



Minutes of the Seaton Town Council Meeting on Monday 2nd December 2019

Present

In the chair: Cllr K Beer

Councillors: D Ledger, D Haggerty, J Russell, A Antoniou, H Sanham,
M Shaw and A Singh

Officers: Town Clerk and Admin Assistant

Public: Three members of the public

162. Apologies for absence

The Council received and accepted apologies from Cllr Jack Rowland and Cllr Andrew Gwyn Davies.

163. Declarations of Interest

Cllrs Ledger declared a personal interest as a Councillor with East Devon District Council (EDDC)

Cllr Shaw declared a personal interest as a Councillor with Devon County Council (DCC)

Cllr Singh declared a personal interest as a member of Seaton Martial Arts Centre as a precautionary measure, should it be discussed as part of the agenda item regarding Budget 2020/21

164. Minutes

The Council **RESOLVED** to approve the minutes of the Council meeting on Monday 4th November 2019 (moved Cllr Ledger; seconded Cllr Shaw)

165. Chairman's Report

The Council **NOTED** the Chairman's Report (moved Cllr Beer)

166. Public Question Time

A member of the public, Mr. Peter Burrows, spoke on the issue of dogs and asked the Council to look again at the possibility of appointing a dog warden. If this were not to be, then he asked that EDDC should look into this subject. There was discussion between Members on certain signage in the town, regarding dog controls, that was less than clear, particularly near the Yacht Club. Cllr Ledger advised that EDDC were aware of this and would be improving the relevant signage in the run up to Easter. Cllr Antoniou suggested that the Town Maintenance Officer look at the signage near the Yacht Club to see if this could be improved.

167. Police Report

Cllr Beer said he was concerned to see in the Police Report mention of three rapes in November in Seaton. He said at his next meeting with the Police. he would seek more detail.

The Council **NOTED** the Police Report. (Moved by Cllr Beer)



168. County Councillor Report

The Council considered Cllr Shaw's report.
Cllr Beer thanked Cllr Shaw for his report.
The Council **NOTED** the County Councillor's Report.
(moved Cllr Beer)

169. District Councillor Reports

Reports were received from Cllrs. Ledger, Hartnell and Pook.

Cllr Shaw expressed concern regarding comments made by Cllr Stuart Hughes, in that they related purely to Sidmouth when they should relate to all of East Devon's beach management schemes. Cllr Ledger confirmed that was the intention but would take back the concerns raised to EDDC.
Cllr Beer thanked the District Councillors for their reports.

The Council **NOTED** the District Councillor Reports. (moved Cllr Beer)

170. Reports from Representatives on Outside Bodies

Members **NOTED**:

Cllr. Beer's brief verbal report and the Minutes from the meeting of Axe Valley LAGS on 7 November 2019.

Cllr. Shaw reported briefly on Seaton Area Health Matters that positive progress was being made in discussions with NHS Property Services. Discussions would continue after the General Election.

171. Town Clerk Report, including updates and, where applicable, recommendations

Council Priorities – 2019/2020

1. Progress on Seafront Enhancement Scheme

The Clerk had requested that Members of the Seafront Enhancement Scheme Working Group provide the Council with an update on the Scheme. Unfortunately, Cllr. Antoniou had not been included in the email to members of the Working Group. The Clerk apologised and confirmed that this would be rectified and Members agreed to supply details of their current involvement in any Working Groups so the Clerk had an up-to-date list for future use.

Cllr Sanham was the only other member of the Working Group present and confirmed that she had no update on the Scheme.

2. Start and complete the renovation and painting of street furniture and lamp posts by October 2019

The Clerk confirmed that three quotations had been sought in respect of the works, including cherry picker hire, to lampposts. Two had been received and the third potential contractor has been chased. The Clerk advised that the quotes received so far were for vastly divergent amounts and way in excess



of the approved budget and the matter would be brought back to the Community & Open Spaces Committee for consideration, when all three quotes were available. The Council **NOTED** this update.

3. Maintenance contracts for Town Hall and Marshlands Centre

The Members serving on each of the Working Groups were confirmed. Cllr Antoniou, who served on Marshlands, confirmed that this had not met since it was established in June.

The Clerk highlighted an issue over works commissioned to a window in the small office off reception at Marshlands which had, unfortunately, been commissioned twice due, in the Clerk's view, to an unclear thread of delegations to Committee, in the sum of £400. In future an official order should be placed for all commissioned work and authorised by the Clerk.

As a result, the Clerk highlighted the importance of an effective Scheme of Delegations to Officers which would be considered later in the agenda.

As part of the Marshlands work and the council's desire to increase available income from its office space, the Clerk reported that there were numerous tables, chairs, sinks, baths and other debris, inherited by the Council when it took over Marshlands, that were of no use to the Council and for which there is now very limited storage space to retain. Whilst enquiries had been made of local care providers, it had not been possible to donate the furniture to an alternative new home. The Clerk advised that two preliminary quotations from licensed waste carriers had already been sought which were in the region of between £700 and £1200 and these were awaiting in writing. A third quote was being sought.

In order to prepare rooms for rental and free up storage space for signage, maintenance equipment and items that the Council needs to retain, it is **RECOMMENDED** that Members authorise the Town Clerk, in consultation with the Chair and Chair of Finance, to:

- engage the services of a plumber to disconnect the sinks, baths and pipework from the water supply in readiness for their disposal; and
- commission a licensed waste carrier to dispose of the excess furniture, flooring, baths, sinks and other debris from Marshlands; and
- commission new flooring in the office, on which rental has been agreed, subject to the Clerk having first sought three quotations in line with the Council's Financial Regulations (Moved by Cllr. Singh; seconded by Cllr Haggerty)

5. Ensure staffing levels are adequate to deliver the service expected and that Council websites and social media outlets are kept up to date.

The Clerk confirmed this was ongoing and proposals for budget to support an appropriate staffing structure would be brought to F&GP as part of the 2020/21 budget planning and subsequently to full Council.

Members **NOTED** this update.

6. Review the SLA with Devon Wildlife Trust for the TIC service



The Clerk advised that minor queries on the SLA have been received from the DWT. These were being dealt with and the agreement would be signed off as soon as possible. Members **NOTED** this update.

172. Elections

The Clerk advised Members of the notification from EDDC that an election would be held in due course in respect of the outstanding vacancies on the Town Council. Members would be kept updated.

Members **NOTED** this update.

173. Update to Internal Controls (December 2019)

The Clerk advised that the Council's Internal Controls document required an update to ensure it was consistent with the recently updated and approved Financial Regulations (October 2019).

Members **NOTED** this update.

174. Scheme of Delegations to Town Clerk (December 2019)

The Clerk advised Members that, due to the lack of a Scheme of Delegations to the Clerk and Officers, in the Clerk's view this had impacted on the effective day to day operation of the Council's business and had led to an excessive number of meetings. The Clerk therefore asked Members to consider adopting a Scheme of Delegations to the Clerk.

After discussion on amendments to the draft Scheme, to ensure that any decision made under the delegated powers was made in conjunction with two Councillors, Members **RESOLVED** to:

- adopt the Scheme of Delegations (December 2019), as amended, in the terms attached to these minutes; and
- authorise the Clerk to amend the existing emergency power under Part 3 of the Financial Regulations to ensure consistency between the Financial Regulations and Scheme of Delegations and ensure that this emergency power was only invoked by the Clerk in consultation with two authorised Councillors (moved Cllr Singh; seconded Cllr Haggerty)

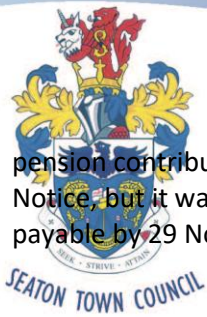
175. Events Insurance

The Clerk updated Members on the ongoing enquiries being made of the Council's insurers, to the extent of insurance provision that the Council currently holds in respect of the events it organises. The current advice is that, whilst the Council has extensive public liability insurance, enquiries should be made on an event by event basis providing such information as may be required by the insurer including risk assessments, likely footfall and the like and the insurer would then advise on any increase in premium, if applicable.

Members **NOTED** this update.

176. Pensions Regulator

As previously reported to Members in October, the Council received notification from the Pensions Regulator that it had imposed a fine of £400 for non-compliance with the requirements of an unpaid



pension contribution notice issued on 23 September 2019. The Clerk sought a review of this Penalty Notice, but it was confirmed on 27 November that the penalty would not be waived. The fine was payable by 29 November 2019. As such, the Clerk, in consultation with the Chair of Finance, invoked the

emergency power under the Financial Regulations to settle the fine on the Council's debit card, in order to meet the required deadline. The payment was countersigned by Cllr. Singh.

Members **NOTED** this update.

177. Committee Meeting Minutes

The Council **RESOLVED** to note the minutes for:
(see website for the minutes):

- Planning Committee 4 November 2019
- Finance & General Purposes Committee 25 September 2019
- Community & Open Spaces Committee 28 October 2019 – as these had not yet been approved by the respective Committee, the noting of these minutes was deferred until the next Council meeting. (moved Cllr Beer)

178. Budget 2020/21

The Clerk asked that any further items that Members would like to be considered in the 2020/21 budget be forwarded to the Clerk as soon as possible to enable Members of F&GP to have as much information before them as possible in advance of their consideration of the 2020/21 budgetary recommendation to full Council. Both meetings were scheduled for Monday 9 December.

Members **NOTED** the request.

179. Coach Friendly

A comprehensive verbal report was provided by Cllr. Del Haggerty, highlighting pertinent matters from the written report provided in advance of the meeting. He outlined to Members the work that had already been done on the Coach Friendly initiative for Seaton and how he believed this would benefit the town and its economy. He would be seeking £5000 in the 2020/21 budget allocation to progress this project. The final approval of Seaton as a Coach Friendly Town would be happening imminently after a visit by John Burch.

Cllr. Haggerty also proposed the Coach Friendly initiative be linked to Dream Away - a charity supporting holidays for deserving children and their families in Devon. This would be a zero cost to the Council.

He also outlined an event he would be hosting next year, at his own cost, involving coach operators visiting Seaton.

Members **NOTED** the request.

180. CycleFest 2020

The Clerk updated Members on her concerns surrounding this event, as had already been outlined to all Members in the Clerk's email of 21 November 2019. The Clerk's concerns remain and a date is awaited



from the proposed contractor to meet with the Clerk and Cllrs Beer and Sanham to discuss the proposed contract.

The Clerk also outlined her concerns regarding the insurance of the event and the possibility of liability falling between the insurance provided by British Cycling and the Council's own public liability insurance and that, if the event were to go ahead, as the Council's Proper Officer she was professionally obligated to ensure that the event was properly protected by both insurance and any contract that was entered into.

The Clerk reserved the right to bring the matter back to full Council if sufficient clarity was not obtained on what was being provided, as a result of the meeting with the contractor.

Members **NOTED** the update.

181. 3 Year Review of Public Spaces Protection Orders (PSPOs) – Control of Dogs

The Council had received a review of PSPOs from EDDC to seek the Town Council's views. Members **RESOLVED** that, albeit time was limited, that an advert should be placed in the newspapers, on the Council website and social media channels inviting local residents to comment, with a deadline before Christmas and an extension of the deadline for responses would be sought by the Clerk. The Clerk was authorised to report back any comments received to EDDC. (moved by Cllr. Beer; seconded by Cllr. Ledger)

Meeting closed at 21.15pm.

Chairman: _____

Date: _____