BUDLEIGH SALTERTON TOWN COUNCIL

MINUTES of the Meeting of the Town Council held in the Council Offices, Station Road, Budleigh Salterton on Monday 26 October 2026.

The meeting commenced at 7.11pm.

PRESENT

Cllr G Woodcraft (Chair)	Cllr S Cook	Cllr A Chaplin
Cllr R Doorbar	Cllr J Jamieson	Cllr P Lewis
Cllr P Manfield	Cllr S Wills	Cllr S Woodman

In attendance: Alice Gater-Wildgust (Town Clerk), County Cllr N Hookway, District Cllr M Martin and one member of the public.

26.257 Public Speaking Time

There were no public speakers.

26.258 Apologies for Absence

Apologies were received and accepted from Cllr N Stone and Cllr C Cunningham.

26.259 Declarations of Interests in Items on the Agenda

- Cllr Jamieson declared an interest in Minute 26.268, as a member of The Lions Club and a volunteer with Seachange.
- Cllr Lewis declared an interest in Minute 26.268, as a member of The Lions Club and Fairlynch Museum.
- Cllr Doorbar declared an interest in Minute 26.268, as a member of Fairlynch Museum.

It was agreed that, as none of the Members had a pecuniary interest in the organisations concerned, they would remain in the meeting and participate in the discussion and vote.

26.260 Minutes

The minutes of the Town Council meetings held on 28 September and 12 October 2026 were approved.

26.261 Reports of Committees

The minutes of the following Meetings were noted:
Finance Committee - 14 September 2026
CIL Committee - 12 October 2026.

26.262 Chair's Report

Cllr Woodcraft welcomed new Councillor Sylvia Wills to the Town Council.

Budleigh Salterton Carnival - Cllr Woodcraft reported that they had thoroughly enjoyed judging this year's Carnival. They commented on the wonderful atmosphere, positive energy, and enthusiasm, particularly among younger participants and families. The good weather had also contributed to the success of the occasion. They acknowledged and thanked the Carnival Committee for its considerable hard work and commitment.

Budleigh in Bloom (BiB) 50th Anniversary - Cllr Woodcraft attended the BiB 50th anniversary celebrations on Sunday 25 October. They noted the enthusiasm and energy of the group and recognised the significant contribution it continued to make to the town and its community. Congratulations were extended to everyone involved on reaching this milestone.

Meeting with the New Church of England Vicar - On 26 October, Cllr Woodcraft enjoyed meeting Sarah Mounoury, the new Vicar. They welcomed her to the community and looked forward to her contribution to the town.

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26.263 Clerk's Report

Community Asset Transfer (CAT): In early October, the Town Clerk attended a meeting at East Devon District Council's (EDDC) offices regarding Local Government Reorganisation (LGR). The meeting was attended by East Devon stakeholders, with colleagues from Cornwall sharing their experiences of community asset transfers. They also had the opportunity to briefly meet Tracey Hendren, Chief Executive.

A follow up meeting was subsequently arranged with EDDC officers and the Clerk. During this meeting, EDDC confirmed that the assets currently being considered for transfer to Budleigh Salterton Town Council (BSTC) were the Steamers Steps Toilet Block and the Lime Kiln Toilet Block.

EDDC confirmed that resources were now in place to progress this work and that proposals would be brought back to BSTC covering ownership options (freehold or leasehold), building condition, any associated dowry, transfer terms, and income generated by the Lime Kiln toilets. The proposals were expected in December 2026.

A proposed timeline was also outlined, with a formal decision required in early 2027 should BSTC wish to proceed. Subject to agreement, asset transfers could then take place between March and early summer 2027.

PHP Security Check: In accordance with guidance issued by the National Cyber Security Centre (NCSC), a review was undertaken to establish whether PHP was in use across BSTC's systems. The review confirmed that BSTC did not currently use PHP. Reference: Critical security issue affecting PHP – NCSC. Accessed 22 October 2026 at 8.44am.

Christmas Lights and Decorations: The Christmas lights were installed on the exterior of the Public Hall and were scheduled to be switched on nearer to Christmas. The internal Christmas decorations were due to be installed at the beginning of December. Foxon Dancing, a regular user of the Hall, once again kindly agreed to support the installation and subsequent removal of the decorations. Their continued assistance was greatly appreciated.

Continuing Professional Development (CPD)

CiLCA Training: CiLCA training continued to progress well, with four classroom modules completed and the associated assessments underway. The programme had proved valuable in developing knowledge and strengthening professional practice.

DALC Annual Conference: They attended the DALC Annual Conference in early October, which provided a valuable opportunity to network with Clerks from across the county, participate in workshops and hear directly from Donna Manson, Chief Executive of Devon County Council, regarding the Council's approach to the pause in Local Government Reorganisation (LGR).

26.264 Reports of Council Representatives on Other Bodies

Budleigh in Bloom: Cllr Cook shared that BiB has received two grants from groups in the Town (in addition to the £1000.00 sponsorship previously awarded by BSTC).

26.265 Reports of County and District Councillors.

Devon County Council – Co Cllr N Hookway

Local Plan: An update was provided in a delay in finalising the Local Plan resulting in additional time being allowed by Government for East Devon District Council (EDDC) to progress its work. This particular issue related to South West Water (SWW) and the preparation of the Water Cycle document. This was a developing situation, with further information only recently becoming available. As a consequence, the Strategic Planning meeting scheduled for 19 November 2026 had been cancelled. A number of other councils were experiencing difficulties.

Marlcombe – New Town: An update was provided on the proposed new town at Marlcombe. Highways officers were now recognising the strength of local concerns regarding the proposed M5 connection, the capacity of the existing road network and

its ability to accommodate the additional traffic generated by the development. This was considered a welcome step in the right direction, although it was acknowledged that this remained a long term plan.

Highways and Roads - B3178 adjacent to Evans Fields/ Barn Lane. The request for a speed reduction had now been formally entered into the system. This was welcomed as a positive development.

Dark Lane - The matter had been entered into the highways asset management system, with work ongoing to explore opportunities to unlock funding through the Active Travel programme. Looking ahead, the possibility of restricting future access along the lane to pedestrians and access-only traffic from the Bedlands end was a priority.

The Jurassic Coast Executive Group was looking forward to visiting Budleigh Salterton and addressing the Town Council in the near future. This was welcomed as an opportunity to discuss matters relating to the beach and the wider Jurassic Coast.

Devon Interfaith Week was taking place from 7–14 November, recognising and celebrating the diversity of faith communities across Devon.

Care Quality Commission (CQC)- An Update was provided on the Care Quality Commission's assessment of Devon. The report highlighted significant challenges across a substantial geographical area, particularly in relation to costs and service provision. Devon's overall rating had moved to 'Requires Improvement', having previously been rated lower.

Cllr Hookway acknowledged the tragic events that took place in Budleigh Salterton on Christmas Day 2025. He reflected on the impact these events had on the community and emphasised the importance of looking after one another, enjoying a peaceful Christmas and continuing to respect the sea and coastline, particularly during the festive period.

Questions Raised by Councillors

- Cllr Cook: Asked about the future of Dark Lane – and was guided to Cllr Hookway information above.
- Cllr Lewis: Sought clarification on the longer-term future and proposed arrangements for the lane – as above
- Cllr Manfield: Asked who was responsible for determining the location of signs intended to encourage and manage visitor footfall – Cllr Manfield was encouraged to bring forth any queries to DCC, as required.

East Devon District Councillor – Cllr M Martin

District Councillor's Report

Cllr Martin reported that they had met with the new Police Community Support Officer, Elizabeth Thompson, and a police sergeant. They had visited local shops and discussed shoplifting and anti-social behaviour.

Cllr Martin also mentioned the Speedwatch initiative and the police had indicated a willingness to meet with the Budleigh Speedwatch Group to discuss the matter further.

As a trustee of the Youth Club, Cllr Martin reported that the Club had recently received £500 from Tesco to support the purchase of healthy food. The Club was continuing to make good progress.

In response to a question about anti-social driving, Cllr Martin advised that the matter might be referred to the EDDC Scrutiny Committee for consideration. An update would be provided when more information became available.

26.266 Finance

(i) Payments for the month of September 2026 – to be noted at a later date

(ii) Internal finance inspection for September 2026 - to be noted at a later date

(iii) Income and expenditure for the period 1 April to 30 September 2026 were noted.

(iv) Consideration was given to unforeseen and unbudgeted expenditure incurred during the 2026/27 financial year.

RESOLVED: That General Reserves be used to meet the costs of the following expenditure:

- Costs associated with the staffing restructure, including salary costs, equipment, and office furniture: **£12,593.00**
- Expenditure relating to the replacement of the office boiler: **£5,909.00** [Min. 26.121]

The total expenditure to be met from General Reserves was **£18,502.00**.

26.267 External Audit of Accounts: Year Ended 31 March 2026

The external auditor's report and limited assurance opinion for the 2025/26 financial year, together with the associated audit documentation were received and noted.

26.268 Request for Grant Aid 2026/27: Q3 2026/2027 *(See supporting papers)*

It was noted that a total of £9,950.00 had been approved to date, although not all of the funding had been paid out. The amount had been allocated from the 'Grants' budget heading. It was also noted that support for local organisations could be considered under the Community Infrastructure Levy (CIL) and Town Improvement budgets, where appropriate.

a. Drakes Primary School PTFA, East Budleigh

(i) The Council considered whether to award a grant. It was:

Resolved: The grant application was declined. Consideration was given to the fact that swimming forms part of the national curriculum and members considered that the costs should be met through the school's existing budget and funding provision. It was further noted that the school is part of a twenty three school trust and that PTFA funds, even with consideration given to reserves, are considerable.

(ii) The grant was not approved

b St Peters Primary School PTA, Budleigh Salterton

(i) The Council considered whether to award a grant. It was:

RESOLVED: to award a grant of £500, to be funded from the Grants budget.

c Museums South West

(i) The Council considered whether to award a grant. It was:

RESOLVED: to award a grant of £800, to be funded from the Grants budget.

d Seachange

(i) The Council considered whether to award a grant. It was:

Resolved: To defer further consideration pending receipt of a response to the following questions:

- What is the current level of usage?
- What is the predicted usage of the vehicle?
- Will the transport be provided for individuals or groups?
- What type of vehicle is proposed for purchase?
- Will the vehicle be used exclusively within Budleigh Salterton, or will it also serve other towns and parishes?
- What other sources of funding have been explored?
- What other community transport or driving schemes are currently available?

(ii) The decision was deferred until the above information is obtained

e Lions Club of Budleigh Salterton – Children's Cycle Competition, Gala Week 2027/2028

(i) The Council considered whether to award a grant. It was:
RESOLVED: to award a grant of £200 from the 2027/28 Grants budget.

f Lions Club of Budleigh Salterton – Gala Week 2027/2028
(i) The Council considered whether to award a concessionary rate. It was:
RESOLVED: to agree a concessionary hire charge of £100, with the remaining £1,960 to be met from the Grants budget in 2027/28.

A total of £3460.00 was awarded in grants.

26.269 Royal British Legion – Poppy Appeal 2026
The Council considered whether to make a donation. It was:
Resolved: To donate £300.00.

The meeting adjourned at 8.40 pm for a comfort break. Members returned at 8.44 pm.

26.270 Norman Centre
Consideration was given to the potential for a long-term letting of the Norman Centre to maximise the use of this community asset, including exploring a possible partnership with Budleigh Salterton Community Workshop (BSCW).
RESOLVED: Not to support the proposal.

26.271 Office Heating & Cooling Installation
i. It was noted that the Town Council had previously resolved, in June 2026 (Minute 26.121), to replace the heating system in the Council Offices at a cost of £2,901 plus VAT.
ii. Consideration was given to extending the installation to incorporate a combined heating and cooling system.
RESOLVED: To accept the revised quotation from Fords South West for the installation of a combined electric heating and cooling system at a total cost of £5,909 plus VAT, to be funded from General Reserves.

26.272 Office Opening Hours: Christmas/New Year
It was noted that the office will close at 1.00pm on Wed 23 December 2026 and will re-open at 10.00am on Monday 4 January 2027.

26.273 Community Asset Transfer (CAT)
EDDC had confirmed that resources were in place to progress the transfer of the public toilets. EDDC would report back to the Town Council with details of the proposed ownership arrangements (freehold or leasehold), building condition, any dowry, proposed transfer terms, and income generated by the Lime Kiln toilets. This report was expected in early December 2026.
A provisional timeline was outlined, with a formal decision required in early 2027 should the Town Council wish to proceed. Any asset transfers could then take place between March and early summer 2027. It was:
Resolved: to discuss the matter further once the report had been received.

26.274 Hall Planters
It was noted that the existing planters around the Public Hall remained in bloom and were expected to provide seasonal planting until the first frost.
Consideration was given to further planting or replenishment during the 2026/27 financial year, noting that no specific budget had been allocated for this purpose. It was:
Resolved: to allocate £50 per planter for five planters, to include long lasting winter plants. It was also agreed to ask BiB to assist with the planting again.

It was further agreed that the cake stand planters would be removed once they had been emptied at the end of the current season.

26.275 Correspondence Received

Devon County Council

Temporary Prohibition of through Traffic and Parking

28 Sept – 2 Nov 2026 – B3178 & Knowle Village. TTRO2671568
2 Nov 2026-15 Jan 2027 – Knowle Village & Dalditch Lane
30 Nov 2026 – 15 Jan 2027 – Bear Lane to East Budleigh Road and Knowle Village
19 June – 31 Dec 2026 – Dark Lane. TTRO2670199

Temporary Prohibition of through Traffic

20 Nov 2026 – Kersbrook. TTRO2672301

Saint Peter's Mini Mag Oct 2026
DCC: Libraries Grant Scheme

26.276 Dates of Next Meetings

Planning Committee (PC):	9 Nov 2026 at 7.00pm
Finance Committee (FC):	9 Nov 2026 on the rising of the PC
Foreshores and Footpaths (F&FC)	9 Nov 2026 on the rising of the FC
Community Gardens (CG)	9 Nov 2026 on the rising of the F&FC
Planning Committee:	23 Nov 2026 at 7.00pm
Town Council:	23 Nov 2026 on the rising of the PC
Planning Committee:	14 Dec 2026 at 7.00pm
Town Council:	14 Dec 2026 on the rising of the PC

Christmas and New Year break.
Meetings resume 11 Jan 2027
Town Council Meetings – Fourth Monday of the Month*
Planning Committee Meetings – Second and Fourth Monday of the Month*
** with exception of bank holidays

26.277 Any Other Business at the Chair's Discretion

Cllr Chaplin request that a proposal to repair more benches for the town be included on a forthcoming agenda.

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.

PART B:

26.278 Staffing

i. Following discussion, the recommendation outlined in the confidential report was accepted.

There being no further business, the Meeting closed at 9.40pm.

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Chair

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Date

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