



**Minutes of the Seaton Town Council Meeting
on Monday, 7 December 2020**

Present:

Chair: Cllr. K. Beer

Town

Councillors: D. Ledger, D. Haggerty, M. Hartnell, A. Singh, J. Russell, E. Bowman,
C. Wood, D. Wright and K. Briggs

Other

Councillors: Cllr. Shaw (DCC), Cllr. Rowland (EDDC)

Officers: Town Clerk and Administration & Events Officer

Public: Two members of the public were present, and the meeting was broadcast live via the Council's Facebook page

Note: All attendees accessed the meeting remotely and could be either seen and/or heard

106. Apologies for absence

No apologies for absence were received

105. Declarations of interest

Cllrs. Hartnell and Ledger declared personal interests as East Devon District Councillors

106. Minutes

Members **RESOLVED** to approve the minutes of the meeting of Seaton Town Council ('the Council') held remotely on 2nd November 2020 (proposed Cllr. Singh; seconded Cllr. Wright)

107. Chairman's Report

The Chairman stated that he had been in lock down so nothing to report other than regular catch up meetings with the town clerk and committee meetings conducted via zoom.

Members noted the Chairman's report.

108. Public Question Time

There were no public questions However, two members of the public attended to answer any questions arising from their respective grant applications on behalf of SAVE Food Hub and Axe Valley Re:store CIC. Members therefore **RESOLVED** to suspend standing orders and brought item 20 COU 05 forward on the agenda (proposed Cllr. Beer; seconded Cllr. Singh)

 1



109. Community & Shop Front Improvement Grants

Members considered four applications and, after asking questions of representatives of both community groups, they **RESOLVED** to make the following grants:

- **SAVE Food Hub** - £989 towards the establishment of a community larder (proposed Cllr. Briggs; seconded Cllr. Haggerty)
- **Re:Store Axe Valley CIC** - £1,000 towards the provision of Christmas hampers for families in need, in particular books for children (proposed Cllr. Haggerty; seconded Cllr. Wood)

The following shop front improvement grants would be payable once the works were completed and evidence of payment and photographs supplied, in line with the Council's policy

- **Monsoon** - £399 – shop front improvement (proposed Cllr. Singh; seconded Cllr. Hartnell)
- **The Bush Hat** - £274.50 – shop front improvement (proposed Cllr. Macaskill; seconded Cllr. Singh)

(proposed Cllr. Beer; seconded Cllr. Singh)

110. Police Report

Sgt Hutter and PC Speirs attended, and provided an update on current policing in Seaton which included increased visibility and increased collaboration with other stakeholders in the town, such as EDDC on the closure of the barrier to the Underfleet Car Park and switching off lights earlier. A number of s59 warning notices had also been served on individuals.

Members noted the police report.

111. County Councillor Report

Members received and noted the report. Cllr Shaw added that he still had some funds available in his locality budget and could be contacted if assistance were required by any local groups.

Members noted the police report.

112. District Councillor Reports

Cllrs. Rowland and Ledger presented and answered questions on their written reports.

Again, the closure of the Esplanade was raised, and Cllr Rowland reaffirmed his comments of the previous month stated that he could say little on this and the associated development of Fosseyway Court at present, due to legal involvement on behalf of Fosseyway Court Transition Ltd.

Cllr Ledger highlighted the importance of the Town Council responding to all consultation on the emerging local plan.



Members received and noted the reports.

113. Reports from Council representatives on outside bodies

Members received an update from recent meetings of two outside bodies:

- LAG – Cllr Bowman outlined the discussions and the recent LAG meeting and would circulate the minutes
- Seaton Beach Management Group – Cllr Wright summarised the work that was being done and particular the work done by Tom Buxton-Smith on achieving funding which now stood at 90% of the amount required. Further maps were being produced to forecast how any erosion might look at the 50 year, 100 year point and onwards after taking account of the planned mitigation works as this calculation was not included in the currently available plans.

Members noted the reports.

114. Town Clerk's update on 2020/21 priorities, including recommendations as appropriate

Members noted the updated work log and the progress made since the Council's November meeting, including those items specifically listed on this agenda

115. Report of internal auditor

Members received and noted the mid-year report of the Council's internal auditor and the Clerk's comments in response thereto and **RESOLVED** to:

1. note the report of the internal auditor and the Clerk's comments on the observations made
2. ratify the updated dual authorisation of all online payments
3. authorise the Clerk to make arrangements to establish a separate debit card account with a spending limit of £1,000

(proposed Cllr. Ledger; seconded Cllr. Singh)

116. Review of Risk Register & Risk Management Policy

Members reviewed the updated risk management policy and risk register for 2020/21 and **RESOLVED** to:

- approve the updated Risk Management Policy
- note the risks listed and measures in place to mitigate said risks and approve the risk register

(proposed Cllr. Wright; seconded Cllr. Russell)

117. Review of Financial Regulations & Standing Orders

Members reviewed the proposed amendments to the Council's Financial Regulations and Standing Orders and **RESOLVED** to:

- adopt the updated Financial Regulations, including an increased petty cash limit of £200



- adopt the updated Standing Orders
(proposed Cllr. Ledger; seconded Cllr. Singh)

117. Health & Safety Review

Members noted the report and the work carried out by the Administration & Events Officer, as part of the comprehensive health and safety review of Marshlands and **RESOLVED** to:

- approve the quotation for replacement smoke detectors
- authorise officers to obtain 3 quotations for the completion of an asbestos survey
- authorise officers to obtain a quotation from the fire safety contractor for the cost of installing additional smoke detectors where required
- authorise the completion of any remedial works, arising from the electrical installation condition inspection (November 2020).
- approve the updated Health and Safety Policy.
(proposed Cllr. Macaskill; seconded Cllr. Haggerty)

118. Highways maintenance priorities

Members discussed at length the priorities to be put forward to Devon County Council for works and considered the summary provided by the Clerk. It was **RESOLVED** that the entire list of comments should be submitted to DCC with the following three priorities in each category highlighted:

- **Roads**
 - **Fore Street (whole of the pedestrianised area)**
 - **Harepath Road**
 - **Colyford Road**(proposed Cllr Hartnell; seconded Haggerty)
- **Footpaths**
 - **Seaton Down Road**
 - **Valley View**
 - **Colyford Road**(proposed Cllr Beer; seconded Cllr Haggerty)
- **Drainage**
 - **Entirety of Queen St** (proposed Cllr. Hartnell; seconded Cllr. Macaskill)
 - **Barnards Hill Road** (proposed Cllr. Russell; seconded Cllr. Hartnell)
 - **Culvert/ditch between Highcliffe Close and Beer Road**
(proposed Cllr. Ledger; seconded Cllr. Singh)



119. Request from Gateway for approval of works and possible funding

Members considered the request from the Gateway to consent to works to the Town Hall to improve the facilities and to make a contribution towards the costs thereof.

Members **RESOLVED** to:

- consent to the proposed works to the town hall (proposed Cllr. Beer; seconded Cllr. Wood)
- invite the Gateway Theatre Company to make an application to the Council for a community grant of up to £1,000 (proposed Cllr. Hartnell; seconded Cllr. Ledger)

121. Cyclefest 2020 – Cllr Ledger

Members considered the request from the organisers of Cyclefest 2021 that 50% (£3,750) of the agreed sponsorship for the 2021 event now be paid over. Concern was expressed by various Members that, due to the ongoing certainty arising from the pandemic, there was a very real possibility that the event may not go ahead and, if this eventuality occurred, monies may not be recoverable.

The Clerk advised that she had raised the issue of cancellation with the organisers, who had committed personally to pay monies back should the event be cancelled, as cancellation insurance was not available for Covid-related reasons. Whilst Members accepted that this commitment was genuine, there was serious concern expressed about payment of public funds, unless the event was guaranteed. At this stage it was impossible to provide such assurance.

As such, Members agreed to pay for the road closure fees which would effectively save the date of the event with the remaining monies being held pending certainty that the event would go ahead.

Members **RESOLVED** to pay for the road closure fees at this stage, to save the date, with the remaining monies being held pending certainty that the event would go ahead.

(proposed Cllr. Hartnell; seconded Cllr. Haggerty)

122. Memorial Benches Policy

Members considered the draft policy on memorial benches and **RESOLVED** to:

- approve the draft policy on memorial benches
- approve the fees for installation as follows:
 - £125 + VAT to install a bench on an existing base
 - £250 + VAT to build a new base and install a bench

(proposed Cllr. Macaskill; seconded Cllr. Haggerty)



123. Update on meeting with young car enthusiasts

Members received an update from Cllr Haggerty on the recent meeting with local young car enthusiasts which had been very positive and future meetings were planned, where other stakeholders would be invited.

Members noted the update.

124. Update on meeting with Youth Genesis

Members received an update from Cllrs Haggerty & Ledger on the recent meeting with Youth Genesis and proposal received. A budgetary allowance for work with Youth Genesis would be considered at the next Finance & General Purposes Committee as part of the 2021/22 budget setting process. Since the meeting, Cllr Ledger had discussed matters with relevant officers at EDDC and it was hoped that a short, medium and longer terms plans could be developed to engage the town's youth. Further updates would be brought in due course for consideration by Council.

Members noted the update.

125. Update on Promote Seaton

Cllr Haggerty provided an update on the work of Promote Seaton and the positive response to the Christmas Lights Competitions which would be judged in the week commencing 14 December and confirmed that the next meeting would be in the New Year.

Members noted the report.

Meeting closed at 8.10pm

Signed K Beer

Dated 21.12.2020