

**Minutes of the Seaton Town Council
Meeting
on Monday, 5 July 2021**

Present:

Chair: Cllr D Ledger

Town

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

Officers: Town Clerk

Public: Cllr Steven attended as a member of the public at the beginning of the meeting and was subsequently co-opted as a member of Seaton Town Council ('the Council').

53. Apologies for absence

Apologies for absence were received from Cllrs Beer and Briggs

54. Declarations of Interest

Cllr Hartnell declared a personal interest as a Devon County and East Devon District Councillor. Cllr Ledger declared an interest as an East Devon District Councillor. Cllr Singh declared an interest as the Chairman of Seaton Martial Arts Centre, in the item concerning the request by Jurassic Fibre to locate a data station at Elizabeth Road.

55. Minutes

Members **RESOLVED** to agree the minutes of the Council meeting held on Monday, 21 June 2021 (moved Cllr Singh, seconded Cllr Haggerty)

56. Chairman's Report

The Chairman stated that it had been a quiet month and Members noted the report.

57. Public Question Time

No questions were raised.

58. Committee minutes

Members **RESOLVED** to accept the minutes of the Planning Committee for 7 June and 21 June 2021. (moved Cllr Wright, seconded Cllr Wood)

59. Town Clerk Report

Members noted the town clerk's update on the Council's work and priorities for the 2021/22 municipal year.

60. Co-option of a new councillor

Members considered the application of Marek Steven and unanimously **RESOLVED** to co-opt Marek Steven to Seaton Town Council. Cllr Steven then signed the declaration of acceptance of office.
(moved Cllr Haggerty, seconded Cllr Macaskill)

61. Review of Community Grants Policy

Members reviewed the proposed amendments to the Community Grants Policy and **RESOLVED** to adopt the updated Policy. (moved Cllr Singh, seconded Cllr Haggerty)

62. Fireworks Display

Members considered the report on a potential firework display for the town in November 2021 and subject to any fireworks used being marine friendly/ biodegradable and an advertising campaign in advance to ensure residents with pets were aware that the event was taking place, **RESOLVED** to:

- approve, in principle, the organisation of a fireworks event for Seaton to take place on the East Esplanade site, subject to:
 - all relevant site permissions/consents being obtained.
 - appropriate insurance cover being available.
 - support from the police and fire service to ensure the safety of the event.
 - preparation of comprehensive risk assessments by both the supplier and the Council and evidence of the chosen supplier's public liability insurance cover
 - securing the services of enough volunteer marshals to ensure the security and safety of the event.
 - officers taking any such other action as may be necessary to ensure the safety of the event.
- Subject to the outcome of the above, to approve Supplier 3 as the preferred supplier and agree that the cost of the event should be taken from the Promote Seaton events budget (227/4843).
(moved Cllr Singh, seconded Cllr Haggerty)

63. Extension of Scheme of Delegations

Members **RESOLVED** to delegate to the Town Clerk, after consultation with members of the Planning Committee, the authority to submit comments for planning applications to East Devon District Council on any applications received where the deadline for a response is before said application may be considered by said Committee. (moved Cllr Ledger, seconded Cllr Hartnell)

64. Community Consultation

Members **RESOLVED** to approve the draft community consultation document and means of distribution as set out in the draft document. Additionally, Cllr Hartnell offered the Post Office as a drop-off point for paper copies of the consultation.

(moved Cllr Macaskill, seconded Cllr Wood)

65. Civic Awards Policy

Members **RESOLVED** to:

- adopt the Civic Awards Policy, including any such amendments as they consider appropriate.
- approve the associated expenditure to procure awards from Fattorini Ltd and virement from the town awards budget to the mayor's allowance, as appropriate to fund such expenditure.

(moved Cllr Haggerty, seconded Cllr Singh)

66. Siting of a mobile refreshment van at Seaton Down Hill

Members discussed the proposal and concerns around a reduction of available parking due to the siting of the mobile unit, whether there was a need for mobile WCs, the need for adequate waste receptacles, fees and the views of other businesses in the area. As a policy was already being worked on to deal with the letting of the Council's land for events, and it was anticipated that a draft would be available for Members to consider at their meeting in September, it was **RESOLVED** that whilst the Council's officers could meet with the applicants to consider further their request to site a horsebox at Seaton Down Hill picnic area to sell refreshments from March to October - 11am to 7pm, Friday to Wednesday, the request, if granted, would be subject to the requirements of any such policy subsequently adopted by the Council.

(moved Cllr Hartnell, seconded Cllr Haggerty)

Confidential Items

The Chairman moved that in accordance with the Council's Standing Order 1(d) press and public be excluded from the meeting during the discussion of the following items due to their commercially sensitive information and information that could identify an individual.

67. Review of proposal by Jurassic Fibre

Members considered additional information regarding potential sites for the positioning of data station on the Council's land at Elizabeth Road and noted the concerns raised by existing occupants. On balance Members concluded that these had to be balanced against the wider benefit to the community of enabling better broadband provision. Members **RESOLVED**, subject to the necessary consents being obtained and reassurances received as to accessibility, and subject to the Council's legal fees for the consideration of the lease being met in full by Jurassic Fibre, then officers were authorised were authorised to progress the proposal on the land detailed as option 2 on the plan attached to the report.

(moved Cllr Russell, seconded Cllr Bowman)

68. Staffing

Members **RESOLVED** to approve the recommendation in the report as to staff remunerations with funds being allocated from the earmarked reserve for staffing contingency.

(moved Cllr Bowman, seconded Cllr Wright)

69. Town Hall Update

Members noted the verbal update on the town hall, including the meeting that was being arranged with the Trustees of the Gateway councillors and officers to discuss the lease.

Meeting closed at 7.07pm.

Signed _____

Dated _____



MONTHLY TOWN & PARISH COUNCIL REPORT
SEATON TOWN & RURAL – JULY 2021

SEATON TOWN

Crime recorded total: 26 (15 recorded in July 2020).

7 x Violence with injury	1 x Shoplifting
3 x Violence without injury	2 x All other theft offences
3 x Harassment	3 x Criminal damage
1 x Burglary non-dwelling	1 x Public order
2 x Vehicle offences	3 x Drug offences

Incident recorded total: 56 (49 recorded in July 2020).

5 x Anti-social behaviour	33 x Public safety
12 x Crime recorded	6 x Transport

COLYTON

Crime recorded total: 7 (5 recorded in July 2020).

2 x Violence with injury	1 x Other offence
4 x Violence without injury	

Incident recorded total: 19 (10 recorded in July 2020).

4 x Anti-social behaviour	9 x Public safety
1 x Crime recorded	4 x Public Transport
1 x Other	

BRANSCOMBE

Crime recorded total: 3 (3 recorded in July 2020).

1 x Public order	1 x Criminal damage
1 x Theft	

Incident recorded total: 5 (11 recorded in July 2020).

1 x Crime recorded	1 x Transport
3 x Public safety	

BEER

Crime recorded total: 4 (0 recorded July 2020).

1 x Criminal Damage	2 x Other offences
1 x Vehicle offence	

Incident recorded total: 6 (6 recorded in July 2020).

5 x Public Safety



1 x Transport

ROUSDON

Crime recorded total: 1 (2 recorded in July 2020).

1 x violence with injury

Incident recorded total: 2 (7 recorded in July 2020).

1 x Transport

1 x Public Safety

FARWAY

Crime recorded total: 3 (0 recorded in July 2020).

2 x Theft

1 x Public order

Incident recorded total: 4 (0 recorded in July 2020).

1 x Anti-social behaviour

1 x Crime recorded

1 x Transport

1 x Public Safety

SOUTHLEIGH

Crime recorded total: 0 (0 recorded in July 2020).

Incident recorded total: 1 (4 recorded in July 2020).

1 x Transport

AXMOUTH

Crime recorded total: 1 (3 recorded in July 2020).

1 x Vehicle offence

Incident recorded total: 7 (5 recorded in July 2020).

5 x Public safety

2 x Transport

NORTHLEIGH

Crime recorded total: 0 (0 recorded in July 2020).

Incident recorded total: 0 (0 recorded in July 2020).



MONTHLY TOWN & PARISH COUNCIL REPORT
SEATON TOWN & RURAL – AUGUST 2021

SEATON TOWN

Crime recorded total: 21 (22 recorded in August 2020).

4 x Violence with injury	4 x Other offences
2 x Violence without injury	1 x All other theft offences
2 x Harassment	3 x Criminal damage
1 x Burglary non-dwelling	1 x Public order
3 x Vehicle offences	1 x Drug offences

Incident recorded total: 56 (53 recorded in August 2020).

11 x Anti-social behaviour	31 x Public safety
11 x Crime related	3 x Transport

COLYTON

Crime recorded total: 8 (5 recorded in August 2020).

1 x Violence without injury	1 x Theft
1 x Burglary dwelling	1 x Criminal Damage
3 x Burglary non-dwelling	1 x Public order

Incident recorded total: 12 (17 recorded in August 2020).

1 x Anti-social behaviour	5 x Public safety
2 x Crime recorded	4 x Public Transport

BRANSCOMBE

Crime recorded total: 3 (4 recorded in August 2020).

1 x Public order	1 x Other offence
1 x Vehicle offence	

Incident recorded total: 8 (4 recorded in August 2020).

2 x Crime recorded	2 x Anti-social behaviour
3 x Public Safety	1 x Transport

BEER

Crime recorded total: 5 (6 recorded in August 2020).

1 x Violence with injury	3 x Other offences
1 x Criminal Damage	

Incident recorded total: 10 (19 recorded in August 2020).

5 x Public Safety	2 x crime related
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2 x Transport
1 x Anti-social behaviour

ROUSDON

Crime recorded total: 0 (2 recorded in August 2020).

Incident recorded total: 0 (2 recorded in August 2020).

FARWAY

Crime recorded total: 0 (0 recorded in August 2020).

Incident recorded total: 0 (0 recorded in August 2020).

SOUTHLEIGH

Crime recorded total: 0 (1 recorded in August 2020).

Incident recorded total: 1 (1 recorded in August 2020).

1 x Anti-social behaviour

AXMOUTH

Crime recorded total: 4 (1 recorded in August 2020).

1 x Vehicle offence	1 x Public Order
1 x Violence without Injury	1 x Theft from vehicle

Incident recorded total: 5 (4 recorded in August 2020).

2 x Crime recorded
3 x Transport

NORTHLEIGH

Crime recorded total: 0 (0 recorded in August 2020).

Incident recorded total: 0 (0 recorded in August 2020).

July/August 2021 Report from Cllr Marcus Hartnell – Devon County Council

National Bus Strategy

In March, the government announced a new National Bus Strategy - [Bus back better - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/bus-back-better). Alongside the delivery of this strategy, Devon County Council have committed to working with our local bus operators to form an Enhanced Partnership by April 2022, and to writing a joint Bus Service Improvement Plan by October 2021. Key local stakeholders (Town & Parish Councils are being contacted directly by email) are being asked to answer some questions via the following [online link](#). A full public consultation will follow after the publication of the plan in October.

Highways

Highways are making steady progress on a number of key 'Doing what matters' improvement projects across Devon but are dealing with a high number of acute issues at the moment too. The continued wet weather through late spring and early summer has caused an unusually high number of defects for the time of year and additional resource is being deployed to address the backlog. The backlog of road-marking requests is also being addressed with additional resource.

The retention and recruitment of staff is an additional problem, with the worst affected area being our Civil Parking Enforcement team. We are proactively advertising the vacant positions at the moment.

There is also additional support for tackling the increasing issue of Ash Dieback across the county and an ongoing programme has been developed to remove the highest risk trees first.

Devon Citizens Assembly

We have recently held the first weekend of the Devon Citizens Assembly –part of the Devon Carbon Plan process. The Carbon Plan is being developed by the Devon Climate Emergency Response Group, a partnership of councils, emergency services, voluntary organisations and business groups. The group has set a target for Devon to be carbon-neutral (net-zero) by 2050 at the latest.

Hundreds of residents have already contributed to the Plan, however some of the issues that need to be solved are so significant that they need further discussion.

These issues are being considered, discussed and voted on by the 75-member Assembly before being added to the Carbon Plan, a public consultation will then be held, and the final Carbon Plan will be published and adopted next year.

Devon Vaccination Update

As of 25th July, more than 1.6 million doses have been given in Devon with three quarters of 18-24-year olds having their first dose, and more than a fifth have had both. Public Health England estimate that 60,000 deaths have been prevented nationwide as a result of the Covid-19 vaccination

programme. Devon vaccination centres have received incredibly positive feedback with 99% of those surveyed rating their experience as good or very good, with an average satisfaction rating of 4.95 out of 5.

Seaton & Colyton Traffic Group

The first traffic group meeting was held on 26th July and number of issues were raised and Steve Kelly is looking into them. To make the best use of our meeting time I would ask that day to day defects are reported using the online tool [Report a problem - Roads and transport \(devon.gov.uk\)](https://www.devon.gov.uk/roads-transport/report-a-problem)

This is the best way to ensure the defect is reported directly into our system and is dealt with as quickly as possible. If an issue is not resolved, then please raise it with me so I can follow up. I am planning to join Steve Kelly for a day next month getting out and about across the division to look at some of the defects and concerns you raise and to help understand the challenges faced particularly with budget constraints. I hope to make this a regular occurrence so that I have a full understanding of highways matters across the division.

Contact

You can contact me by email marcus.hartnell@devon.gov.uk

or by Mobile 07515 285 725

**EDDC Councillor report for Seaton Town Council meeting on 6 September
2021**

Report produced by Jack Rowland on 31 August 2021

Seaton specific subjects

Seafront Enhancement Scheme / Moridunum

Constructive discussions have been taking place between the Directors of Fosseyway Transitions Ltd and EDDC Officers and Ward members and the next meeting is due to take place on 1 September.

As readers may recall EDDC Officers will be putting a bid together for round 2 of the Levelling Up fund when the timescales for submitting a bid are known and will incorporate the Seaton seafront scheme provided an approved new planning application is in place to support the bid. Hopefully news will be available soon regarding submission of a new planning application. I have asked EDDC Officers, as part of the Levelling Up bid process, to also write up a report for a Plan B for funds for the seafront scheme if the Plan A bid fails for whatever reason. At this stage I cannot say more regarding my idea behind Plan B as this would have to be a detailed report to be considered initially by the EDDC Cabinet at the appropriate time. I feel that having a Plan B option is important as the Levelling Up bid will no doubt be in strong competition with other bids in the country and East Devon has been placed in Tier 3 of the bid priorities where Tier 1 is the highest priority.

Seaton Jurassic Centre

As you know Devon Wildlife Trust (DWT) served notice to break the lease and give EDDC 6 months notice that finishes on 17 September. At the same time DWT gave their tenant, Taste of the West, the same notice.

An Officer report was presented to Cabinet on 14 July following their previous May report and set out details of the legal situation and the assessment of the remedial works required that need resolving before a procedure can be put in place to invite any interested party to submit a tender. Unfortunately this also means that Taste of the West cannot continue due to the remedial works required and that EDDC would not be able to subsidise their lone occupancy of the building as that would mean EDDC being liable for the full rates that would exceed any rental income from Taste of the West.

At the 14 July meeting Cabinet approved £75K from the Asset Maintenance Reserve to appoint a specialist to undertake the investigatory works to remedy the defects so that any required works would be subject to a separate report and recommendation.

Seaton Hospital

As part of my role of chairing Seaton Area Health Matters (SAHM), I continue to have discussions with NHS Estates / Property Services regarding the longer term future of the site. When answers are provided to my latest set of questions I will arrange a meeting of the SAHM Steering Group to discuss the next steps.

Seaton Heights

I have been battling to make this derelict site more secure and to have the existing buildings demolished to reduce the fire risk and associated safety issues from people gaining access.

At long last there does seem to be some positive news as I have been informed that a new planning application (after a pre application had been considered by EDDC planning for comment) has been submitted and if approved then work will take place to demolish the derelict buildings will happen.

District wide subjects

Covid 19 - Business support

The various schemes that have been in place have resulted in EDDC paying £83m to help support businesses in the district. Those schemes are now closed, but EDDC is now formulating the policy and terms of reference for an Innovation and Resilience Fund for discussion at the 8 September Cabinet meeting in the anticipation that this fund will be launched in late September with a fund of £2m with a focus on recovery as opposed to just support.

Test & Trace Payment Scheme

Over the past 2 months we have been seeing a large increase in applications for these payments and the original budget set aside has been exceeded, but assurances received from Central Government that EDDC will be reimbursed

Public Toilet Review

The survey closes on 1 October and as a reminder for anyone that has not responded to date the survey can be accessed via www.eastdevon.gov.uk/publictoiletreview

An equalities impact assessment will be carried out as part of the decision making process on future provision.

Homeless numbers

For a number of reasons EDDC is seeing increasing numbers of people being declared homeless and the situation could worsen over the coming months as the embargo on private landlords being able to give notice to tenants who may be in rent arrears due to Covid 19 factors affecting employment finishes.

This has an effect on budgets as the cost of finding accommodation often means that B&B costs are incurred as no Council owned property is available and finding accommodation is a mandatory service.

Council Housing / Affordable Housing

Leading on from the last subject and in view of the current numbers of people on the waiting list the current administration is committed to trying to find solutions to providing more housing stock. As part of this commitment a report will be presented to Cabinet in the near future on the options available and associated costs as this subject needs to be viewed as a long term investment to assist people in our district.

Jack Rowland

EDDC Councillor – Seaton Ward

Portfolio Holder – Finance JRowland@eastdevon.gov.uk

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 September 2021
Item of business	21 COU 09
Details	Town Clerk’s Summary
Purpose of Report	To provide an update of the ongoing work of Seaton Town Council
Recommendations	It is RECOMMENDED that Members note the report and work log.

1. Introduction

As in previous months, Members are referred to the work log, detailing all completed projects and ongoing work and projects currently being undertaken by the Council’s officers and the current status of each. To assist Members, a summary has been provided below of **particular matters to note** since the last meeting. This is, of course, over and above the general day-to-day operational work being carried out to manage the Council’s assets.

2. Summary of matters to note

Qualifications:

- **CiLCA** - the Town Clerk has passed the Certificate of Local Council Administration qualification with the module relating to Local Council Management being awarded an exemplary submission. The benefit to the Council is that, as at the next elections, it will achieve the general power of competence.
- **RoSPA** - the Town Maintenance Officer has attended the 3-yearly RoSPA refresher training and taken the associated examination, to ensure the ongoing safety of the Council’s play parks.

Partnership Working:

- **Summer First Aid Station** – working in partnership with Re:Store (grant of £1,350), this popular and successful project has been funded and has now concluded for 2021 with a number of people being treated, thereby relieving pressure on Southwestern Ambulance.
- **Art Trail** – in partnership with local artists and the project management skills of Andrew Gwyn Davies who has voluntarily led this initiative, the Council has funded the second phase of the Seaton Art Trail which is well on the way to

completion with 4 new boards being installed in the week commencing 6 September and original installations underway also.

- **Water Bottle Refill Station** – working in partnership with EDDC (installation by EDDC contractors thereby saving the Council approximately £1,000) and SW Water (grant of £800), the Council is in the process of installing two water bottle refill stations - on the seafront and in Seafield Gardens.
- **Mayoral regalia** – working in partnership with Beer Men’s Shed, a new case has been made to protect the town’s mayoral regalia
- **Labyrinth board** – again, in partnership with Beer Men’s Shed, the finger labyrinth has been remade and the stand repaired.
- **Seaton in Bloom** - thanks to the input of local residents and businesses and the hard work of the Admin & Community Events Officer, the Seaton in Bloom competition was relaunched in 2021 and there will be a presentation for the winners on 9 September.
- **Planter sponsorship** – all available planters were sponsored by local businesses, thereby raising £1,088 towards future projects.
- **Sensory Garden** –in partnership with EDDC, a site has been agreed for the garden project and site visits undertaken. Officers are working in conjunction with EDDC and Re:Store to identify funding sources and assistance in kind for this project.
- **Welcome Back Funding** - work is being done with EDDC officers to secure up to £10,000 funding for new benches, bunting, planters and items for the sensory garden

Other projects:

- **Tourist Information Centre** – this has been successfully transferred from Seaton Jurassic and is being run by the Council’s officers from Marshlands.
- **Marketing & media engagement** – due to the efforts of the Deputy Clerk, assisted by Cllr Steven, the Council has received positive coverage of its projects, such as the first aid station and collaborations with the Beer Men’s Shed, in both print and other media including:
 - Spotlight
 - Radio Devon
 - Midweek Herald
 - ‘*East Devon Resident*’ Magazine
- **Allotments** – a new shed for plant and equipment swaps has been erected at the allotments along with the new picnic benches.
- **Community consultation** – this has now been undertaken and the results are being collated.

- **Cliff Field Gardens** – the Council has successfully supported the use of CFG for four Seaton Eats Boutique events and the Outdoor Cinema. A thorough review will now be completed to inform a future policy enabling the Council to generate income from this asset.
- **Jurassic Fibre** – the Council has entered into an agreement with Jurassic Fibre to install a data compound close to the footpath adjacent to the Martial Arts centre. Relevant searches and surveys are being completed and, subject to legal guidance regarding the lease document, the community will benefit from faster broadband and a sum of £12,000 will be paid to the Council in respect of the 15-year lease.
- **Youth Provision** –officers have liaised closely with Youth Genesis Trust Ltd to advertise the two youth worker vacancies and encourage applications. Once these posts have been recruited, the youth engagement service will commence in the autumn and help to inform future decision making.

Seaton Town Council Work/Project Log

Details	Officer/Cllr/Volunteer	Status	Action
Council Administration & Finance			
Interim audit 2021/22	JPM	Interim audit booked for 27 October 2021	Interim audit booked
Budget 2022/23	JPM	Proposals being worked on for presentation to F&GP in October 2021	Ongoing
Banking	JPM	Dual authorisation set up and, once payments approved, Clerk sets up payment and Chair of Finance confirms. Separate debit card account being set up.	DC account being set up.
2020/21 AGAR	JPM	RBS Rialtas scheduled to complete year end with Town Clerk on 5.5.2021. Internal auditor scheduled for year end audit on 12.5.2021. Query raised and answered	2020-21 accounts certified by the External auditor as in order with no issues to report.
Finance - general and ongoing budgetary reviews, in light of pandemic	JPM	All payments made and financial records up-to-date. Budget kept under regular review by Council. Budget quarterly review prepared for F&GP on 19 July and various virements agreed.	Budget report in advance of 2022/23 budget review due at September F&GP

Asset register (priority)	JH/JPM	Comprehensive review and update of the Council's Asset Register has been completed and assets owned by EDDC/DCC identified.	Approved and ongoing maintenance schedules and budgets being worked on
Website Accessibility	JPM	Compliance with Accessibility Regulations which came into force in 2020 to be checked. .Now incorporates the TIC.	Completed and a year after inception is regularly updated and working well.
Staffing	JPM	Staffing structure/requirements being reviewed in light of the results of the community consultation.	Ongoing
Welcome Back Fund	JPM	Approach made to EDDC regarding town centre circular bench and additional benches. Clerk liaising with EDDC funding officers and Streetscene to work to secure this funding for benches, sensory garden equipment, bunting.	Ongoing
Community Grants Scheme	JH	JH will be responsible for the Community Grants Scheme, promulgating the Scheme, checking applications as received and seeking further information where required. Applications encouraged via social media. Policy, application form and website updated to reflect amendments agreed on 5 July 2021 by Council	Ongoing

Members Code of Conduct	JPM	Under review. Update will be brought to Members when EDDC's updated code approved.	Ongoing.
Development of a corporate plan including a community consultation (priority)	JPM/Cllr Ledger	Draft consultation document agreed and input into survey monkey. Advertising posters prepared and ready to launch on 1 August. Community consultation launched on 1 August 2021 and concluded on 31 August 2021	Results being collated and will be presented to Members in September.
Asset strategy & transfer (priority)	JPM	Initial approach made to EDDC to establish a list of ownership of assets across the town. Response to asset consultation confirming that the Council was supportive in principle. Information on timeframes awaited. Also working on income generation generally and how that might be improved.	Response to consultation to public toilets to be agreed at Council on 6 September 2021
CCL Accounts	JPM	Research being carried out in order to prepare a paper re possibilities for investment	Ongoing
Local Council Awards	JPM	Report to Council to consider whether application should be made for Foundation Award status	Report to September meeting
Community consultation on public toilets	JPM	Response to be submitted	Report to September meeting
Staff & Member Training/Seminars			
Introduction to Local Government Administration (ILCA)	JH	Booked	Ongoing
Legionella Training	JPM/JH/PT	Online training booked.	Ongoing

Facilities Management & Maintenance

Buildings (inc TIC)

Marshlands-redevelopment/maintenance (priority)	JPM/JH	Prior to commissioning a feasibility study, as resolved by Council in July 2020, a formal request has been made to DCC to seek their views on the overage provisions binding the use of Marshlands and whether these might be waived or amended. DCC responded on 13.10.2020. Members looking at the short, medium and long term plans for Marshlands. Valuation of the site for all purposes has been received. Response to enquiry on planning uses received. EPC report received and circulated. One tenant has vacated. Others to vacate over next few weeks. Trades set up to come in and quote for the works to the front offices of the building to make ready to relaunch the TIC from there.	Two contractors so far have visited and are preparing quotations for the works to the seafront side of building to make it fit for TIC and Council offices. Planning agents instructed re change of use. Tenants will all have vacated by 8 September 2021.
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<p>Tourist Information Centre (priority)</p>	<p>JPM/TIC Working Group</p>	<p>JPM and Cllr Haggerty, as Chair of TIC Working Group, met with Richard Drysdale too discuss TIC and matters of tourism generally on 25/9. Regular catch ups between TIC and JPM will be arranged. Quarterly reports received from DWT for Q1 & Q2 and circulated. DWT announced their withdrawal from Seaton Jurassic. Alternative means of providing TIC being considered. Council has taken the TIC back in house and arrangements have been made to divert to STC all calls, emails etc from TIC website. Regular updates to Members on level and nature of enquiries.</p>	<p>TIC currently busy with enquiries, particularly in person and by telephone. Quotations awaited for works to new TIC seafront location once tenants vacate. New signage procured and temporary alterations made to signs.</p>
<p>Marshlands - Business Rates</p>	<p>JH</p>	<p>In light of the nature of the building and the somewhat confusing valuation previously carried out, JH is liaising with the VOA and preparing a comprehensive plan of Marshlands and the various obligations for business rates, particularly in light of the recent vacation of the tenants.</p>	<p>Ongoing</p>
<p>Covid Safety - Marshlands</p>	<p>HJ</p>	<p>Track & Trace procedures set up by HJ and agreed with tenants in order to comply with new Government guidance. The guidance is being kept under review and risk assessments will be updated according to new regulations and easing of lockdown restrictions.</p>	<p>Ongoing</p>

Town Hall - Gateway	JPM	Lease considered and the respective obligations of STC as landlord and Gateway as tenant established. JPM in discussions with Gateway trustees re lease and ensuring all safety aspects are in order. JPM met with Cllr Hartnell. Outstanding monies due to 31 March 2021 identified and Gateway advised. Meeting on 11 June 2021 with Trustees. Cllrs & officers met with trustees to discuss lease and consider possible ways forward. Quotation sought from Tozers to deal with variation to lease.	JPM - ongoing discussions re lease. JH working with Gateway team to ensure H&S compliance. Report to September Council
Town hall - Museum	JPM	Meeting with trustees	Ongoing
Town Hall - survey	JH	Three survey quotes received to assess repairs to TH in short, long and medium term. Wessex Surveyors instructed and survey carried out on 17 March 2021. Survey completed. Paper to be brought to Council on 21st June.	Completed and schedule of works being considered
Play parks, open spaces & other land			
Allotments	HJ	Inspection carried out by HJ & JM in March. Annual invoices including water fees and updated tenancy agreements sent out along with questionnaire regarding the purchase of picnic benches and a shed from allotment funds for a communal area. 41 names on the waiting list. Picnic benches now ordered and will be installed by PT when capacity	All allotments now occupied. Shed erected.

		permits. Benches now installed. Shed ordered and awaited.	
Cliff Field Gardens	JH/JPM	PT continues the ongoing maintenance of the benches. Tap at bottom of gardens now disconnected and SW Water have confirmed it has been disconnected and final bill now paid. The labyrinth boards are in poor condition therefore Beer Mens Shed approached regarding repair/replacement. Approaches received from individuals and organisations for the use of CFG. Labyrinth boards being repaired and reinstalled by Beer Men's Shed.	Use of CFG as an events venue being trialled and policy being developed to be brought to Council in October.
Seaton Down Hill - refreshments van	JPM	Requests received from two potential traders and will be considered once policy agreed	Ongoing
Underfleet	JPM/PT	PT identified tree works in Underfleet. JPM notified EDDC on 29 June and EDDC officers due to inspect and take such action as is necessary. Tree works completed by EDDC. Trampoline springs repaired.	Ongoing

Footpaths	HJ	Grant application to Devon County Council has been submitted. HJ will continue to liaise with footpath wardens throughout the year regarding any maintenance issues. Recent inspection by volunteer footpath wardens concluded that footpaths in good order with no issues to report.	Ongoing.
Tree Warden	HJ	HJ spoken to EDDC and obtained criteria for recruiting a volunteer Tree Warden for Seaton.	Approved by Council on 26.4.2021
Rewilding	HJ	Proofs received for signs and these will be installed at SDH and Underfleet. Signs received and now installed.	As such positive feedback has been received further sites to be identified.
General amenities			
Repairs, replacement and painting of planters and benches in the town	PT	Ongoing as required.	Ongoing
Projects & Events - ongoing & future possibilities			
Progression of Seafront Enhancement Scheme (priority)	All Cllrs	11.9.2020 - Planning Agents instructed. Awaiting contract. JPM Chased on 11/9, 25/9, 19/10 and 26/10. PP no longer live. Response awaited from EDDC's project management team regarding any possible way forward. Ongoing discussions with EDDC as to resubmission of existing planning application and whether a mirrored	Response awaited from EDDC.

		scheme would be appropriate, funding and other matters. Holding response received from EDDC.	
Water re-fill station - seafront	JPM	Water station received in mid May (delayed in Suez canal!). Licence agreed and received. Liaising with EDDC & A&S Kingdon re any further action/survey required due to freestanding nature of station. Looking at alternative possibilities at Marshlands and Seafield.	EDDC agreed to install and maintain and it is hoped this will take place in early September.
Water Fountain - Seafield Gardens	JM	Report to Council to agree location for second refill station. Clerk met with EDDC engineer and streetscene officers to discuss location and agreed that next to path between clock and pond would work well in terms of useage and water supply. EDDC agreed to install and and maintain.	Further grant of £800 received from SW Water. EDDC agreed to install and maintain. Installed w/c 30 August.

<p>Summer Weekend First Aid Station</p>	<p>JH</p>	<p>Agreed under delegated powers and being implemented as from 3 July 2021. Grant funding for 50% of cost agreed by ReStore and further funds being sought from locality budget, SWW and Council will make up any shortfall in cost.</p>	<p>Publicity done and by and large positive feedback received from other stakeholders in the town. Report will be brought at its consultation advising on use of the station etc. Station extended to cover Seaton Carnival and Classic Car Show dates. Report will be brought in due course.</p>
<p>Telephone Kiosk at Seaton Hole</p>	<p>PT (Maintenance) /Cllrs/JPM</p>	<p>Paper to be brought to Council in due course</p>	<p>Steer sought from Council - 1.3.2021</p>
<p>Town Art Trail (priority)</p>	<p>AGD/JPM/DL</p>	<p>The new Art Boards at Marshlands have been well received. JPM meeting with AGD w/c 28 September to discuss ways forward and action required. JPM & Cllrs Ledger & Briggs met with AGD and artists on 9/10/2020 to discuss possibilities and budgets required to take forward. AGD is liaising with owners, including EDDC and permission being sought for installations. Mock ups of work prepared. Meeting with EDDC Green Spaces Officer. In principle, agreement</p>	<p>AGD has taken this forward and first 4 new boards prepared and ready for installation. Direct installations in progress.</p>

		for locations given. Liaison with EDDC officers over artworks ongoing. Clerk to meet with AGD shortly.	
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Town Marketing	JH/JPM	Short film commission to be used for the website, the NEC Travel Show and general marketing purposes.	Commissioned and due in early September
Town Guide or Town Map or alternative	Marketing Working Group	Considered by Council on 5/10/2020. Was agreed not to produce TG in its current format for 2020/21 and for the Marketing Working Group to consider the Council's print and marketing strategy in its entirety and recommend a way forward.	Ongoing
Sourcing/design of new banners for town	JPM/Cllr Ledger/Cllr Briggs (with assistance from AGD)	Research to be done and brought to Council. Possibility of a fallow year for 2021 whilst lamp posts being painted etc and possible tie-in with Art Trail considered and proposals brought to Council in due course. Council agreed not to replace the banners in 2021 with a view to reinstatement in 2022	Ongoing

		with potentially new designs as part of Art Trail.	
Sensory Garden	JPM	<p>Proposal by Cllr Briggs considered by Council on 5/10/2020 Agenda. Budget agreed. HJ looking into suitable locations and products & materials. Site identified in CFG. Research into this project ongoing. Town Clerk met EDDC officers at Seafield on 20 July to discuss a joint project and further site visit in early September. Site agreed next to play park. Clerk approached Sensory Trust and local landscape designers for initial advice. Potential funding available from Re:Store, DCC Connect Fund (Re;Store made application for this purpose, possible application of CIL funds and also Welcome Back Fund.</p>	Ongoing. Further site meeting with EDDC on 8 September

Floral Display Sponsorship	JH/Promote Seaton	Quotes obtained re signage and sponsorship fees revisited. Council to consider whether to revisit scheme for 2021	All planters now sponsored and invoiced. Signs received and now in situ. £1,100 revenue received from sponsorship. Will be reviewed in Autumn.
Seaton in Bloom	HJ	This event is now being advertised and application forms available with judging due in mid July.	Closing date now passed and judging done. Winners notified. Presentation for winners with Councillors arranged for 9 September.
SW in Bloom	HJ	HJ to investigate and report to Members in light of judges' comments on last entry and Cllrs discussions earlier in the year. Ongoing. More posters being put up. Midweek Herald advertisement was expensive and so discounted.	To be revisited during budget planning process, as to investments Council may wish to make in 2021 or 2022
Firework Display 2021	JH/Cllrs Singh & Haggerty with Promote Seaton	Budget request placed as part of budget setting for 2021/22 and Cllrs Singh & Haggerty researching this. JH assisting. Site visits carried out by two companies. Report to be brought to Council. Report to Council 5.7.2021.	Agreed in principle. Permissions being sought.

Cleaning of seawall	JPM	F&GP approved up to £10k expenditure from EMR to clean sea wall - 19.7.2021	EA approached for consent and confirmation received from them as to their requirements in terms of testing/ method statements etc. Quotations sought. Site visit carried out with one contractor on 26 August 2021. Three other approached so far and have declined due to unavailability/inability to take on a job of this nature.
Promoting tourism in Seaton	JH/Cllr. Haggerty (Chair)/Regular attendance by several other Cllrs.	JH will attend Promote Seaton minutes and assist with agendas and minutes and keep JPM updated of the work of Promote Seaton in order that reports may be brought to Council, as the Clerk considers appropriate on items the Council may be able to support. 5 page advertisement published in Coach UK -November edition. Monthly updates to Council.	Ongoing

Travel & Tourism Show	Cllr Haggerty	Cllr Haggerty will be attending the show in March on behalf of STC to promote Seaton. Backdrops are being sourced for the stand. JPM & Cllr Haggerty met with both Seaton Tramway and Seaton Jurassic in September.	This has been postponed until September 2021 due to Covid restrictions. JH is arranging photos and stand design.
Markets	HJ	HJ is researching the issue of market for Seaton and a comprehensive report will be brought to Members in due course.	Ongoing
Youth Genesis	JH/Councillors	Cllrs had a meeting with Youth Genesis on 30.11.2020. Proposal received. Service Level Agreement finalised and recruitment underway with a view to the project starting in August.	Start delayed to widen recruitment.
Young Car Enthusiasts	Cllrs	Informal Zoom meeting arranged with Councillors, police and local youngsters regarding meeting with cars Underfleet. Further meeting to be arranged.	Ongoing

COMPLETED PROJECTS

Word Press training	JH	New staff will attend training with Blaze on 6/10 so they are able to assist in keeping the website updated.	Completed
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Seaton Coronavirus Community Group	JPM	As the Re:Store CIC has now been established an set up its own bank account, Authority has been sought from the DCC Covid-19 Prompt Action Team to transfer the grant funds received to Re:Store to administer and report on. This was granted and the funds transferred.	Completed
Outdoor Cinema Event	AGD with Cllrs volunteering as stewards	The outdoor cinema event for Seaton Coronavirus Community Group volunteers on 11/9 was a great success.	Completed
Secure emails	Cllrs	Arrangements made and should now be in use by all members and officers who access STC business remotely. A new planning email has also been set up.	Completed
Covid-19 social distancing signage for the town centre	PT	In liaison with EDDC officers implementation Covid-19 safety signage around town	Completed
Removal of bunting and banners	PT/Harcombes	As is customary at the end of the summer season these are scheduled for removal. Union flags will also be removed.	Completed
New IT Provision	JPM/HJ	New PC and associated equipment supplied and installed by Core IT in Office 2 on 28 September	Completed
Seaton Down Hill	PT	Benches there have been cleaned and repainted	Completed
Cleaning of offices and communal areas	HJ	New cleaner employed-Seaton-based - K's Cleaning. Two thorough cleans were carried out initially of the whole building, to make up for the months when we were without a cleaner and going forward, Kay will do 4.5 hours a week at £15 per hour.	No further action required

Allotment Notice Board	PT	Due to the recent demise of the allotment notice boards, PT has upcycled the large notice board that was stored at Marshlands and not being used and is installing it at the allotments.	Completed
Keys	JH	JH identified and logged all keys and all stored safely and logged in key cabinet in assistant's room.	Completed
Martial Arts Club - Gates	PT/Cllr. Singh	Cllr Singh will discuss with Pink Hippos and then padlock and, if vandalised again, PT will arrange to permanently shut it up.	No further action required at this stage
AGAR 2019/20	JPM	Accounts signed off by external auditor (PKF Littlejohn) for 2019/20.	Completed
Pay roll	JPM	After a delay, due to Covid-19, payroll has now been transferred to EDDC as from October 2020.	Completed
New Member Training - DALC	New Cllrs	Training booked for 20 & 21/10/2020	Completed
Coach UK Magazine	JPM/Cllr. Haggerty	5 page editorial and advertisement agreed and published in the November edition	Completed
PAT testing	JH	After much chasing an alternative contractor identified and all of the Council's electrical appliances tested on 3.11.2020	Completed
Remembrance Day	HJ	HJ to arrange wreaths and liaise with key players regarding attendance to ceremonies, in November	Not due until Nov 2021
Art Trail Postcards	JPM/AGD	Approved by Council on 5/10/2020. Printed and distributed by AGD	Completed

Outdoor Gym Equipment	JPM/HJ	5/10/20 - Council approved purchase of equipment from CIL funds, subject to a two week consultation via social media, regarding location. Consultation completed. Results - 26 positive/5 would prefer an alternative location but, in the main, are glad it is being reinstalled. EDDC instructed to place order for supply and installation.	Installation completed on 3.11.2020
Mid-year internal audit 2020/21	JPM	Completed with only minor observations. Reported to Council on 7.12.2020	Completed
Risk Register/Risk Management Policy Review	JPM	Review of Risk Management Policy & risk register completed. Report to Council for approval 7.12.2020	Completed
Youth First - NALC Seminar	Cllr.Ledger	Booked for 17.11.2020 in Frome	Completed
First Aid Training	JH/HJ	Online training booked	Completed
Purchase of new picnic benches for Elizabeth Road	HJ	Ready to order from Marmax products once a delivery date has been agreed.	Ongoing
Purchase of new barrier baskets for railings outside the new Hub	HJ/PT	Phil painting railings in blue then HJ will order flower baskets. John Widger to plant and maintain	Ongoing
2021-22 - Budget planning	JPM	Draft budget 2021/22 prepared. Considered by F&GP on 19/10/2020 and 16/11/2020. Final consideration on 14.12.2020	Approved by Council 21.12.2020. Claim to EDDC submitted. Completed.
Electrical Inspection (EICR)	JH	Mandatory 5 year inspection started on 6 November. To be completed in later November.	Completed

Policy reviews	Various	H&S Policy, Memorial Bench Policy, Standing Orders, Financial Regs, Risk Register & Policy all reviewed and updated	Approved by Council - 7.12.2020
Elizabeth Road Play Park - goal posts	PT/HJ	New goalpost approved by Council 9.9.2020. GB Sport & Leisure engaged to supply and fit. PT has imported 2 tonnes of additional soil to prepare the ground. Three new picnic benches ordered (HJ)	Installed goalposts on 27.11.2020. Completed.
Christmas Lights Virtual Switch On Event	PT/HJ/JH	6.9.2020 - HJ & JPM met with Eleanor Carr (Seaton Eats) and June Millman (Majorettes/Carnival) to discuss possibilities, in light of Covid restrictions. Agreed to review in early October. However, 'rule of 6' subsequently implemented and so was decided that a switch on event would not be possible in 2020. New 3 year contract entered into with LITE and additional lights purchased. Christmas trees erected and lights installed. JH working with Cllr Haggerty to co-ordinate the best dlights competition.	Virtual switch on 4.12.2020
Health & Safety Review	JH	Comprehensive H&S review of Marshlands carried out by JH - noticeboard, COSHH cupboard, fire safety log book, signage and training arranged. Buildings H&S risk assessment carried out by JH and reported to Council.	Ongoing
Legionella testing	JH	Approve by Council on 2.11.2020. Done and risk assesement received.	Completed

Underfleet Play Park	PT/JPM	Recent repair to lilly basket not satisfactory. Raised with HAGS in early August and a site visit requested. PT met on site with HAGS Head of Contracts on 14/9 who agreed with his assessment and agreed to report back to his team. JPM chased this up on 25/9 and 7/10. On 19/10 HAGS agreed to replace whole unit. Delivery time approx. 5 weeks. HAGS chased on 30.11.2020	HAGS finally completed repairs to the Lily basket. Completed.
Fire Warden Training	JH/HJ	Online training completed	Completed
Review of grounds maintenance contracts	HJ/JPM	Contract now awarded to John Widger for a further three years.	Completed
Smoke detectors	JH	All being replaced. Booked for 15.1.2021	Completed 22.2.2021
Town Hall - replacement doors	HJ	Doors have been repaired by Door Care South West	Completed
Red Arrows	Cllr Bowman/Promote Seaton	At Council on 9/9 it was acknowledged that this event would take sometime to plan. Cllr Bowman is working on preparing a comprehensive report on this future possible event. After some investigative work by Cllr Bowman, it appears that this is not viable in the immediate future.	Completed
Seaton Down Hill	PT	New bench has now arrived and was installed on 7.4.2021	Completed

Painting of lamp posts (part of priority 1)	JPM/HJ	JPM chased on 24/8, 14/9 and 22/10. Response received from DCC on 23/10/2020 stating that STC could progress painting. JPM raised questions on 27/10 as to whether any columns would be replaced as a result of the roll out of new LED lighting so as to avoid unnecessary works to lampposts being replaced. DCC have responded saying this may be the case but any such replacement is unlikely to be for at least 12-18 months. Contractors instructed accordingly but works unlikely to start until the new year now, due to weather.	Completed - May 2021. Request made to DCC seeking reimbursement.
Insurance	JH	Comprehensive quotations obtained for 2021/22.	Completed for 2020/21
Sea Hill Telephone Kiosk	JPM	Proposal for STC to adopt this kiosk and integrate it into the Art Trail.	This idea not taken forward as could not be used as part of Art Trail as BT would only permit a defibrillator.

Repairs to the brick flower bed on the seafront (part of priority 1)	HJ/Cllr. Bowman	JPM approached DCC Highways, who advised that the matter be raised at the next Seaton & Colyton Traffic Meeting to gauge views and consider possible solutions. Bricks now cleaned by Town Maintenance Man and Fishman's Gap end to be rebuilt (w/c 12/4/20210) Cllr Wood sought support of Cllr Shaw for reimbursement by DCC for the repair work. Long term solutions being considered and report will be brought to Members in due course.	Completed. Request will be made to DCC seeking reimbursement
Painting railings (part of priority 1)	Cllrs/volunteers	Over three weekend in May and early June councillors and volunteers have painted many of the town's railings	Completed
Committee Terms of Reference Review	JPM	These will be reviewed as the respective committees meet and brought to Council for approval in due course.	Reviewed and adopted at AGM on 4 May 2021
Asbestos Report	JH	Two quotes been obtained. A third being sought. Contractor instructed and survey carried out. Report received and circulated; no works required.	Completed

Policy Reviews	JPM/HJ/JH	Ongoing review of existing policies and identifying where new ones needed. All relevant policies reviewed and adopted at the AGM on 4 May as required by the Council's Standing Orders.	Up-to-date. New policies and annual reviews will be brought to Council for approval as and when.
Elizabeth Road Play Park - new goals, benches and gate mechanism	PT/HJ	New goalpost installed on 27.11.2020. Picnic benches have now arrived and have been installed. Gate mechanism now replaced.	Completed
Consultation on leisure facilities	JPM	Request circulated to Members for their opinions. Response awaited. Draft response prepared by town clerk and approved by Council and sent on 21.6.2021	Completed
New planters outside The Hub	HJ	New planters for the railings by the hub have now been installed and planted	Completed
Website	JPM	The website is being kept up to date. Possible plug-ins are being looking into ensure compliance with the new Accessibility Regulations that have recently come into force. HJ/JH will check regularly that there are no accessibility issues and, insofar as possible rectify accordingly. PDF reader plug in added. This has been operating effectively for a year now and is updated regularly. It now incorporates the TIC	Completed and a year after inception is regularly updated and working well.

Shop Front Grants Scheme	JH	JH has taken this over to assess applications as received and will seek any missing information. Complete applications will be brought to Council for consideration as received. So far, 10 applications have been approved and paid out, 2 approved with payment pending and 1 for approval. Report to Council on 21 June 2021 when it was agreed that the scheme would close from 19 July 2021 and a press release issued regarding its success.	Closed on 19 July 2021 when Covid-19 restrictions ended.
Civic Regalia	JH	Costings obtained. Mayoral chain now refurbished and new Mayor added. Roll of Honour in Council Chamber updated. Beer Mens Shed have completed new case	Completed
Certificate in Local Government Administration (CILCA)	JPM	Registered 25.9.2020. Unit 1 of 5 passed on 16.11.2020. Unit 2 -4 passed on 8.8.2021. Final unit passed 20.8.2021	Completed.
Utilities	JH	JH will look at competitive quotes for gas and electricity as and when the existing contracts come to an end in 2021. Further 1 year contract agreed under delegated powers for ratification at September meeting.	Completed
Seaton Webcam	JH	Webcam for the website to be provided by Chris Pickles	Completed and embedded on website

Cyclefest 2021	HJ	The organisers have advised that the provisional date for the 2021 event will be either 4 or 11 July. Update - due to the 18 month road closure on the seafront, an alternative route has been identified. Postponed until September 2021 due to pandemic.	This is not going ahead in 2021.
RoSPA Training	PT	Completed 3-yearly two day refresher training and exam to ensure up-to-dat with all current legislation	Completed

**Minutes of the Planning Committee
Meeting on Monday 5 July 2021**

Present:

Chairman: Cllr M Hartnell

Councillors: M Macaskill, J Russell & D Wright

Officers: Planning Committee Clerk

Public: Six members of the public were present

42. Apologies for absence

Apologies were received and accepted from Cllr Beer and Cllr Ledger due to personal commitments.

43. Declarations of Interest

Cllr Hartnell declared a personal interest as a Councillor with Devon County Council (DCC) and East Devon District Council (EDDC).

44. Minutes of the Planning Committee meeting held on Monday 21st June 2021

The Committee **RESOLVED** to agree the minutes of the meeting held on 21st June 2021.

(moved Cllr Russell; seconded Cllr Macaskill)

45. District Council Members

It was formally noted that the participation of those Councillors, who are also members of the East Devon District Council, in both the debate and the subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

46. Environment Policy

Members are reminded that in reaching decisions they should take into consideration the Town Council's Environment Policy that the Planning Committee will consider sustainability, environmental impact and biodiversity when commenting on planning applications in Seaton.

47. Public Question Time

Mr Bernard Hanson spoke on agenda item 13, planning application 21/1101/FUL, stating he objected to the application. Mr Hanson said he objected to the application when it first came before the committee on 4th May 2021 and after looking at the amended plans they had not overcome any of his objections stated on 4th May. Mr Hanson said the dormer window on the rear elevation should be a Velux window which would be in keeping with other residencies in the road. He raised objections regarding the size of the proposed studio in the back garden saying it was the size of a small bungalow. It would spoil the environment enormously and included the provision of an access point from the back garden onto a path leading from Beer Road, through Ryalls Court to Marlpit Lane which has never existed before. Mr Hanson said he thought the studio/office in the back garden had the potential to be used as a holiday let along with the accommodation on the first floor and the attic space.

Mrs Thelma Clarke spoke on agenda item 13, planning application 21/1101/FUL, stating she objected to the application. Mrs Clarke said she was the owner of the bottom flat at 36 Beer Road. She said she had sought legal advice concerning the application as both herself and the applicant own the freehold and the lease of the property. Mrs Clarke had been advised that she can refuse to allow the insertion of any windows going into the roof as if anything went wrong with them there would be complications as both she and the applicant are freeholders of the property. Also, if the proposed office in the garden was used by anyone apart from the person living in the flat it would be against the lease. Mrs Clarke also said there has never been a back entrance into the garden for all the years she has known the property and she had concerns regarding the size of the proposed studio/office and the effect it would have on the environment.

Mrs Wendy Bowdrey spoke on agenda item 13, planning application 21/1101/FUL, stating she objected to the application. Mrs Bowdrey raised concerns that firstly the proposed structure in the garden was going to be used as sleeping accommodation. This was then changed to office accommodation and now on the submitted amended plans the building was referred to as studios. The applicant had sent a letter to neighbouring properties stating that this was not their primary dwelling but the applicant and her husband were wanting to come down to the property more often to work. Mrs Bowdrey said the proposed structure in the garden covered two thirds of the part of the rear garden which belonged to the applicant. It appears on the location plan submitted with the application that the applicant owns the front garden but they do not. They only own the back section of the rear garden.

48. Amendment in the order of business

Cllr Macaskill proposed and the Planning Committee agreed to change the order of the meeting to allow agenda item 13 to be considered next.

Cllr Macaskill proposed and the Planning Committee agreed to suspend Standing Orders so that agenda item 13 could be considered next.
(moved Cllr Macaskill, seconded Cllr Hartnell)

Applications for consideration:

49. 21/1101/FUL

Mrs Jo Beckett

**Flat 2 Stanmore, 36 Beer Road,
Seaton EX12 2PG**

Amended plans for consultation. These amendments relate to The Scheme has been amended to remove the front dormer window and replace it with rooflight, and reduce the size and design of rear dormer window.

Discussion took place around:

- Members thought that the home office/studio in the garden should have a Change of Use planning application submitted for it as it will be primarily used as an office/studio and therefore an application for a Class E – Commercial, Business and Service use should have been submitted which would cover the proposed use of this building. Therefore, two separate planning applications should have been submitted for this proposal.
- Members thought the size, scale and mass of the office/studio did not relate well to their context. The applicant only owns half of the rear garden and the building appears to take up half of their part of the garden. This would be overdevelopment of the plot and would make the building appear cramped and out of keeping with the surrounding area.
- Members noted the replacement of the juliet balcony with a dormer window. They said this was still out of keeping with the surrounding properties and the juliet balcony should be replaced with a Velux window which would match and be more in keeping with existing properties.
- The submitted plans show a new access point from the rear garden onto a path leading from Beer Road, through Ryalls Court to Marlpit Lane. There has never been an access point from the garden onto this path. The new access would lead onto publicly owned land which is not in the control of the applicant. Members wondered why this access was required now as it had not been needed in the past.
- Members stated that if permission were to be granted for this application, they would like conditions attached to the granting of planning permission that the office/studio was retained as a home office/studio only for use by the owners

and would not be used for overnight accommodation or any other commercial use. Also, if permission were granted Members would like to see the office/studio built to the highest energy efficiency rating and that all materials used were sustainable and locally sourced. This would comply with the recently adopted Town Council Environment Policy.

The Committee **RESOLVED** to object to the application on the grounds of:

- The home office/studio should have a Change of Use planning application submitted for a Class E – Commercial, Business and Service use as it appears that more than one room will be used for business purposes.
- The size, scale and mass of the office/studio did not relate well to their context. Over half of the applicants' portion of the garden would be taken up by the home office/studio which was overdevelopment of the site and out of keeping with the surrounding area.
- The Juliet balcony should have been replaced with a Velux window, not a dormer window which would be more in keeping with existing properties.
- The inclusion of an access point from the rear garden as there had not been one there before and it would lead onto publicly owned land which was not in the control of the applicant.
- If permission were granted for the application Members would like to see conditions imposed that it was used only as a home office/studio by the applicant and their partner and not used as holiday/overnight accommodation or any commercial use and that the building was built to the highest energy efficiency rating and local sourced sustainable materials were used in the construction of the building.

(moved Cllr Hartnell; seconded Cllr Wright)

50. 21/1470/FUL

Mrs Lynda Windsor

**Baycliffe, East Walk, Seaton
EX12 2NW**

Insulation of the front elevation and part of the east side elevation with alterations to the cladding and fenestration.

The Committee **RESOLVED** to propose no objection to the application.
(moved Cllr Macaskill; seconded Cllr Russell)

51. 21/1598/FUL

Mrs Vivian To

**7A Poplar Tree Drive, Seaton
EX12 2TW**

Single storey front extension with tiled roof over; replace PVC rear conservatory with brick built conservatory with flat roof.

The Committee **RESOLVED** to propose no objection to the application.
(moved Cllr Hartnell; seconded Cllr Macaskill)

**52. 21/1672/FUL Mr & Mrs Gibson 16 Townsend Avenue, Seaton
EX12 2BE**
Single storey side extension,
addition of front porch, enlargement
of front roof dormer, enlargement of
driveway.

The Committee **RESOLVED** to propose no objection to the application.
(moved Cllr Hartnell; seconded Cllr Wright)

**53. 21/1640/FUL Robert Oldfield 2 Springmead, Colyford Road,
Seaton EX12 2SN**
Construction of single storey front
extension to extend garage and
creation of porch.

The Committee **RESOLVED** to propose no objection to the application.
(moved Cllr Wright; seconded Cllr Russell)

**54. 21/1676/FUL Mr I Cawthorn 52 Scalwell Lane, Seaton
EX12 2DJ**
Single storey rear extension and
conversion of roof space to
habitable use to include a rear
dormer and two side rooflights.

The Committee **RESOLVED** to propose no objection to the application.
(moved Cllr Hartnell; seconded Cllr Russell)

55. 21/1304/FUL Rev Anthony Cockram 1 Hillymead, Seaton EX12 2LF
Replacement of existing terrace
and erection of retaining wall to
enlarge lawn.

The Committee **RESOLVED** to propose no objection to the application.
(moved Cllr Hartnell; seconded Cllr Wright)

55. 21/1473/FUL Mr Tom Badham 15 York Road, Seaton EX12 2PG
Change of use from storage and
distribution (Use Class B8) to

dwellinghouse (Use Class C3) and associated building operations to create 1 x 1-bed house (retrospective).

Discussion took place around:

- Concerns were expressed about whether the bedroom met the minimum size for a double bedroom.

The Committee **RESOLVED** to object to the application on the grounds of:

- The bedroom looks very small for a double bedroom and Members were concerned that the room did not meet the minimum size for a double bedroom.

(moved Cllr Hartnell; seconded Cllr Macaskill)

57. Planning Comments

Comments to be circulated in respect of application 21/1101/FUL and 21/1473/FUL.

58. Decisions

To note planning decisions made by East Devon District Council:

- a) **21/1214/FUL – 17 Ryalls Court, Seaton** Side single storey extension to provide enlarged study – **APPROVAL** – standard time limit.
- b) **21/1124/PD20A – Kings Court, Harbour Road, Seaton** Prior approval of construction of additional top floor providing 5no. dwellings (Resubmission 20/2874/PD20A) – **PD20A Prior approval refused.**

The meeting closed at 6.27pm.

Signed _____

Dated _____

**Minutes of the Planning Committee
Meeting on Monday 19 July 2021**

Present:

Chairman: Cllr M Hartnell

Councillors: D Ledger, M Macaskill, J Russell & D Wright

Officers: Planning Committee Clerk

59. Apologies for absence

There were no apologies for absence received.
Cllr Macaskill was absent.

60. Declarations of Interest

Cllr Hartnell declared a personal interest as a Councillor with Devon County Council (DCC) and East Devon District Council (EDDC).

61. Minutes of the Planning Committee meeting held on Monday 5th July 2021

The Committee **RESOLVED** to agree the minutes of the meeting held on 5th July 2021.
(moved Cllr Wright; seconded Cllr Russell)

62. District Council Members

It was formally noted that the participation of those Councillors, who are also members of the East Devon District Council, in both the debate and the subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

63. Environment Policy

Members are reminded that in reaching decisions they should take into consideration the Town Council's Environment Policy that the Planning Committee will consider sustainability, environmental impact and biodiversity when commenting on planning applications in Seaton.

64. Public Question Time

No members of the public were present.

Applications for consideration:

65. 21/1764/VAR

Mr McLean

**11 Newlands Park, Seaton
EX12 2SF**

Variation of conditions No. 2 (Approved Plans) and No. 3 (Materials) of planning permission ref: 21/0140/FUL to allow for an amendment to the exterior materials.

The Committee **RESOLVED** to propose no objection to the application.
(moved Cllr Hartnell; seconded Cllr Russell)

66. 21/1826/FUL

Mrs Alyson Hogg

**Bay View, Highcliffe Close,
Seaton EX12 2QA**

Rear & Front extensions, proposed first floor addition and general re-modelling of facades.

Discussion took place around:

- Most of the properties in Highcliffe Close are bungalows or chalet bungalows. None are two storeys high apart from Highclyffe Court which is an older building converted into flats.
- In the Design and Access Statement it says there are a variety of building forms and styles which they are comparing the proposed structure to but they are all in a different road and on much larger plots.
- The dwelling would be overbearing and out of keeping with the character of the streetscene in Highcliffe Close.
- Planning application approved in 2015 had a condition stating that no windows or other openings will be allowed in the east elevation to protect the privacy of adjoining neighbours. The extension granted permission in 2015 has been built with a window in the east elevation which has breached this condition. The Committee requested that the Enforcement Officer at East Devon District Council is asked to investigate this to see if a breach of condition has occurred.
- The proposed dwelling would block and have a negative impact on the neighbour's rights to enjoy natural daylight during the early evenings. There would be a negative impact on the neighbour's rights to privacy and therefore the development would adversely affect the amenity of occupiers of adjoining residential properties.
- Possibility of additional light pollution for the nocturnal environment.
- Concerns about limited parking facilities at the dwelling as there are already existing parking issues in Highcliffe Close mainly in front of the residential/holiday flat block and also the turning/access area in front of Gazebo.

- Concerns were raised that some trees have been pruned which have a Tree Protection Order on them without permission being sought from the district council.
- It appears that work has already started at Bay View. If this was for the application granted approval in 2015 the time to commence the work will have lapsed as the development permitted should have begun before the expiration of three years from the date of the granting of permission. This would have breached the conditions of the granting of approval of the 2015 planning application.

The Committee **RESOLVED** to object to the application on the grounds of:

- Out of keeping with the character of the area as there are mainly bungalows and chalet bungalows in Highcliffe Close.
- Comparing the proposed development with similar developments in the surrounding area, but they are on a different main road, not a close, and are on much larger plots.
- Planning application approved in 2015 had a condition stating that no windows or other openings would be allowed in the east elevation. The extension has been built with a window in the east elevation breaching this condition. Would the Enforcement Officer at East Devon District Council investigate this to see if a breach of condition has occurred.
- The proposed dwelling would block and have a negative impact on the neighbour's rights to enjoy natural daylight during the early evenings. There would be a negative impact on the neighbour's rights to privacy and therefore the development would adversely affect the amenity of occupiers of adjoining residential properties.
- Possibility of additional light pollution for the nocturnal environment.
- Concerns about limited parking facilities at the dwelling as there are already existing parking issues in Highcliffe Close mainly in front of the residential/holiday flat block and also the turning/access area in front of Gazebo.
- Concerns were raised that some trees have been pruned which have a Tree Protection Order on them without permission being sought from the district council.
- It appears that work has already started at Bay View. If this was for the application granted approval in 2015 the time to commence the work will have lapsed as the development permitted should have begun before the expiration of three years from the date of the granting of permission. This would have breached the conditions of the granting of approval of the 2015 planning application.

(moved Cllr Hartnell; seconded Cllr Wright)

67. 21/1819/FUL

Mr S Flint

**102 Scalwell Lane, Seaton
EX12 2ST**

Renewal and upgrade of existing
front entrance to property.

The Committee **RESOLVED** to propose no objection to the application.

(moved Cllr Hartnell; seconded Cllr Wright)

68. Planning Comments

Comments to be circulated in respect of application 21/1826/FUL.

69. Decisions

To note planning decisions made by East Devon District Council:

- a) **21/1404/FUL – Picton House, 72 Beer Road, Seaton** Hip to gable roof extension incorporating a new, South facing dormer. Additional refurbishment of external elements to include re-modelled second floor bay window, enlarged South facing balcony, replacement fenestrations, updated cladding and finishes palette – **APPROVED** – with conditions.

- b) **21/1485/FUL – Combecroft, 85 Beer Road, Seaton** Proposed single storey side extension, installation of dormer window and balcony doors to the rear to facilitate a loft conversion for habitable use, enlargement of first floor window on east elevation, and creation of extended raised patio area with glass balustrade - **APPROVED** – with conditions.

The meeting closed at 6.03pm.

Signed _____

Dated _____

21 COU 11 - Decisions made by Town Clerk (plus two councillors) as permitted by Seaton Town Council's Scheme of Delegations (May 2021) for ratification:

Decision	Consultation with:
To enter into 1 year utilities contracts with - Smart Energy(electricity) and EDF(gas)	Cllrs Ledger & Beer - 13.07.21
To approve legionella remedial works to be carried out by Seaton Plumbing & Heating	Cllrs Beer & Ledger - 14.07.21
Axe Valley Ring and Ride Community Grant - to be awarded, as an exception to the recently updated policy, and permit a grant albeit that a grant was also made in 2020,	Approved by majority of members by email and confirmed, as required by Scheme of Delegations, by Cllr Beer & Ledger - 15 & 19.7.2021
Extension to tenancy of Marshlands offices 4 & 5, by 1 month, to 9th September 2021	Cllrs Ledger & Beer - 10.7.2021
To purchase a wall mounted water bottle station (Tayler Halsey in blue) from miw.co.uk at a cost of £2,095 + £36.50 delivery + VAT for the seafront	Cllrs Beer, Ledger & Wright - 20.7.2021
To approve the hire of the function room at Marshlands by Seaton Choir Group and other small informal groups (as required by the town council's public liability insurance)	Cllrs Beer & Ledger - 21.07.21
Authorisation for Jurassic Electrics to repair kitchen light at Marshlands	Cllrs Ledger & Beer 28.07.2021
To permit the use of Cliff Field Gardens for an outdoor cinema organised by AGD on 4 September.	Cllrs Beer, Ledger & Wright - 29/30.7.2021
Extension to tenancy of office 1 of Marshlands to 6th September 2021	Cllrs Beer, Ledger & Wright - 30.7 2021
To approve the engagement of a planning agent to submit change of use application for Marshlands at a cost of £350	Cllrs Beer & Wright - 13.8.2021



Seaton Town Council Constitution

Chapter 26 Training & Development Policy

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

1 Introduction

1.1 This document forms Seaton Town Council's ('the Council') Training & Development Policy for staff and councillors.

It sets out:

- The Council's commitment to training
- The identification of training needs
- Financial assistance
- Study leave
- Short courses/workshops
- Evaluation of training
- Links with other policies
- Reporting on progress

2. Commitment to Training

2.1 Seaton Town Council is committed to the on-going training and development of all councillors and staff to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the town.

2.2 Seaton Town Council recognizes that its most important resource is its councillors and staff and is committed to encouraging both all to enhance knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements. The Council expects senior staff to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies and all staff to undertake training as deemed necessary to fulfil their duties on accordance with their contract of employment and job description. The Council requires all new councillors to undergo training and, thereafter to attend training as appropriate to their particular responsibilities such as finance or planning.

2.3 Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

2.4 The process of development is as follows:

- i. Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.
- ii. Planning and organising training to meet those specific needs.
- iii. Designing and delivering the training.
- iv. Evaluating the effectiveness of training.

3. The Identification of Training Needs

3.1 Staff will be asked to identify their development needs, with advice from their

line manager, during their annual appraisal or regular meetings with their line manager.

3.2 Other circumstances may present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling
- Changes in legislation
- Changes in office software and systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- Complaints to the Council
- A request from a member of staff or councillor
- delivery of new services

4. Resourcing Training

4.1 An allocation will be made in the budget each year to fund technical literature, training fees and travel expenses. The amount will be reviewed annually.

4.2 The Town Council subscribes to the National Association of Local Councils, Devon Association of Local Councils, and The Society of Local Council Clerks, in order to receive regular up-dates on matters relevant to the sector and have access to the courses and conferences which are provided.

5. Financial Assistance

5.1 It is important to note that all sponsored training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources. Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified.

5.2 Other considerations include the following:

- Implication of employee release for training course(s) on the operational capability of the Council
- The most economic and effective means of training
- Provision and availability of training budget

5.3 For approved courses councillors and staff can expect the following to be sponsored:

- course fee
- examination fees
- associated membership fees
- one payment to re-take a failed examination

5.4 Councillor and staff attending assisted courses are expected to inform the Town Clerk immediately of any absences for any reason.

5.5 Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

5.6 Seaton Town Council operates a Return of Service agreement. Any staff member undertaking post-entry qualifications funded by the Council must be aware that should they leave the Council's employ within two years of completion of the qualification they may be required to repay all costs associated with the undertaking of such training. Each case to be reviewed by the Town Clerk, or in the case of the Town Clerk's training, jointly by the Chair of the Personnel Committee and the Chairman of the Council.

6. Study Leave

6.1 Employees who are given approval to undertake external qualifications are granted the following:

- Study time to attend day-release courses
- Time to sit examinations
- Study time of one day per examination (to be discussed and agreed by line manager in advance)
- Provision of study time must be agreed with the line manager prior to the course being undertaken.

7. Short Courses/Workshops/Residential Weekends (including conferences)

7.1 Where staff attendance is required at a short course on a Saturday or Sunday, up to a normal working day of straight TOIL per day may be taken.

7.2 Councillors and staff attending approved short courses/workshops/residential weekends can expect the following to be paid:

- The course fee (usually invoiced following the event)
- Travelling expenses in accordance with the Council's current policy
- Reasonable subsistence in accordance with the Council's current policy

8. Evaluation of Training

8.1 Records of all training undertaken by staff will be kept in the personnel files of each member of staff.

8.2 As part of Seaton Town Council's continuing commitment to training and development, councillors and staff are encouraged to share information received and circulate training presentation papers for in-house training use. They are asked to provide feedback on the value and effectiveness of the training they undertake, highlighting the key implications of new legislation, guidance and/or best practice for the on-going efficiency and effectiveness of the authority.

9. Linking with other Council Policies

9.1 How will this link to the Council's other policies?

- Equality of opportunity in all aspects of councillor and staff development
- Risk Management Policy — a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management
- Health and Safety Policy — on-going training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the Council's activities

10. Reporting on Progress

The Town Clerk will report at least annually to the Personnel Committee, detailing attendance at training over the year including an evaluation of courses attended.

11. Conclusion

The adoption of a training policy should achieve many benefits for the Council.

Training will:

- Widen skills and experience
- Provide opportunities to network
- Provide the skills to confront challenges
- Encourage innovation
- Raise the standards of Seaton Town Council

The policy will be reviewed annually by the Council's Personnel Committee as to continuing fitness for purpose with recommendations for any changes made to the Council at the annual general meeting.

14. Freedom of Information

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's website www.seaton.gov.uk and copies of this document will be available for inspection on deposit in the Council's offices.

Adopted: 6 September 2021

Date for review:



Seaton Town Council Constitution

Chapter 25 Gazebo Hire Policy

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

SEATON TOWN COUNCIL
GAZEBO HIRE POLICY

The purpose of the policy is to support community and charity events through the hire of gazebos owned by Seaton Town Council ('the Council') owned gazebos and gazebo weights. Please contact the Council's offices on 01297 21388 or at admin@seaton.gov.uk , in the first instance, to discuss your requirements.

Terms and Conditions of Hire

1. Gazebos are available for hire at the cost of:
 - £20.00 per day per gazebo and 4 weights
2. All bookings for gazebos are to be taken by the Council via the office and a hire booking form (attached to this policy) must be completed and returned to the Council, together with the relevant hire fee and a refundable cash deposit of £50.00 per gazebo. This will be returned in full to the hirer once the gazebo and all 4 weights have been returned to the Council and the Council is satisfied they are in the same condition that they were collected.
3. The hire of gazebos for town events is subject to the hirer obtaining all relevant permissions and consents.
4. Gazebos are to be erected and dismantled by trained personnel only. It is the responsibility of the hirer to ensure that any personnel responsible for erecting gazebos have been trained appropriately.
5. Hirers must provide evidence of their public liability insurance to the Council when submitting the hire booking form. The Council holds no insurance to cover:
 - a. damage or loss to the gazebo, or
 - b. injury caused by the gazebo to the hirer or to their personnel (either employees or volunteers), or
 - c. damage or injury to a member of the public or their property,during the period of hire.
6. Gazebos are to be collected from and returned to the Council's offices at Marshlands Centre, Harbour Road, Seaton or to such other location as the Council may from time to time specify. It is the hirer's responsibility to make the necessary arrangements for collection and return.
7. The Council will inspect the condition of gazebos after every event to ensure that they are returned in good condition. Once this is confirmed, the deposit will be refunded.

8. If there is any damage to the gazebos, the Council will advise the hirer. The hirer will be charged for any repair work needed to the gazebos, subject to negotiation.
9. Seaton Town Council reserves the right to refuse hire to any persons in their absolute discretion.
10. Seaton Town Council reserves the right to withdraw permission to use the gazebos, should weather conditions prevail that, in the opinion of the town clerk, may affect their safe use.
11. Seaton Town Council's decision will be final.



GAZEBO HIRE BOOKING FORM

PLEASE REFER TO THE TERMS AND CONDITIONS OF HIRE PRIOR TO COMPLETING THIS FORM.

Organisation/Hirer	
Applicant Name	
Contact Address	
Contact Tel. No	
Contact Email	

<p>Please provide details and attach a copy of your Public Liability Insurance to cover any damage to and/or injury caused by the gazebo to any person or their property?</p>

Date of event: / /	Date and times of proposed collection and return:	Venue:
Number of gazebos + weights required		Total Charge
Gazebos + 4 weights @ £20.00 each per day		
Refundable deposit @ £50.00 per gazebo (required before hire is approved)		
TOTAL		

By signing this declaration, I understand that I am entirely responsible for the gazebos and weights for the duration of the hire period and responsible for any damage or injury that may be caused to any staff, volunteer, member of the public or other person or their property, as a result of the gazebos or their installation.

Signature of Applicant: _____

Date:

Print Name:

By signing this booking form, I give consent for the details that I have provided to be stored physically and digitally and to be used by Council's staff, councillors and agents of Seaton Town Council for the purposes of providing this service. The Town Council's Data Protection Policy confirms how personal data is handled and can be requested from the Town Council or viewed on the Council's website – www.seaton.gov.uk

FOR OFFICE USE ONLY:

Authorised by the Town Clerk or Deputy Clerk:

Signed: _____

Date:

Print Name:



Seaton Town Council Constitution

Chapter 20 Non-smoking & Non-vaping Policy

Marshlands Centre, Harbour Road,

Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

SEATON TOWN COUNCIL

Non-Smoking and Non-Vaping Policy

INTRODUCTION

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Seaton Town Council ('the Council') is committed to protecting all employees, councillors, tenants, contractors and visitors from exposure to second-hand smoke.

The British Medical Association has said that more research is needed to establish the safety of electronic cigarettes. For this reason, the Council feels it is prudent to protect all employees, councillors, tenants, contractors and visitors from potential risks associated with vapours produced by these devices.

LEGISLATION

The Health Act 2006 was implemented in England on 1 July 2007. It is now a criminal offence to smoke in virtually all enclosed public places, workplaces and in public and work vehicles. Managers of smoke-free premises and vehicles have legal responsibilities to prevent smoking and to ensure that 'no smoking' signs are displayed as required by law.

POLICY STATEMENT

This policy applies to all employees, councillors, tenants, contractors and visitors to all of the Council's premises and vehicles. This policy applies to anything that can be smoked, including cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes, and it also applies to electronic cigarettes (also known as e-cigarettes or vapes).

It is the policy of the Council that all Council-owned workplaces (including Council-owned vehicles) are smoke-free, and staff, visitors, tenants and volunteers are not permitted to smoke either inside Council-owned buildings or within the curtilage of Council-owned buildings. The prohibition applies to vaping (the use of electronic cigarettes).

Appropriate 'no smoking' signs will be clearly displayed at the entrances to and within the premises and in all smoke-free vehicles, making everybody who uses them aware that they are legally required to be smoke-free. If the frequency of vaping warrants it, signage will be provided to make it clear that this practice is also prohibited.

Overall responsibility for policy implementation rests with the Town Clerk however, all employees, councillors, tenants, contractors and visitors to the building are obliged to adhere to and support the implementation of this policy.

In the event that someone does smoke in a smoke-free environment, the following procedure will apply:

- the person's attention will be drawn to the no-smoking signs and they will be requested to stop smoking or go outside
- it will be pointed out that the person is committing a criminal offence by smoking in a smoke-free premises or vehicle
- the person will be informed that Council employees have a responsibility to prevent smoking on Council premises and in Council vehicles and that both the person and the employees could receive a fine if smoking is not prevented
- in the event that the member of the public refuses to stop smoking, a member of staff will request the person's name and address in order to report the incident to East Devon District Council

Because vaping is not covered by the Health Act 2006, a different procedure should be followed if a person is found to be using an electronic cigarette in a Council building or vehicle:

- the person will be informed that vaping is prohibited by this policy and they will be requested to stop using their electronic cigarette or go outside

Disciplinary procedures will be followed for members of staff who do not comply with this policy. Those who do not comply with the smoke-free legislation may also be liable to a fixed penalty fine and possible criminal prosecution.

The NHS offers a range of free services to help people to stop smoking. Any employees wishing to give up smoking will, upon request, be signposted to these resources.

POLICY REVIEW

Seaton Town Council is committed to reviewing its policies and making improvements where possible.

Adopted: December 2020

Reviewed: September 2021

Policy Due for Review: May 2023

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

SEATON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

19 May 2021

and recorded as minute reference:

29

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

WWW.SEATON.GOV.UK

Section 2 – Accounting Statements 2020/21 for

SEATON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	171,476	248,530	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	325,918	337,982	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	50,806	26,439	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	95,560 46,560	134,500	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	203,110	185,909	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (-) Balances carried forward	248,530	292,542	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	250,734	290,854	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	RESTATED 345,381	347,098	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Julie P. Newton

Date

17 May 2021

I confirm that these Accounting Statements were approved by this authority on this date:

19 May 2021

as recorded in minute reference:

30

Signed by Chairman of the meeting where the Accounting Statements were approved

[Signature]

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **Seaton Town Council – DV0307**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

31/08/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 September 2021
Item of business	21 COU 14
Details	Report on Local Council Award Scheme
Purpose of Report	To consider whether the Council should apply for accreditation under the Local Council Award Scheme
Power/authority	Local Government Act 1972, s111 – power to do anything incidental to discharge of Council’s powers and functions
Recommendations	<p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • Approve the registration of the Council for the foundation award • Authorise the Town Clerk to undertake such work as is required to enable the outstanding criteria for the foundation award to be met and bring a further report to Council prior to the application for accreditation being submitted • Approves the fees of £130

1. Introduction

The Local Council Award Scheme (‘LCAS’) is conducted by way of a peer review, thereby enabling local councils to demonstrate they meet the standards set for their sector and ensure continued improvement. LCAS is administered by the National Association of Local Councils (‘NALC’).

There are several reasons why a council could benefit from taking part in the award scheme. For those councils who are already confident that they perform to a high standard the scheme provides assurance to the council that it is up-to-date and progressive by the standards set by the sector. For those who wish to improve, it provides a framework to plan and make the first steps. Helping the council improve performance and confidence, with policies in place for continuous development. And for

all councils winning the award should be a celebration for councillors and officers, as their commitment and hard work are recognised and respected.

An award can provide the local community or other local partners with confidence that the council is delivering to a national professional standard.

2. Levels of accreditation

There are three levels under LCAS:

- Foundation Standard
- Quality Standard
- Gold Standard

Due to the work the Council has done over the last 18 months in improving its processes and operations generally, the Clerk believes that the Council is already compliant with most of the requirements of the Foundation Standard, and many of those Quality Standard. However, as the latter also requires that two thirds of the Council are elected, application for this level will not be possible until the next election in 2023.

It is therefore proposed, as a starting point, that the Council seeks accreditation at foundation level.

3. Application Process

- 3.1 In order to commence the process, the Council must register its interest in LCAS with NALC and pay a registration fee of £50.
- 3.2 Once the Council is confident that the relevant criteria for the level applied for are in place then a meeting of the Council must confirm the same in a public meeting.
- 3.3 The local panel accreditation co-ordinator must then be contacted, and an application form completed with links to online documents. An accreditation fee of £80 is then payable.
- 3.4 Finally, when the panel is satisfied that it has seen sufficient information it will issue a report with one of three recommendations:
 - The award is achieved
 - The award is achieved, but the Council is advised to make small changes
 - The award is not achieved until specific improvements have been made.

4. Costs

The cost of registration and the application fee for the foundation level is £130.

5. Recommendations

It is **RECOMMENDED** that Members:

- Approve the registration of the Council for the foundation award
- Authorise the Town Clerk to undertake such work as is required to enable the outstanding criteria for the foundation award to be met and bring a further report to Council prior to the application for accreditation being submitted
- Approves the fees of £130



Committee Membership 2021/22

Committee	Membership
Planning	1. Cllr Beer (ex officio) 2. Cllr Hartnell 3. Cllr Macaskill 4. Cllr Russell 5. Cllr Wright 6. Cllr Ledger (ex officio) 7.
Finance & General Purposes	1. Cllr Beer (ex officio) 2. Cllr Bowman 3. Cllr Ledger (ex officio) 4. Cllr Russell 5. Cllr Singh 6. Cllr Wood 7. Cllr Wright 8.
Personnel	1. Cllr Beer (Deputy Mayor) 2. Cllr Russell 3. Cllr Singh 4. 5.
Appeals	Members to be appointed by Council as and when it is necessary to convene an appeals hearing, to include Mayor, as Deputy Mayor sits on the Personnel Committee



Working Group Membership - 2021/22

Working Group	Membership
Asset Management	<ol style="list-style-type: none"> 1. Cllr Ledger 2. Cllr Beer 3. Cllr Briggs 4. Cllr Macaskill 5. Cllr Russell 6. Cllr Wood 7. Cllr Wright
Seafront Enhancement Scheme	<ol style="list-style-type: none"> 1. Cllr Bowman 2. Cllr Ledger 3. Cllr Singh 4. Cllr Wood 5. Cllr Wright
Town Marketing & Tourist Information Services	<ol style="list-style-type: none"> 1. Cllr Ledger 2. Cllr Briggs 3. Cllr Bowman 4. Cllr Singh

Updated – May 2021

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	6 September 2021
Item of business	21 COU 19
Details	Report on Tourist Information Centre
Purpose of Report	To provide an update on tourist information services
Power/Authority	Local Government Act 1972, s144 – power to encourage visitors
Recommendations	It is RECOMMENDED that Members note the update.

1. Background

Following the withdrawal of Devon Wildlife Services from Seaton Jurassic, tourist information enquiries are now being managed by Seaton Town Council. As an interim measure the service is being offered from the Harbour Road-side of Marshlands, until a more permanent base on the seafront-side of the building can be established. Initially, the Administrative & Community Events Officer increased her working hours on a temporary basis by 6 hours a week to provide the service 5 days a week during the holiday season. As from 1 September, she is not in a position to continue with the additional hours on a permanent basis, but it is anticipated that the level of enquiries may reduce. More permanent staffing requirements will be considered as part of the 2022/23 budget setting process.

2. Summary of Enquiries

In order to inform future decision making, the Town Clerk considered that it may be helpful to Members to provide regular updates as to the level and nature of enquiries being received. The table below provides a summary of the enquiries received since 10 May:

	Visit	Email- recorded since w/c 26 July	Telephone
May 2021	13	-	22
June 2021	34	-	31
July 2021	52	9	22
August 2021	37	2	18

Nature of enquiries	<ul style="list-style-type: none">• Dogs• Accommodation lists• Beach huts• Restaurants• Local attractions• Bus timetables• Cycle & walking routes• Activities & events• Parking permits• Leaflets for holiday lets• General leaflets & town maps
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3. RECOMMENDATIONS

It is **RECOMMENDED** that Members note the update.