to acronyms and tense changes and are ancillary to the meaning of the document.

Second Stage of Regulation 19 Consultation – East Devon Local Plan

East Devon District Council has commenced the second stage of the Regulation 19 consultation on the emerging Local Plan. Details of the Plan, the consultation process, and the method for submitting comments are available on the Council's website under *Second Regulation 19 Local Plan Consultation (November 2025 to January 2026)*.

At this stage, changes made to the Plan since the previous consultation round are shown as tracked changes. A revised Policies Map has also been produced.

Consultation instructions:

- Respondents are encouraged to comment specifically on the changes made at this second stage.
- There is no need to repeat comments made during the first Regulation 19 consultation.
- All representations from the first stage will be submitted to the Planning Inspectorate.
- Comments made during this second stage will also be submitted and will be considered alongside those from the first stage.

Time line

Consultation open: Friday 28 November 2025

Consultation closed: Monday 26 January 2026.

BSTC extension to response: tbc. The alternative is to convene an extra meeting on 15/1/25 to agree a response, if required.

Date:

Prepared by: AGW

Chapter 1. Introduction The role of the local plan 1.1. The primary role of the local plan is to guide and inform decisions on where and how development will take place in East Devon. It forms On adoption the local plan will form part of the Development Plan, which is the key basis for determining planning applications will also include the Devon Minerals Plan and the Devon Waste Plan, the Cranbrook Plan and any made Neighbourhood Plans.

1.10. Neighbourhood planning is actively supported by the District Council, with 2728 made plans at the time of plan Publication. Activity to prepare and review plans is expected to increase with the adoption of the new Local Plan.

1.14. Local plan making procedures requires that we work jointly with neighbouring authorities and other defined bodies and organisations. Such joint work falls under the 'Duty to Co-operate' and it has run through production of the local plan. Many of the studies and reports that justify and underpin policy content draw on joint working and commissioning of studies – these are referenced throughout the plan. Specific attention, however, is drawn to the overarching strategy – Our Shared Coordinates.⁵ Our Shared Coordinates is a non-statutory joint strategy produced by a partnership of East Devon District Council, Exeter City Council, Mid Devon District Council, Teignbridge District Council and Devon County Council that sets out a common, 4OTE-002 - Neighbourhood Plans in East Devon, <https://eastdevon.gov.uk/planning/planning-policy/neighbourhood-and-community-plans/neighbourhood-plans/> 5KSD-002 - Our Shared Coordinates: A joint strategy for East Devon, Exeter, Mid Devon and Teignbridge, <https://eastdevon.gov.uk/media/u44em4ub/ksd-010-our-shared-coordinates-a-joint-strategy-for-east-devon-exeter-mid-devon-and-teignbridge.pdf> 18 East Devon Local Plan 2020 to 2042 – Second Regulation 19 Publication Draft cross-authority agenda, for a sub-regional spatial geography, focussed at and around Exeter, for future growth and development. Our Shared Coordinates has informed our local plan policy and that of our neighbours and

Chapter 3

3.8. . In the event of housing not being delivered in accordance with the plan and/or the identified need for new homes changing in the future, including taking account of possible unmet needs in neighbouring areas, the requirements of national policy and legislation for a review/update of the plan will be followed.

3.10. The housing requirement encompasses an annual housing provision of 950 dwellings. With a target of approximately 4,070 affordable dwellings for 2020 to 2040, we have uplifted this figure by 10% to account for the years 2040 to 2042 giving a gross total, for 2020 to 2042, of 4,477, which is justified by the latest evidence of affordable housing need⁹. East Devon Housing Needs Assessment 2025 shows an affordable housing need from 2020 to 2040 for 4,108 homes (current and future needs) and for an additional 1,170 homes for those in private rent but who aspire to home ownership and can afford discounted market housing products.¹⁰

#

3.10. The housing requirement encompasses an annual housing provision of 950 dwellings. With a target of approximately 4,070 affordable dwellings for 2020 to 2040, we have uplifted this figure by 10% to account for the years 2040 to 2042 giving a gross total, for 2020 to 2042, of 4,477, which is justified by the latest evidence of affordable housing need⁹. East Devon Housing Needs Assessment 2025 shows an affordable housing need from 2020 to 2040 for 4,108 homes (current and future needs) and for an additional 1,170 homes for those in private rent but who aspire to home ownership and can afford discounted market housing products.¹⁰
#

~~3.10. The housing requirement encompasses an annual housing provision of 950 dwellings.~~ With a target of approximately 4,070 affordable dwellings for 2020 to 2040, we have uplifted this figure by 10% to account for the years 2040 to 2042 giving a gross total, for 2020 to 2042, of 4,477, which is justified by the latest evidence of affordable housing need⁹. East Devon Housing Needs Assessment 2025 shows an affordable housing need from 2020 to 2040 for 4,108 homes (current and future needs) and for an additional 1,170 homes for those in private rent but who aspire to home ownership and can afford discounted market housing products.

- 3.11. The Local Plan housing provision follows transitional arrangements set out under the December 2024 redraft of the NPPF. The new standard method generates an annual

⁹ Based on the scale of affordable housing in Sensitivity Test 3 shown in Figure S7 in: HOU-002 – East Devon Local Housing Needs Assessment: <https://eastdevon.gov.uk/media/3724890/east-devon-lhna-final-accessible-160922.pdf>

¹⁰ HOU-002(rev) – East Devon Local Housing Need Assessment (Oct 2025).
<https://eastdevon.gov.uk/media/ojafpln0/hou-002-rev-east-devon-local-housing-needs-assessment-2025.pdf>

East Devon Local Plan 2020 to 2042 – Second Regulation 19 Publication Draft

average housing number (at February 2025) of 1,188 dwellings. Providing for 80% of this (para 234 of the December 2024 NPPF) generates the annual average housing level of 950.4 new homes, a 22-year plan requirement of 20,909. Projected delivery from all sources, from a monitoring base position of 1 April ~~2024~~2025 – those already built, those with permission, projected future windfalls and allocations in this plan provide for 22,644,943 homes. Of these 3,544,204 have been built which if deducted from gross projections leaves a net delivery of 19,100,739 and a net need, with the same subtraction, of 17,395,16,705. Deducting the net need from net delivery generates a 'surplus' of -1,705,2,034, this figure expressed as a percentage of net need gives a healthy headroom surplus of 9.812.18% that will account for any possible non-delivery.

#

healthy headroom surplus of ~~7.9~~12.18% that will account for any possible non-delivery.

- 3.12. In recognition of the complexities inherent in delivering major development sites, particularly the proposed new community provision of new homes will come forward under a stepped trajectory that will provide an annual average of 850 dwellings per year from 2020/21 to 2031/32 and 1,070 per year from 2032/33 to plan end at ~~2023/24~~2041/42. A housing technical assessment paper provides more detail on housing numbers and provision.¹¹
- 3.14. Detailed evidence supporting this policy can be found in the ~~2022 Housing Need, Supply and Requirement Interim Topic Paper~~¹². The local plan housing supply will provide for a level of workers, given job growth assumptions in the plan, that aligns with the future workforce that housing will accommodate. Assessment is set out in a Jobs and Workers Balance Assessment¹³ (noting there would be a surplus of workers at the sub-regional level).

Housing requirements in Designated Neighbourhood Areas

- 3.15.** This strategic policy establishes minimum housing requirements for the 42 currently Designated Neighbourhood Areas (DNAs) (predominantly whole parishes) in East

¹² KSD-010 – 2022 Housing Need, Supply and Requirement Interim Topic Paper:

<https://eastdevon.gov.uk/media/3724865/http-east-devon-housing-need-supply-requirement-interim-topic-paper.pdf>

¹³ ECN-010009 - East Devon, Exeter, Mid Devon and Teignbridge Local Housing Needs Assessment: Jobs and Workers Balance Assessment – <https://eastdevon.gov.uk/media/nluaf5ws/ecn-010-jobs-and-workers-balance-assessment.pdf>

Devon, in line with government policy. It provides a framework for neighbourhood planning that reflects takes account of the district's spatial strategy for housing development.

Strategic Policy SP03: Housing requirement by Designated Neighbourhood Area

Housing requirement figures for Designated Neighbourhood Areas for the purposes of neighbourhood planning are as follows:

<u>Designated Neighbourhood Area</u> (as of December 2024 <u>November 2025</u> , in alphabetical order)	<u>Total (minimum) Housing Requirement (01/04/20 to 01/04</u> 31/03/42 <u>)</u> - All supply sources (completions, commitments, <u>Development Plan Document (DPD)</u> allocations (Cranbrook, Local Plan (excluding second new community), and neighbourhood plans)	<u>Minimum Contribution from Emerging/future Neighbourhood Plans</u> (not Made or Recommended to Referendum at December 2024 <u>November 2025</u>)
All Saints	23	0
Axminster	1,409 <u>391</u>	0
Axmouh	4	0
Aylesbeare	815	0
Beer	44	0
Bishops Clyst (Clyst St Mary and Sowton)	469 <u>171</u>	720
Broadclyst	2,382 <u>542</u>	0
Broadhembury	3937	0
Budleigh Salterton	432 <u>135</u>	0
Chardstock	30	0

Exmouth	2,344 <u>331</u>	0
Farringdon	57	0

Strategic Policy SP07: Delivery of infrastructure

New development proposals must be supported by appropriate infrastructure, delivered in a timely manner to support the needs of the development ~~and the wider community~~. Applications will be required to:

- A. Assess the infrastructure requirements arising from their development, where not already identified in a development allocation policy or the Infrastructure Delivery Plan (noting these needs should be addressed in any planning application).
- B. Provide or contribute towards necessary infrastructure improvements, either through direct provision or financial contributions.
- C. Ensure that infrastructure to be delivered by the development is delivered in parallel with the progress of the development.
- D. Coordinate with relevant service providers and the Local Planning Authority to ensure efficient and effective infrastructure delivery.
- E. ~~Consider~~ Include a mechanism for the long-term maintenance and management of new infrastructure, supported by high quality public services through a management regime that is predicated upon the creation of social value.

The provision of new infrastructure will only be approved where the planning authority has ascertained that it would not adversely affect the integrity of any European wildlife sites. Infrastructure provision providing mitigation for European wildlife sites will need to be compliant with Habitat Regulations and contributions will need to be of a scale and kind to address identified concerns and remain for the long term.

Where appropriate, the Council will use planning conditions or planning obligations to secure the provision of infrastructure and its ongoing maintenance. An assessment of provision will be undertaken at the time of an application to ensure any requests for s106 contributions remain evidenced and justified.

This policy applies across the whole local plan area including the Cranbrook Plan area noting that the Cranbrook Plan also sets out Cranbrook bespoke requirements.

Justification for policy

- 3.39.** Proper infrastructure provision is essential for creating sustainable communities that meet the needs of residents and businesses. Adequate infrastructure supports a high quality of life and ensures access to essential services and amenities.
- 3.40.** Well-planned infrastructure attracts investment and supports economic growth. It also helps mitigate environmental impacts, such as through sustainable drainage systems or green transport options.
- 3.41.** The East Devon Infrastructure Delivery Plan (IDP)²¹ provides a comprehensive assessment of the district's infrastructure needs and priorities. Developers should consult the most recent version of the IDP when assessing infrastructure requirements for their proposals.
- 3.42.** This policy aligns with the ~~National Planning Policy Framework (NPPF)~~NPPF requirements for plan-making and the use of planning obligations. By requiring developers to contribute to infrastructure needs, the policy ensures that the cost of supporting growth does not fall ~~disproportionately~~ on existing communities.

viability and effectiveness of new facilities and services.

3.43b. A considerable amount of transport infrastructure will be required alongside housing and employment growth. Some of the most significant transport infrastructure requirements, such as improvements to the M5 and A30, and new railway passing loops, are due to development and background transport growth across the wider sub-region. The emerging Greater Exeter Transport Study contains a range of strategic transport infrastructure projects, including sustainable travel measures, located in the administrative areas of East Devon, Exeter, Teignbridge and Mid Devon. Development in the respective areas will contribute to the delivery of transport infrastructure as appropriate, but it is likely that additional public funding will be necessary.

3.44. Additional homes create the need for additional education provision including primary and for early years, primary, secondary and, post 16 and further education and provision for students with special education ~~need school places~~needs and disabilities. There are also implications for home to school transport. This education impact of development must be fully mitigated by financial contributions in order for development to be acceptable in planning terms.

3.44b. The Council will work with relevant infrastructure and service providers, including education, health, police, and transport authorities, to ensure timely and effective delivery of infrastructure. Where appropriate, planning obligations (S106) will be used to secure the provision and ongoing maintenance of infrastructure, particularly for education and health facilities.

Strategic Policy SP08: Phased Delivery of Infrastructure and Services

Developments that are being brought forward in phases or parcels by multiple developers or single developers must be designed so that each phase or parcel provides pedestrian, cycling and vehicular access up to the boundaries of each development parcel/phase, and align with infrastructure on neighbouring parcels/ sites. Such developments shall also ensure that all services including electricity, water, sewerage, broadband and district heating services (where applicable) are also delivered up to the boundaries of each phase or parcel, and align with infrastructure on neighbouring parcels/ sites.

Delivery of services shall be co-ordinated with providers to ensure that adequate capacity can be provided to service future phases/parcels without the need for retrofitting.

The pedestrian, cycling and vehicular access links and services must be built to adoptable standards (and included in agreements under s38 of the Highways Act 1980 where they are to be adopted by the highway authority). Services must be built to regulatory standards and details of appropriate mechanisms for in perpetuity management and maintenance to a publicly accountable body, with adoption by a

Land at St John's (Exmo_20)

Land at St John's, on the eastern side of Exmouth, is allocated for a comprehensive development scheme to accommodate:

A. Social and community facilities;

85

East Devon Local Plan 2020 to 2042 – Second Regulation 19 Publication Draft

B. Around 700 new homes; and

C. At least 2 hectares of employment land.

This site allocation will need to come forward on the basis of an agreed masterplan and access strategy for the whole site that clearly demonstrates how phased comprehensive development will be undertaken and implemented, including with appropriate mechanisms for apportionment of development costs and contributions across separately owned land parcels. Full agreement will be required before any specific parcels of land can come forward for development.

Built development will need to be concentrated in the southern parts of the site and the scheme will need to place considerable emphasis on protection of the setting and tranquillity of nearby heritage assets, specifically St John in the Wilderness church.

Support will be given for expansion of the churchyard, to provide more burial/interment of ashes space at St John in the Wilderness. ~~Parts of the site and adjoining areas, especially woodlands~~

A detailed heritage assessment will need to accompany any overarching planning application/s for the site or any other planning applications for any parts of the site that are visible from or otherwise lie in close proximity to, or impact upon the setting of any listed buildings or other heritage assets at or close to the site, this explicitly includes the St John in the Wilderness church. An extensive area must be established around the church in master planning work within which built development will not be allowed, though, subject to not having adverse heritage impacts, open space non-sports pitch uses will be permitted.

Planning permission for development or use of the land (including for open space and recreational uses) in the Mineral Safeguarding Area will not be permitted unless the development demonstrates through a robust Mineral Resource Assessment, that the mineral resource is not of current or potential economic value. Should a Mineral Resource Assessment show that the mineral resource is of current or potential economic value, prior extraction of the mineral resource in advance of development should be undertaken; or a non-mineral development is of a temporary nature and can

be completed and the site restored to a condition that does not inhibit extraction or operation within the timescale that the mineral resource is likely to be needed.

It is recommended that any applicant engages with the Mineral Planning Authority during the design stage of any development proposal.

The only exception to this constraint will be provision of an access road and associated parallel footway/cycleway that link built development at the site to the B3179 highway to the north of the site. This road access and any associated works must be sensitively designed to avoid any possible adverse impacts on the National Landscape. Street lighting should be avoided, and new planting should provide screening. Development of this site should actively support opportunities to enhance the natural beauty of the national landscape.

Development in the Mineral Consultation Area must be designed in a way to not constrain any future mineral working, for example, locating less sensitive uses adjacent to the Mineral Safeguarding Area. The Devon Minerals Plan seeks to ensure that sufficient and appropriate amounts and types of minerals are safeguarded and can be extracted, should demand arise and extraction is commercially and technically viable, to meet future needs. The role of Mineral Safeguarding Areas and larger Mineral Consultation Areas is to ensure that non-mineral development does not sterilise or constrain future mineral extraction. All proposals should be brought forward in consultation with the Mineral Planning Authority.

constrain future mineral extraction. All proposals should be brought forward in consultation with the Mineral Planning Authority.

Parts of the site and adjoining areas, especially woodlands, are of biodiversity importance and sensitivity and great care will be needed in developing proposals to ensure their protection and enhancement. Over and above mineral constraints new homes and other development that would result in unacceptable impacts will not be permitted within 400 ~~meters of the Pebblebed Heaths~~ metres of the Pebblebed Heaths. A natural buffer should be retained in the north-east of the site, along the B3179, to conserve foraging areas for nightjars opportunities for BNG and to maintain visual amenity adjacent to the East Devon National Landscape. Any car parking near to the SAC/SPA should be for uses that do not support recreational access to the SAC/SPA. The development will need to be supported by a new developer provided SANGs, brought forward and implemented as part of the overall scheme on the allocated or on nearby land. If delivered onsite the SANGs should be as tightly integrated as possible to residential development in terms of location and access. Any onsite SANG should be buffered, fenced and have restricted onwards access towards the SAC / SPA.

Existing hedges and trees within the site should be retained and reinforced with additional planting and habitat creation, including heathland on higher land at the north-eastern end of the site as landscape enhancement.

Vehicular access, to accommodate modest levels of development, will be allowed for southern site parts from the road 'Southern Wood', subject to detailed assessment of highway access acceptability and objective review of local road and junction capacity and with mitigation provided to address unacceptable adverse impacts. Primary vehicle access to the site, serving the large majority/large bulk of development, will be from the B3179 to the north. Mitigation measures may be required to address potentially unacceptable adverse highways impacts, including at locations on the wider highway network. High quality, safe and attractive to use pedestrian, cycle and public transport access, particularly providing southerly site links into Exmouth and to nearby services,

facilities and job opportunities, will need to be an essential part of the overall development scheme. As part of this, consideration should be given to alterations to vehicular access on St John's Road, in order to help create quiet routes for walking and cycling.

Land to the South of Littleham (Exmo_17)

This land on the north-eastern side of Exmouth is allocated for a mixed-use development to provide:

- A. Around 410 new homes;
- B. 1.6 hectares of employment; and
- C. supporting community uses.

This allocation will need to come forward on the basis of an agreed masterplan for the whole site that clearly demonstrates how comprehensive development will be undertaken and implemented. The site is located in the East Devon National Landscape and particular sensitivity will need to be taken in respect of design and development approaches to ~~minimise potential for adverse~~conserve and enhance the natural beauty of the site and its wider landscape ~~impacts~~setting. Southerly parts of the site are particularly sensitive and considerable care will be needed in protecting the setting and ambience of St Margaret and St Andrews Church at Littleham.

The development will need to be supported by a new developer provided SANGs, bought forward and implemented as part of the overall scheme on the allocated or on nearby land. The cycle path bisecting the site will need to be retained and enhanced within an attractive corridor with pedestrian and cycle access routes provided throughout the development. New circular pedestrian and cycle routes should be provided within the site, together with connections to the wider network, including the South West Coast Path and to local services in Littleham and to the Liverton Business Park.

Budleigh Salterton

Strategic Policy SD08: Development allocations at Budleigh Salterton

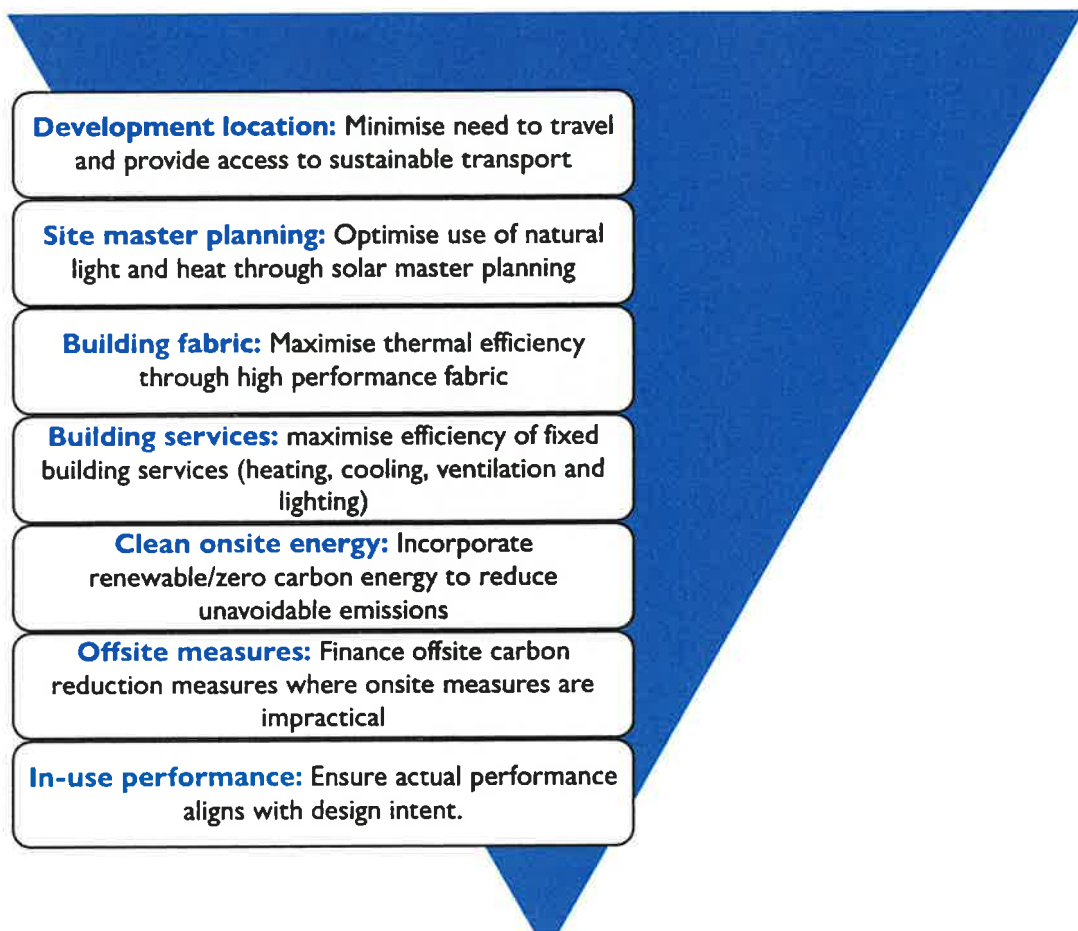
The sites/areas listed below, as identified on the Policies Map, are allocated for development.

Land at Barn Lane, Knowle, Budleigh Salterton (Budl_02)

This land on the northern side of Budleigh Salterton is allocated for 35 new dwellings. The site is located inside the East Devon National Landscape ~~area and particular sensitivity will need to be attached to development proposals in respect of potential adverse landscape impacts, and particular sensitivity will need to be attached to~~ development proposals to conserve and enhance the natural beauty of the site and its wider landscape setting. Additional native tree and hedge planting should be provided and maintained to screen the road frontage with the B3178. Existing hedges should be retained and enhanced and adequate buffers provided between them and private curtilages. A high standard of design and use of appropriate materials reflecting local distinctiveness is required commensurate with the location within the National Landscape. This should include avoiding the introduction of street lighting along the B3178. Site development will need to come forward with provision of safe footpath access to the Budleigh primary school. Site proximity to the Grade II* listed Tidwell House is such that significant care must be taken to avoid potential for adverse impacts on the property and its setting.

Climate

- 6.3.** Ensuring new developments are energy efficient is fundamental to reducing carbon emissions. ~~The policy follows the "energy hierarchy," prioritising building fabric improvements over renewable energy retrofits.~~ The policy follows the "energy hierarchy", which prioritises improvements to the building's fabric and design before considering renewable energy technologies. The accompanying graphic illustrates this approach, beginning with decisions about location and site layout, followed by measures to enhance insulation and the efficiency of heating, cooling, and lighting systems. It then considers renewable energy generation and offsite carbon reduction, concluding with the importance of ensuring buildings perform as intended once occupied. Major non-residential developments must meet BREEAM "Excellent" standards, a widely recognised third-party accreditation for sustainability.



Strategic Polic ARO2

Background:

Following recent concerns within the community regarding Budleigh Salterton's Blue Flag status, BSTC has engaged directly with East Devon District Council (EDDC) to obtain formal clarification. The information below summarises the position based on the latest correspondence received from EDDC.

2026 Blue Flag Application:

The application window for the 2026 Blue Flag season has recently opened. EDDC confirms that Budleigh Salterton will not be eligible for a Blue Flag in 2026 due to the water quality classification dropping from "Excellent" to "Good."

Budleigh remains eligible for the Seaside Award, which requires water quality to be at least "Sufficient."

Clarification on Criteria:

There is some misunderstanding regarding the assessment criteria for Blue Flag status:

- Blue Flag eligibility requires an "Excellent" water quality classification based on the preceding bathing season only, not an average of the last four years.
- The four-year weighting mentioned relates to the calculation of the water classification itself, which is based on an average of approximately 30 samples taken during the bathing season, with up to three results excluded under the short-term pollution scheme. These results are logarithmically weighted across the previous four seasons.

Possible Causes for Water Quality Decline:

The exact cause of the reduction in water quality at Budleigh is not definitively known. While sewage contamination from South West Water (SWW) is often considered, data suggests contamination levels at Budleigh were not markedly worse than at other sites. Other potential contributors include agricultural runoff across the Otter Valley catchment, such as field runoff or slurry leaks.

Additional potential sources include bird roosts, dog fouling, road runoff, and private sewage systems.

Future Monitoring and Analysis:

Discussions are ongoing with the Environment Agency (EA) regarding the possibility of conducting Microbial Source Tracking (MST) analyses in the next bathing season. MST identifies the origin of microbial contamination by detecting gut flora fragments specific to different animal or human sources. However, MST is expensive and time-consuming and is not part of routine water quality monitoring.

Other East Devon Bathing Waters:

Most other East Devon bathing waters (Exmouth, Sidmouth JL, Sidmouth Town, Ladram, Beer, Seaton) have retained their "Excellent" classification, except Sandy Bay, which has improved from "Sufficient" to "Good," likely due to improved onsite sewage management.

It remains too early to determine whether all Blue Flags in East Devon will be retained for 2026, as there are approximately 30 criteria across six categories (beach facilities, disability access, waste management, beach management, water quality, and environmental education) that must be met and reassessed annually. The results of the 2026 applications are expected in late April.

Conclusion:

The Blue Flag situation for Budleigh Salterton is not as clear-cut as social media posts suggest. While the town will not qualify for the Blue Flag next year due to water quality classification, it continues to hold the Seaside Award. Ongoing investigations into water quality sources and future monitoring efforts aim to support improvement where possible.

Item 23 Town of Culture Competition TC 15.12.25

Agenda Proposal

Budleigh Salterton Town Council to propose that Budleigh Salterton enters the New Town of Culture competition to shine a spotlight on the contribution of towns that tell national story - https://www.gov.uk/government/news/new-town-of-culture-competition-to-shine-a-spotlight-on-the-contribution-of-towns-that-tell-national-story?utm_medium=email&utm_source=govdelivery

- Know how the matter relates to the Neighbourhood Plan or the remit of BSTC
 - See Community Action CLW4 in In the Community Leisure and Wellbeing section.
- The substance of the matter
 - IF the Council is interested in pursuing this, I think the best way forward would be for the Council, in the form of 1 nominated Councillor, to "chair" a meeting of potential Town Partners to see what interest there is.
 - This group could then use their own resources to complete the application.
- The pros and cons, both short and long term, for the decision
 - Brining the Town together to work on 1 objective. This could have a positive effect in creating a permanent group that could work together for the benefit of the Town as a whole.
- Any cost, financial or staff time, to the council
 - The time of 1 Councillor.
- Any risk to the Council, current or future
 - None.
- Clarity about what the Council is being asked to decide: proposed motion
 - See title above.

Date: 07/12/2025

Proposed by: Steve Cook.