BUDLEIGH SALTERTON TOWN COUNCIL

MINUTES of the Meeting of the Town Council held in the Council Offices, Station Road, Budleigh Salterton on Monday 28 September 2026.

The meeting commenced at 7.22pm.

PRESENT

Cllr G Woodcraft (Chair)	Cllr A Chaplin
Cllr R Doorbar	Cllr C Cunningham
Cllr J Jamieson	Cllr P Jones
Cllr P Lewis	Cllr P Manfield
Cllr S Woodman	

In attendance: Alice Gater-Wildgust (Town Clerk), County Councillor N Hookway and District Cllr M Martin.

26.204 Public Speaking Time

There were no public speakers.

26.205 Apologies for Absence

Apologies were received and accepted from Cllr S Cook.

26.206 Declarations of Interests

Cllr Chaplin declared an interest in Min 26.223. He is the Town Council representative for the Shop Budleigh Christmas Lights Group.

26.207 Minutes

The minutes of the Meetings of the Town Council held on 27 July 2026 were approved and signed as a true record.

26.208 Election of Vice Chair

Following a vote, Cllr R Doorbar was proposed and seconded for the office of Vice Chair of Budleigh Salterton Town Council. Cllr R Doorbar was duly elected as Vice Chair and signed the Declaration of Acceptance of Office accordingly.

26.209 Reports of Committees

The minutes of the Finance Committee meeting held on 14 September 2026 were not available for noting and will be presented for noting at the next Town Council meeting.

26.210 Chair's Report

The Chair reported that they had recently attended the Civic Service of Exmouth Town Council.

The Chair had been invited to support a 24 hour chess game in aid of Seachange, which is due to take place at The Feathers, Budleigh Salterton.

The Chair noted their intention to attend the forthcoming Remembrance Sunday service and to lay a wreath on behalf of the town.

The Chair also reported that they had been invited to support a new initiative, 'Greener Together,' currently being developed by Plastic Free Budleigh.

26.211 Clerk's Report

Devon County Council – Dark Lane

The Clerk reported that correspondence had been sent to Devon County Council supporting the reopening of Dark Lane. The Town Clerk had subsequently met with Devon County Council Highways Officers to discuss responsibilities, funding, and options for the lane. Devon County Council is working to identify funding to resolve the situation and secure a sustainable future. Reference was also made to a resident's

Approved

tree report, which was consistent with the Devon County Council report and recommended contacting Devon County Council regarding rock face stabilisation.

Citizens Advice Grant

Citizens Advice has confirmed that the project remains in progress, although delivery has been delayed due to a shortage of volunteers. (The Clerk noted that members request that funds be returned if this project does not commence this fiscal year)

Letter of Thanks – County Councillor Hookway

A letter of thanks was sent to County Councillor Hookway for his support through the Locality Budget towards the '20 is Plenty' campaign.

Brook Road Car Park

Works are anticipated to commence in early 2027 and will include three additional accessible parking spaces and making good the area beneath the demolished building.

Town Councillor Vacancies

Applications closed on 5 October 2026, with interviews scheduled for 12 October 2026. One application had been received at the time of the report.

Otter to Exe Meeting

The Town Clerk attended a meeting of the Otter to Exe group. The group had agreed to write collectively to the local MP regarding proposed developments and their potential cumulative impact on local infrastructure.

Mr & Mrs Whirly Ice Cream – Proposed New Lease

Planning permission has been granted and discussions regarding the proposed new lease are progressing with East Devon District Council's Estates Team.

26.212 Reports of Council Representatives on Other Bodies

Cllr P Lewis attended the Otter to Exe Meeting on behalf of the Chair. The meeting included discussion of the Exe Estuary Partnership and Cllr Lewis queried whether there would be any benefit to BSTC becoming involved in the partnership.

Cllr Doorbar reported that the Friends of the Library book sale held during the Literary Festival went well.

26.213 Reports of County and District Councillors

Co Cllr N Hookway:

- Acknowledged that LGR is officially paused with significant background work taking place regarding judicial reviews. It had already cost Devon Co Council in the region of £50 million pounds and attempts were underway to retrieve these funds. Cllr Hookway noted that some of the preparatory work had been useful with different councils talking to one another on topics of common interest.
- Dark Lane: the issues relating to the close of the lane were moving toward a good conclusion. Devon Co Council officers are working positively to find a solution to get this open. It would almost certainly be headed as an active travel improvement.
- South Farm Parking restrictions: following a recent site meeting there was now an agreed scheme for the installation of yellow lines. This piece of work highlights the fact the that Estuary car park is not used well and consideration was needed on how to improve this (noting that there was no signpost directing road users to this car park).
- Fun Fare: the recent permission sought to have a fun far in Lime Kiln Car park to coincide with the carnival was not granted on environmental grounds.
- Carnival: Cllr Hookway noted that the Exmouth Road closure signs are in place and there was work underway to get these removed in time for the carnival.
- Littleham Brook – Pollution: this was a Category 1 incident during which heavy metals were released into the watercourse. The Environment Agency were investigating what was considered a criminal act.
- Strategic Highways update: plans are being drawn up by Highways Officials to consider improvements across East Devon via a strategic plan with consideration given to future possible developments.

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- Adult Social Care: A Care Quality Commission (CQC) document recently released showed that there had been an improvement in standards of care in Devon.
- Cllr Hookway noted that the Exe Estuary Partnership is very much active.

District Cllr M Martin:
It was reported that a recently cancelled meeting with the local PCSO had been rearranged and is due to take place next week.
Cllr Martin also shared details of a recent report by His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS), which has assessed the performance of Devon and Cornwall Police as having moved from Level 2 to Level 3. The full report is available on the HMICFRS website and via this link.

26.214 Finance Inspection

(i) The schedules of payments for July and August 2026 were approved.

(ii) It was noted that Cllr P Lewis had conducted the internal finance inspection for July and August 2026.

26.215 Co-option to Committees

Committee membership was reviewed and it was:
RESOLVED: To co-opt members to the following two committees only, at this time. Following a vote the following members were appointed:

CIL Committee:	Cllr Jamieson
Community Gardens Committee:	Cllr Jamieson

26.216 External Audit Recommendation – Westcotts Chartered Accountants – Internal Auditor Independence (2025/26 AGAR)

It was noted that, although the Council had appointed the Internal Auditor for the 2025/26 fiscal year, the minutes did not expressly record the Council's consideration of the auditor's independence and competence.
Members noted the External Auditor's recommendation and it was recorded retrospectively that the Council was satisfied with the Internal Auditor's independence and competence at the time of appointment for 2025/26.
Members agreed that, going forward, the Internal Auditor's independence and competence would be expressly considered and recorded in the minutes at the time of appointment or reappointment. This was already completed for 2026/2027.

26.217 Reserves

i. Policy: Members received and gave consideration to the recommendation of the Finance Committee [Min 26.195i] and it was:
RESOLVED: to approve the template policy and tailor this to BSTC requirements.

ii. Current Reserves Balances

Current reserve titles and balances were noted. It was further noted that work is in progress to assess the likely future costs of maintaining and replacing Town Council assets. A report will be brought to a future meeting to inform consideration of the Council's reserve levels.

As of 31 August 2026, the Council held £487,779.70 in cash at bank.
Of this amount, £134,983.12 was held in Earmarked Reserves for specific purposes, with the remaining £352,796.58 held as the General Reserve.
The current Earmarked Reserves were noted as follows:

- Car Park: £22,500.00
- Public Hall: £50,000.00
- Jubilee Shelter: £3,500.00
- Town Improvement: £5,000.00
- Community Infrastructure Levy (CIL): £53,983.12

Approved

iii: Creation of New Reserves

iiia. It was noted that, as agreed under Minute 25.530(ii), an Earmarked Reserve of £21,810.00 would be created for any future Community Asset Transfer.

iiib. Consideration was given to the creation of an Earmarked Reserve for Station Road Toilets, to allow funds to be set aside progressively towards the future maintenance, improvement, and sustainability of this community asset. It was:

RESOLVED: to create such a reserve.

26.218 Budget Headings

Consideration was given to the recommendation of the Finance Committee [Min 26.194(ii)] to amend the Council's budget headings, as set out in the supporting papers. It was:

RESOLVED: to amend selected budget headings as follows:

Code	Current Name	Proposed
325	Equipment Services & Repairs	Office Equipment
329	None (new)	Office Maintenance
255	None (new)	Council Event Expenses
114/6	None (new)	SR Toilets – Fund
372	Statutory Sick Pay	Locum Cover
516/3	none (516 is Cleaning PH)	Cleaning Contractor

26.219 Tree Champions

Consideration was given to details of the proposed community event in development by Budleigh Salterton's Tree Champions, the 'Tree Musketeers,' and whether the Town Council wishes to provide financial support towards the event. It was:

RESOLVED: Members were supportive of this event and agreed to support with funds of £580.00 from Community Infrastructure Level (CIL) Funds in support of the green infrastructure of the Town. It was noted that the Town Council would welcome use of the Public Hall for future events.

26.220 NJC Pay Award

It was noted that the National Joint Council (NJC) for Local Government Services had agreed a pay award applicable from 1 April 2026 to 31 March 2027 and this would be paid to eligible employees.

26.221 Staddon's t/a Morrison's, High Street, Budleigh Salterton

It was noted that a variation to the premises licence had been approved by EDDC, subject to conditions. The Town Clerk had written to the Magistrates Court to notify it of the BSTC's intention to appeal the decision in relation to the 24 hour sale of alcohol.

Variation: the sale of alcohol would be permitted 24 hour a day

Conditions: Sales from 12 midnight to 5am would be via a hatch. The main store door would be locked.

26.222 Norman Centre - Electrical Installation Condition Report (EICR)

Members noted that the EICR identified a defect that require remedial action. It was:

RESOLVED: to appoint Bagwell's Ltd to conduct works as per their quotation of £550.00 + VAT

26.223 Christmas Lights on The Green

Consideration was given to a proposal to allocate £2,000 from the Town Enhancement Legacy towards the purchase and installation of Christmas lights on the two trees at the entrance to The Green, subject to the necessary permissions being obtained. It was:

RESOLVED: to accept the proposal. The project would be coordinated by Shop Budleigh.

Approved

26.224 Alcohol Licence

Consideration was given to the recommendation of the Town Clerk that the Town Council adopt a Challenge 25 Age Verification Policy for Budleigh Salterton Public Hall, requiring anyone who appears to be under 25 to provide acceptable proof of age before alcohol is sold or supplied. It was:

RESOLVED: to accept this recommendation.

26.225 Community Infrastructure Levy (CIL) – Terms of Reference (ToR)

Consideration was given to the recommendation of the CIL Committee to adopt the CIL Terms of Reference. It was:

RESOLVED: to accept this recommendation.

26.226 Street Trading Application

It was noted that the following had been received:

Budleigh Salterton Carnival
Location: Car park of the Temple Methodist Church, Fore Street, EX9 6NH
Date: Saturday 3 October 2026
Trading hours: 16:00–22:00
Application: Consent for a maximum of 8 food and drink traders as part of the Budleigh Salterton Carnival evening.
It was noted that BSTC had made no further comment.

26.227 Correspondence Received

- **Devon County Council: Devon Highways – Traffic Regulation Proposals**
  HATOC consultation on two proposals for High Street and Fore Street, Budleigh Salterton. (Both proposals have previously been considered by BSTC and the Budleigh Salterton Traffic Group and have been requested on several occasions. No further comments were made by the Town Council.)
  Details: **https://devon.cc/alwrp**
  Refs: ENV6303-706-High Street ,Budleigh Salterton - SY 0681
  ENV6303-707-Fore Street ,Budleigh Salterton.

- **East Devon District Council:** Notification of Decision of Licensing Sub-Committee ref Staddon's Garage. Permission granted with conditions.

- **Launchpad**: Thank you card following recent grant of £1000.00 from BSTC.

- **Royal British Legion**: invitation received to the Remembrance Sunday Services on Sunday 8 November 2026 at 1.45pm for 2.00pm. To take place at Budleigh Salterton War Memorial followed by a service at St Peters Church at 2.45pm.

- **Shop Budleigh:** Notification of Late Night Shopping 2026 – Friday 27th November

26.228 Any Other Business

Cllr Woodcraft observed that the defibrillator sign at the Public Hall required attention. The Town Clerk confirm they would look into it and noted that it was used regularly*

*all defibrillators are attached to a national database. When a person calls 999 the call centre can direct individuals to their nearest unit.

Approved

26.229 Dates of Next Meetings, all to take place in the Council Chamber

12.10.26	Planning Committee (PC)
	Public Hall (PHC) (on the rising of the PC)
	Community Infrastructure Levy (on the rising of the PHC)
26.10.26	Planning Committee
	Town Council (on the rising of the PC)
9.11.26	Planning Committee
	Finance Committee (FC) (on the rising of the PC)
	Foreshores and Footpaths Committee (F&F) (on the rising of the FC)
	Community Gardens Committee (on the rising of the F&F Committee)

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

8.42pm The Town Clerk left the meeting.

PART B:
26.230 Staffing

Cllr Cunningham read a statement to members outlining recommendations. The recommendations were received and both were agreed by the Town Council.

9.04pm The Town Clerk returned to the meeting

There being no further business, the Meeting closed at 9.05pm.

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Chair

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Date

Approved