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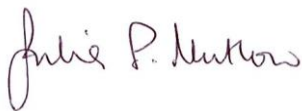
**To: All Members of Seaton Town Council
Meeting of Seaton Town Council
on Monday 5 September 2022 at 6pm**

31 August 2022

You are hereby summoned to attend the above meeting to be held on **Monday, 5th September 2022 at 6pm, or immediately after the Planning Committee, whichever is the earliest**, at the Marshlands Centre, Harbour Road, Seaton EX12 2LT.

It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.



**Julia Mutlow
Town Clerk**

AGENDA

- 22/COU/01 Apologies for absence**
To receive any apologies for absence

- 22/COU/02 Declarations of Interest**
To receive any Members' declarations of interest in respect of items on the agenda

- 22/COU/03 Minutes**
To agree the minutes of the Council's meeting held on Monday, 4th July 2022.

- 22/COU/04 Chairman's Report**
To note the report.

- 22/COU/05 Public Question Time**

To allow any questions or reports from members of the public.

22/COU/07 County Councillor's Report

To note the report.

22/COU/08 District Councillors' Reports

To note the reports.

22/COU/09 Town Clerk's Report

To receive an update on the Council's ongoing work. It is **RECOMMENDED** that Members note the updated summary.

22/COU/10 Committee meeting minutes

To receive and note the minutes of the following committee meetings:

- Planning Committee – 6 & 20 June and 4 & 18 July 2022
- Financial & General Purposes Committee – 18 July 2022

22/COU/11 External Auditor's Report

To note the completion certificate and report from the Council's external auditors, PKF Littlejohn, on the 2021/22 annual return.

22/COU/12 External Auditor Appointment Arrangements

To consider whether to opt out of the central external auditor appointment arrangements

22/COU/13 Update on the Tourist Information Centre

To note the update on the tourist information services

22/COU/14 Communications Policy

To consider and adopt the update to the 'Social Media & Electronic Communications Policy' to a wider 'Communications Policy' to include all forms of communication between the Council and the community

22/COU/15 Update on activities for children & young people

To receive and update on the projects for children and young people and to agree a budget for the extension of the beach school to half term and Christmas school holidays

22/COU/16 Community Grants

To consider the following application for a community grant:

- Re:Store - £1,000

22/COU/17 Warm Hub Initiative

To consider the provision of a 'warm hub' at Marshlands during the Autumn and Winter months

22/COU/18 Play Park Inspections

To receive inspection reports on the Council's play parks

Confidential Items

The Chairman will move that in accordance with the Council's Standing Order 1(d) press and public will be excluded from the meeting during the discussion of item 19 on this agenda as there are matters being discussed which may include commercially sensitive information.

22/COU/19 Report on Town Hall Central Heating

To consider quotations and approve a supplier to replace the central heating system and boiler at the town hall

**Minutes of the Seaton Town Council ('the Council')
Meeting
on Monday, 4 July 2022**

Present:

Chair: Cllr Singh

Town

Councillors: K. Beer, E. Bowman, P. Burrows, D. Haggerty, M. Hartnell, D. Ledger, J. Russell, Cllr Steven & D. Wright

Officers: Town Clerk, Deputy Clerk, Facilities & Projects Officer

Public: East Devon District Councillor Rowland (EDDC)

42. Apologies for absence

Apologies for absence were received from Cllrs Macaskill and Wood.

43. Declarations of Interest

Cllr Hartnell declared a personal interest as a Devon County and East Devon District Councillor and Cllr Ledger declared a personal interest as an East Devon District Councillor.

44. Minutes

Members **RESOLVED** to approve the minutes of a meeting of Seaton Town Council held on Tuesday 6 June 2022. (proposed Cllr. Ledger; seconded Cllr. Haggerty)

45. Chairman's Report

The Chairman reported the events he had attended during the preceding month which included being interviewed by Seaton Primary School for their newsletter, the Seaton Summer Celebration and the Mayor Making Ceremony in Chard. Members noted the Chairman's report.

46. Public Question Time

No statements were made, nor questions raised by members of the public.

47. County Councillor's Report

Members noted the County Councillor's verbal report in which he highlighted:

- in line with the rest of Devon, use of private vans to take waste to local recycling centres would be monitored and restricted to 12 visits a year. Free permits could be obtained online, and the intention of the monitoring was to curb deposits of trade waste without the appropriate permitted

- Cllr Hartnell had visited the hub from where the road networks were monitored and from where a piece of work was being done regarding the issuing of notices in respect of moving traffic offences. There was support for this, albeit it has yet to be finally decided by Cabinet
- Northleigh had been descoped from the Airband contract and the village was now considering working with Openreach as an alternative
- The Chief Executive Officer of Devon County Council (DCC) would be retiring in August and his replacement would be announced imminently
- Cllr Hartnell would be meeting with officers regarding Seaton Jurassic and also with Keir Duffin of DCC to establish what level of monies might be available DCC as part of the Devon Place Board work
- Levelling Up Fund – DCC had been approached for support for this bid and had agreed to support the Seaton element of the bid, as much of the work had already been carried out. Cllr Hartnell had expressed a view to EDDC Cabinet that perhaps a stand alone bid for Seaton should be submitted.
- Fore Street - plans to resurface the whole area from Manor Road were scheduled into the highways work programme for the next financial year. Cllr Hartnell added that there were many issues with rural roads which were very costly to repair and all of the competing requirements had to be factored into the maintenance schedules and budgets

48. District Councillors' Reports

Cllr Rowland introduced his written report and highlighted the fact that the Government had delayed the date for submission of levelling up bids. A meeting was arranged with the newly elected MP for Tiverton & Honiton to seek support for the Axe Valley bid. Cllr Ledger reported on the staff shortages facing EDDC, particularly in the safeguarding, homelessness and housing allocation teams. The shortages had been further impacted by over 50 officers testing positive for Covid-19. Cllr Ledger also reported on the meetings he had set up with sheltered housing and community centre providers across the district, and stated that more had to be done to protect the most vulnerable in the district.

49. Town Clerk's Report

Members noted the summary.

50. Committee meeting minutes

Members received and noted the minutes of the following committee meeting:

- Planning Committee – 6 & 20 June 2022
(proposed Cllr. Ledger; seconded Cllr. Bowman)

51. Update on Tourist Information Centre

Members noted the update and the significantly increased footfall since the move to the seafront.

52. Letter of Support - Axe Valley Levelling Up Fund Bid

Members ratified the Council's submission of a letter of support to East Devon District Council, in respect of the Axe Valley Levelling Up Fund Bid. (proposed Cllr. Hartnell; seconded Cllr. Ledger)

53. Art Trail

Members noted an update on the Art Trail and approaches that had been made to EDDC regarding the possibility of artwork on the Hideaway and considered whether the seafront wall of Marshlands should be used as a canvas. Members agreed that Marshlands could be used and this would be progressed by officers with the assistance of Andrew Gwyn Davies. (proposed Cllr. Bowman; seconded Cllr. Hartnell)

54. IRF Fund

Members received a brief update from Cllr Wright, as the Council's representative on the consortium, who advised that he and the Mayor would be attending a further meeting regarding this later in the month. Members noted the update.

Standing Orders were suspended to permit Cllr Rowland to speak on the IRF Fund. (proposed Cllr. Singh; seconded Cllr. Ledger)

55. Play Park Inspections

Members noted the inspection reports on the Council's play parks. The issue of replacing the decayed wood on the benches at Elizabeth Road Play Park was raised. Members **RESOLVED** to authorize the Town Clerk to take such action as was necessary to arrange for these repairs. (proposed Cllr. Ledger; seconded Cllr. Wright)

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.

56. Report on the Council's buildings

The Council considered a comprehensive report on the state of the Council's buildings. The report outlined:

- the substantive issues facing each building

- the progress made by officers in obtaining quotations for the various works and advice taken
- options for the possible development/better use of Marshlands
- a summary of existing relevant budgets and reserves and the decisions required in order to prioritise any works

Furthermore, the report included recommendations intended to ensure:

- the safety of users of the buildings
- accessibility for all
- the buildings could be utilised to provide maximum benefit to the town
- where appropriate, the buildings could be used generate income to offset precept rises

Members discussed various options and were particularly concerned to ensure funds were available to replace the heating system in the Town Hall which was close to beyond economic repair whilst, at the same time, securing improvements to Marshlands such as repairs to the roof and implementing disability access to enable use of the first floor.

Members **RESOLVED** to:

- approve, in principle, the proposal for the Council Chamber/function room to relocate to the seafront-side of Marshlands, subject to further information being available on the structural feasibility and costs of works
- Supplier 8 (roofer) be engaged to carry out the works at a cost of £3,500 with a contingency of £2,000 to cover unforeseen issues as the work progresses to be taken from EMR328 General Asset Maintenance
- Supplier 1 (as detailed in paragraph 4.3.2) be engaged to produce a structural engineer's report at a cost of £1,750 + VAT from budget 190/4502 (Marshlands Feasibility Study)
- Supplier 1 (as detailed Paragraph 4.3.3) be the preferred lifts supplier, due to their emphasis on DDA compliance and their extended aftercare and servicing provisions, and be engaged in due course, at a cost of £19,900 + VAT from EMR Asset Maintenance, once further costings have been considered by the Council for the wider works
- arrange a meeting of the Museum working Group should be arranged with the curator of Seaton Museum and Chair of Axe Valley Heritage Association to:
 - establish the ownership of the collection
 - understand the arrangements in place for its accession

- to discuss how, if at all, the Council may be able to help
- transfer the £12,000 received from Jurassic Fibre from general reserves to the EMR Asset Maintenance and £5,000 underspend on the events budget (due to successful application to The National Lottery Communities Together Fund) to the Marshlands General Maintenance budget towards the Marshlands works

(proposed Cllr. Ledger; seconded Cllr. Hartnell)

As the possibility of enhancements to the seafront was being pursued by EDDC by way of an application to the Levelling Up Fund, Members decided that the monies held in that reserve could be best utilised at the current time to improve essential infrastructure at the Town Hall and therefore **RESOLVED** to:

- transfer £38,584 from EMR321 Seafront Enhancements to a new EMR help specifically towards the cost of replacing the heating in the Town Hall.

(proposed Cllr. Ledger; seconded Cllr. Hartnell)

Meeting closed at 7.08pm

Signed _____

Dated _____

**EDDC Councillor report for Seaton Town Council meeting on 5 September
2022**

Report produced by Jack Rowland on 30 August 2022

Subjects directly related to Seaton

Racal brownfield site

The site has recently been purchased by Seaton Quay Ltd (a wholly owned subsidiary of the Rich Group who are a property investment and development company). I arranged a meeting on 23 August with the key personnel involved and invited the other EDDC Ward Councillors to attend as I wanted to hear their plans, timescales and to suggest that a joint press release should be issued at an appropriate time. By the time you read this the press release should have been issued and the development plans mirror the existing latest approved planning application as that is still live as the previous owners had cleared the site.

The new owners are keen to start work on the site as soon as possible using local contractors I understand and hopefully at long last we will see this brownfield site being developed at a key location in Seaton that will potentially encourage other inward investment to help the local economy.

Seaton Heights – Planning Ref No. 21/1782/MFUL

I continue to keep in regular contact with the site owners, Lyme Bay Leisure, regarding their plans for the site. The EDDC Landscape Architect had sent a response report to the owners in January this year following the submission of the application and now understand that only very recently has a response to that report been sent to EDDC. I'll continue to keep in contact and also bring to the attention of the owners any instances of the site being unsecure as has frequently happened.

Hook & Parrott site

As previously reported the owners of this site, having secured planning approval at the beginning of this year, recently decided to put the site for sale having yet to submit a demolition plan to EDDC as part of the planning conditions.

I understand that a sale, subject to contract, has now been agreed.

Seaton Coach Park

As part of Cllr Haggerty's work on achieving coach friendly status for Seaton I had obtained agreement to make the coach park free of charges. However, as many of you know this resulted in the law of unexpected consequences as the school bus companies have taken advantage of this to the detriment of tourist coaches finding spaces on many occasions.

In order to find a solution to this issue I have recently been in discussions with the recently appointed EDDC Carpark Manager and also talked to Cllr Haggerty. My idea is to offer a limited number of hours free of charge and then make an hourly charge

for subsequent hours sufficient to dissuade the school buses from using the site, but at a cost that will not deter tourist coaches. The EDDC Officer is now making arrangements to speak to the school bus companies and local businesses prior to then introducing a formal 21 day consultation period on a proposal depending on the feedback the officer receives.

Axe Valley Levelling Up Bid

The bid that includes a seafront enhancement scheme, redevelopment of the Moridunum site and development of 2 employment sites in Seaton was submitted in the timescale required and following meetings with Richard Foorde (MP for Tiverton & Honiton) who supplied his required written support shortly after he was elected on 23 June.

Moridunum site

See the comment on this site in the previous subject. In addition EDDC continue to have discussions with Fossway Transitions Ltd (FTL) regarding their development and the party wall agreement etc in connection with the Moridunum structure.

Jurassic Centre

I continue to respond on Seaton based FB sites as periodically residents raise the subject of the empty building to either ask what is happening or making suggestions as to uses for the building. I respond as the latter suggestions do not take into the facts as 40% of the original build costs were funded by DCC, the Heritage Lottery Fund and the Coastal Community Fund with clauses regarding the use of the building. If those clauses are not adhered to within 10 years of the building completion then EDDC are liable to repay the £1.68m to the funders.

The site is being commercially marketed with those clauses and has attracted interest. Once EDDC Officers have reviewed the expressions of interest and evaluated the required business cases then an options report will be presented to an EDDC Cabinet meeting potentially in October.

Public Toilets

Seaton Hole / Jurassic Bites

I continue to keep in contact with Officers to ask about the discussions between the lessees of Jurassic Bites and the adjoining toilet block. The discussions are ongoing with the lessees even though the block is being marketed for a dual use in case that produces a meaningful bid.

Thury Harcourt

An EDDC press release was issued in late June, following intervention by myself and Cllr Ledger, that contained assurances from the Leader that a public toilet provision will still be provided at this site regardless of the outcome of the current marketing campaign.

Wider EDDC subjects within the Finance Portfolio

Motorhomes / Campervans proposed policy

In view of the pilot that has been operating in Exmouth regarding the use of suitable EDDC carparks to allow overnight motorhome / campervan parking and sleeping I chaired a working party on 11 July that involved EDDC / DCC Officers and Exmouth based Cllrs at Town, District and County level.

The outcome from the working party discussion has resulted in a proposed motorhome / campervan policy and the report is on the agenda for the EDDC Cabinet meeting on 7 September. The report is recommending that relevant EDDC towns, such as Seaton, set up their own representative working party to consider adopting the same Exmouth policy for relevant EDDC carparks, but have the ability to decide on a local charging structure based on local knowledge and requirements taking into account local private companies that provide facilities for these type of vehicles.

Carparks

The latest available data shows that almost 60% of the income is now paid by card or the Ringo app and cash now accounts for 28% with the remaining balance from permits.

Despite the reservations expressed at the time that some car park charges were doubling (bearing in mind that charges had not been increased for 10 years and during that time VAT had also increased from 17.5% to 20%) the actual income against the budgeted income almost matches and I will provide more detail on this in my next report.

In Seaton the situation regarding the “free for all” carpark following the closure of the Co-Op store and the hiatus before Aldi redesign and re-open is not helping the use of the EDDC carparks at the Underfleet.

EV charging points in EDDC carparks

Work from the 3rd parties has at long last visibly started in some EDDC carparks to install EV charging points – for example, although not operational yet, the points have been installed at the Roxburgh site in Sidmouth and at the Dolphin Way site in Colyton and the 3rd party just needs to install the required signage now.

In Seaton the lease has been signed for the spaces in the Orchard carpark and the civil engineering work is due to start the week commencing 5 September. Similar work is due to start in September at sites in Axminster, Beer, Budleigh Salterton and Honiton.

Other subjects

There are many other subjects that I have not mentioned in this report that fall outside my Finance Portfolio such as:

- The EDDC allocation of £1,796,363 over 3 years for the UK Shared Prosperity Fund that has resulted in a plan being submitted on 1 August.

- The current status of the work being carried via the Strategic Planning committee on the new Local Plan for East Devon.
- The work that has been carried out to formulate a new strategy for Sport & Leisure and Culture & Tourism across the district.
- The current pressures resulting from people hosting Ukrainian families and the lack of a Govn lead policy when the initial 6 month agreement expires soon.
- The work that is being undertaken to build social housing on EDDC owned land.

If Town Councillors have related questions on any of these subjects I will either answer them at the meeting on 5 September or provide written answers subsequently.

Jack Rowland

EDDC Councillor – Seaton Ward

Portfolio Holder – Finance JRowland@eastdevon.gov.uk

| SEATON TOWN COUNCIL (‘the Council’) | |
|--|--|
| Date of report | 5 September 2022 |
| Item of business | 22 COU 09 |
| Details | Town Clerk’s Summary |
| Purpose of Report | To provide a summary of highlights of the ongoing work of Seaton Town Council |
| Recommendations | It is RECOMMENDED that Members note the summary. |

1. Introduction

The Town Clerk maintains a spreadsheet detailing all ongoing projects and the day-to-day work of officers. This document provides a summary of the highlights for Members to note. This is, of course, is 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

- **External Audit** – the external auditor’s report for 2021-22 has now been received with no exceptions.
- **Tourist Information Centre** – the new tourist information centre continues to be exceptionally busy and dealt with, in excess of, 600 enquiries in each of the months of June, July and 500+ in August.
- **Allotments** – all fees have been paid. All smaller plots that have been relinquished have been relet. Four larger plots are being split to enable more people on the waiting list to benefit. The new software has now been acquired and the data to the new system and template letters prepared.
- **Outdoor Cinema** – the planning and publicity for this are well-advanced, with Andrew Gwynn Davies kindly leading on this. ‘Rocketman’ will be screened in Cliff Field Gardens on Friday, 23 September. This is a town council event with the cost being defrayed against ticket sales.
- **Sensory Garden** – this has now been completed by the mural created by students and staff of Colyton Grammar School.
- **Beach matting pilot** – the pilot beach matting scheme has been installed. This was another project delivered in partnership with EDDC, and additional funding

of £1,500 provided by Cllr Hartnell's DCC Locality Budget. The pilot has attracted nationwide media coverage and officers have received enquiries from across the country regarding this. The One Show have interviewed the Mayor and the Council's Disability Champion and officers understand a report for the show is pending.

- **Beach School** – this has now concluded with demand exceeding places and extremely positive feedback received from all who attended. Many local children had the opportunity to take part free of charge, and it is anticipated that the beach school will be extended to the half term and Christmas holidays, should Members so agree at the September meeting of the Council.
- **Seaton in Bloom** – this was well supported by residents this year and many attended the presentation arranged by the Administration and Community Events Officer.
- **Councillor Surgeries** - these have taken place in July and August with a third arranged for September.
- **Youth Projects** – this is the subject of a separate report that the Deputy Clerk has been working on. Several meetings have taken place to establish how youth engagement can be taken forward in the town and a significant fee reimbursement negotiated with Youth Genesis.
- **Art Trail** – the installation to Marshlands seafront wall and the toy library will take place in early September.
- **IRF Coast to Country Project** – officers and councillors met with the branding consultant engaged on this project who is now working on the branding for this scheme. The Town Clerk and Deputy Clerk met with Sidmouth councillors who are leading this project to take forward the videography and the general themes being unique to Seaton, most pertinently its natural capital, outdoor pursuits, tranquillity and accessibility .
- **Devon Place Board** – The Town Clerk and Deputy Clerk have met via Zoom with the engaged consultants and been in communication regarding a report produced on work hubs, raising questions as to the historic nature of the data relied upon (2010) and requesting additional evidence as to occupancy rates, income generated, and associated costs of the example work hubs referred too. This was unfortunately not available. The Town Clerk has also met with the EDDC officer administering this project. The Deputy Clerk has attended each of the 3 working groups. A further meeting of Devon Place Board will take place on 7 September.
- **Vandalism** – unfortunately, a great deal of time has been taken up dealing with and making safe acts of vandalism – town-wide graffiti, broken barriers at

Elizabeth Road Playpark, smashed timeline boards at Cliff Field Gardens and regular incidences of broken glass at the Underfleet Playpark.

- **Marshlands** – most of the Facilities Officer’s time has been taken up on managing works, seeking quotations and researching the viability of future uses for the various elements of Marshlands. A separate update is on this agenda.
- **Gateway & the Town Hall** – the Facilities Officer attended a meeting of the trustees of the Gateway to highlight safety concerns and inspections that the Gateway should be carrying out. A request has also been made for one point of contact and a walk around the building with representatives of the Gateway to highlight works that will be required over the coming months/years. The Facilities Officer will be bringing a report to Council in October with a proposed schedule of those works.

RECOMMENDATIONS

It is **RECOMMENDED** that Members note the summary and work log.

**Minutes of the Planning Committee
Meeting on Monday 4 July 2022**

Present:

- Chairman:** Cllr D Wright
- Councillors:** K Beer, P Burrows, M Hartnell & J Russell
- Officers:** Planning Committee Clerk
- Public:** No members of the public were present

35. Apologies for absence

Apologies for absence were received and accepted from Cllr Macaskill and Cllr Singh.

36. Declarations of Interest

Cllr Burrows declared a personal interest in respect of application 22/1353/FUL, 39 Durley Road, Seaton EX12 2HR and would not take part in any debate as the applicants were friends.

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

37. Minutes of the Planning Committee meeting held on Monday 20th June 2022

The Committee **RESOLVED** to agree the minutes of the meeting held on 20th June 2022.

(moved Cllr Beer; seconded Cllr Wright)

38. 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.

39. 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



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Seaton, Devon EX12 2LT
01297 21388
admin@seaton.gov.uk
www.seaton.gov.uk
Town Mayor: Cllr Amrik Singh
Town Clerk: Julia Mutlow

applications in Seaton.

40. Public Question Time

No questions from members of the public.

Applications for consideration:

41. 22/1361/TRE

Mr Bruce Smith

**5 Major Terrace, Seaton,
EX12 2RF**

T1. Ash. This tree is infected with Ganoderma applanatum and Inonotus hispidus, these bracket fungi are evidence along with the lack of foliage in the canopy that the tree's base is decaying, the tree has previously shed a large codominant leader, so we are applying to have the tree dismantled and removed, due to its proximity to high traffic and foot fall.

T2 Horse chestnut. This multi stemmed tree we seek to prune back the branches by up to 1.5m, off, of the neighbouring South side boundary roof, with maximum pruning cuts of no more than 75mm.

T3 Lime. Remove deadwood on property side, along with pruning back the branches by up to 1.5m, off of the neighbouring South side boundary roof, with maximum pruning cuts of no more than 75mm.

T4 Strawberry/Red horse Chestnut tree. This tree has significant decay at the base on the SW side, after using a nylon hammer I was able to conclude that the decay is more extensive than is visually evident and as such, I would like to thin the crown by up to 15% with pruning cuts of up to no more than 75mm,

to lessen the sail effect and chances of future failure.

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

42. 22/1160/FUL

Sue Reynolds

**111 Harbour Road, Seaton,
EX12 2NQ**

Amended plans for consultation. These amendments relate to Amended block/location plan with red line extended in south-east corner of site.

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

43. 22/1379/TRE

Mr Philpotts

**Higher Glen, Beer Hill, Seaton,
EX12 2PY**

T1 beech dbh approximately 30inches, located on north side of property next to internal garage, on pathway to rear garden, reduce back branches that are touching house wall by up to 1.5m, with pruning cuts of no more than 75mm.

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

44. 22/1353/FUL

Mr & Mrs Lucas

**39 Durley Road, Seaton,
EX12 2HR**

Single storey rear extension, first floor side and rear terrace, porch to front and alterations to fenestration.

Discussion took place around:

- Loss of privacy.
- Overdevelopment of the site.
- Bulk, scale and massing of the proposed extension.



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

- Adverse effect on the residential amenity of neighbours, by reason of overlooking and loss of privacy, particularly from the proposed roof terrace.
- The proposed development is over-bearing, out-of-scale and out of character in terms of its appearance.
- Overdevelopment of the site along with the design (including bulk and massing, detailing and materials) of the proposed extension.

(moved Cllr Beer; seconded Cllr Wright)

45. 22/1388/FUL

Mrs Andrew Long

**16 Meadow Road, Seaton,
EX12 2AS**

Two storey side extension, single storey rear extension, porch to front and demolition of existing garage.

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

(moved Cllr Burrows; seconded Cllr Wright)

46. 22/0869/FUL

Mrs G Elliott

**204 Harepath Road, Seaton,
EX12 2HB**

5 foot fence with 1 foot trellis to replace 4 foot fence that was in place.

Discussion took place around:

- The fence appears to be higher than the original one.
- Out of keeping with the streetscene as neighbouring properties have open gardens.
- Overbearing and out of character with the rest of the area.

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

- The fence is over-bearing, out-of-scale and out of character in terms of its appearance compared with the existing streetscene.

(moved Cllr Burrows; seconded Cllr Wright)

47. 22/0691/FUL

**W & L South Coast Ltd
(N Wilkins)**

**2 Harbour Road, Seaton,
EX12 2LS**

Conversion of existing first floor flat associated with existing shop to form 2no. self-contained flats with separate communal access.

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

48. Planning Comments

Comments to be circulated in respect of application 22/1353/FUL and 22/0869/FUL.

49. Decisions

To note planning decisions made by East Devon District Council:

- a) **22/0747/FUL – 113 – 115 Harbour Road, Seaton** Demolition of existing buildings and erection of 2 no. new industrial buildings auxiliary to existing operations – **WITHDRAWN**.
- b) **22/0853/TCA – Brockwell, 43 Fore Street, Seaton** Tree 02, Monterey cypress - located in the garden of 43 Fore Street, Seaton, EX12 2AD (see attached plan for the location of the tree). The proposal is to fell the tree. The tree is structurally defective with an included main union at 2m. A reduction in the height and width of the crown will lead to the tree's death / decline. This species is not suitable for crown reduction at this age. The only reasonable option is to fell the tree – **APPROVED** – standard time limit.
- c) **22/1020/TCA – Ashley House, Fore Street, Seaton** a) Lawson Cyprus: Fell because of excessive shading (no replacement planned) Tree to be cut down at ground level – **APPROVED** – standard time limit.
- d) **22/0675/FUL – Salcombe House, Fore Street, Seaton** Replacement of shopfront – **APPROVED** – with conditions.
- e) **22/1088/FUL – 6 Everest Drive, Seaton** Retrospective application for a wooden platform to be used as a tiki bar in rear garden – **APPROVED** – retrospective (conditions).

The meeting closed at 6.03pm.

Signed  _____

Dated  _____

**Minutes of the Planning Committee
Meeting on Monday 6 June 2022**

Present:

Chairman: Cllr D Wright

Councillors: K Beer, P Burrows, M Hartnell, M Macaskill & J Russell

Other Councillors: E Bowman, D Haggerty, D Ledger, M Steven, & C Wood.

Officers: Planning Committee Clerk

Public: Cllr J Rowland (EDDC) and one member of the public were present

16. Apologies for absence

Apologies for absence were received and accepted from Cllr Singh.

17. Declarations of Interest

There were no declarations of interest.

18. Minutes of the Planning Committee meeting held on Monday 16th May 2022

The Committee **RESOLVED** to agree the minutes of the meeting held on 16th May 2022.

(moved Cllr Burrows; seconded Cllr Macaskill)

19. 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.

20. 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.

21. Public Question Time



Mrs Dawn Squire spoke on agenda item 7, planning application 22/1088/FUL stating she objected to it. She had submitted a letter of objection to the town council which had been circulated to the planning committee ahead of the meeting. Mrs Squire wished to raise and highlight a few queries concerning the measurements of the proposed tiki bar and the sketchy drawings, but her letter clarified all the points she wished to raise in objecting to the application.

Applications for consideration:

| | | |
|------------------------|-----------------------|---|
| 22. 22/1088/FUL | Dr Sonja Price | 6 Everest Drive, Seaton EX12 2ED Retrospective application for a wooden platform to be used as a tiki bar in rear garden. |
|------------------------|-----------------------|---|

Discussion took place around:

- Why had the district council asked for a retrospective planning application to be submitted for the tiki bar. It would appear that this construction did not come under permitted development rights and therefore retrospective planning permission for the tiki bar had been sought.
- Regulations state that the height of the decking must be at a level height of thirty centimetres off the ground and if this is the case the decking is thirty centimetres at one end and forty nine centimetres at the other end.
- The decking is above a certain level and is not level with the neighbouring properties boundary fence and is right up against the fence. It should not be that close to the boundary with the neighbouring property.

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

- The height of decking is more than thirty centimetres above the ground.
- Its use is at risk of adversely affecting the amenity of occupiers of adjoining residential properties which is contrary to Policy D1 – Design and Local Distinctiveness of the East Devon Local Plan.

(moved Cllr Macaskill; seconded Cllr Burrows)

Cllr Hartnell entered the meeting at 5.57pm.

23. Planning Comments

Comments to be circulated in respect of application 22/1088/FUL.

24. Decisions

To note planning decisions made by East Devon District Council:

- a) **22/0282/FUL – Whitecross Farm, Colyford Road, Seaton** Widen path and improve visibility of existing access to farm – **APPROVED** – with conditions.

- b) **22/20752/FUL – 10 Greenway, Seaton** Two storey side extension – **APPROVED** – with conditions.
- c) **21/3321/FUL – 58 Scalwell Lane, Seaton** Proposed side and rear single storey extension, roof alteration to create rear first floor balcony and insert roof lights, erection of a new garage and studio, and demolition of existing garage with alteration to ground floor fenestration, and relocation of entrance from side to the front elevation – **APPROVED** – standard time limit.

The committee stated that they were disappointed to note that planning application 21/3321/FUL had been approved under delegated powers by the district council without it going to the Planning Committee at EDDC or to a delegation meeting as the town council had objected to the first set of plans and the amended plans. The Town Clerk said they would look into what triggers an application to go to the Planning Committee at EDDC as opposed to being dealt with by Officers under delegated powers and would circulate to Members what the situation was.

The meeting closed at 6.01pm.

Signed _____



Dated _____

15/6/22

**Minutes of the Planning Committee
Meeting on Monday 20 June 2022**

Present:

Chairman: Cllr D Wright

Councillors: M Hartnell & J Russell

Officers: Town Clerk

25. Apologies for absence

Apologies for absence were received and accepted from Cllr Beer, Cllr Macaskill & Cllr Singh.
Cllr Burrows was absent.

26. Declarations of Interest

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

27. Minutes of the Planning Committee meeting held on Monday 6th June 2022

The Committee **RESOLVED** to agree the minutes of the meeting held on 6th June 2022.
(moved Cllr Russell; seconded Cllr Hartnell)

28. 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.

29. 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.

30. Public Question Time

No questions from members of the public.

Applications for consideration:

31. 22/1160/FUL Sue Reynolds **111 Harbour Road, Seaton, EX12 2NQ**
Conversion of two storey dwelling into 2 x 1-bed self-contained flats unit with alteration to fenestration and additional cycle and bin storage.

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

32. 22/0723/FUL Mr Richard Barkley **5 Macwood Drive, Seaton, EX12 2QE**
Construction of single storey infill extension.

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

33. **Planning Comments**
No comments for circulation.

34. **Decisions**
To note planning decisions made by East Devon District Council:

- a) **22/0653/FUL – Willoughby House, Fore Street,, Seaton** Change of use from Office (Use Class E(g)(i)) and alteration of Willoughby House to create 2no. dwellinghouses (Use Class C3). Erection of 3no. dwellinghouses with integral garages, plus formation and layout of internal access road and parking. Creation of pedestrian access to Underfleet including construction of steps – **APPROVED** – with conditions.
- b) **22/0768/TRE – Playing Fields, Scalwell Lane, Seaton T1509, Oak** : Remove major deadwood from within the crown; remove low and overhanging epicormic growth which is within 0.5m of neighbouring fence and gate; maximum diameter of cuts 50mm – **APPROVED** – with conditions.
- c) **22/0895/FUL – Flint House, Fremington Road, Seaton** External alteration & remodelling of dwellinghouse with changes to external materials and fenestration. Creation of external terracing. Erection of replacement garage (revision of approved application 21/2482/FUL) – **APPROVED** – with conditions.



Marshlands Centre, Harbour Road
Seaton, Devon EX12 2LT
01297 21388
admin@seaton.gov.uk
www.seaton.gov.uk
Town Mayor: Cllr Amrik Singh
Town Clerk: Julia Mutlow

The meeting closed at 5.50pm.

Signed 

Dated 4/7/22

**Minutes of the Planning Committee
Meeting on Monday 18 July 2022**

Present:

Chairman: Cllr D Wright

Councillors: K Beer, P Burrows, J Russell & A Singh

Officers: Town Clerk

Public: STC Cllr Bowman

50. Apologies for absence

Apologies for absence were received and accepted from Cllr Hartnell.
Cllr Macaskill was absent.

51. Declarations of Interest

There were no declarations of interest.

52. Minutes of the Planning Committee meeting held on Monday 4th July 2022

The Committee **RESOLVED** to agree the minutes of the meeting held on 4th July 2022.

(moved Cllr Beer; seconded Cllr Burrows)

53. 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.

54. 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.

55. Public Question Time

No questions from members of the public.

Applications for consideration:

- 56. 22/1404/FUL Mr & Mrs M White 12A Tower Country Chalet Park,
Harepath Hill, Seaton, EX12 2TF**
Demolition of existing 2 bed chalet
and construction of a replacement 2
bed chalet.

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

Cllr Burrows said he would like the applicant to give a statement of intent as to the
progress to be made on replacing the other chalets on the site.

- 57. 22/1386/OUT Townsend Park Ltd 15 Townsend Road, Seaton,
EX12 2AY**
Erection of 5 dwelling houses with
garaging (demolition of existing
dwelling house). Provision of new
vehicular access (closure of
existing access).

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

- 58. 22/1478/FUL Mr T Sidhu Axe Valley Mini Travel, 26
Harbour Road, Seaton EX12 2NA
2PY**
Demolition of existing STC store
and Bus Garage on site to be
replaced by 9 residential units with
landscaped gardens and private
parking.

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

- 59. Planning Comments**
No comments for circulation.

- 60. Appeals**
To note appeal decisions made by The Planning Inspectorate:

- a) **20/2887/FUL – Land Adjacent Harepath Hill, Seaton** Proposed agricultural storage building and associated works, including new access (resubmission of planning application 19/1141/FUL) – **APPEAL DISMISSED.**

61. Decisions

To note planning decisions made by East Devon District Council:

- a) **22/0723/FUL – 5 Macwood Drive, Seaton** Construction of single storey infill extension – **APPROVED** with conditions.
- b) **22/0966/FUL – Kingsland, Castle Hill, Seaton** Landscaping front garden to form parking area – **APPROVED** with conditions.
- c) **21/2394/FUL – Panorama, Highcliffe Close, Seaton** Surface Water Management Drainage System (Permanent) Conversion of existing garage building to form annexe – **APPROVED** with conditions.
The results of this application have recently been updated to include the approval with conditions of the Surface Water Management Drainage System (Permanent). The conversion of existing garage building to form annexe was approved with conditions on 21 October 2021.

The meeting closed at 5.54pm.

Signed _____

Dated _____

**Minutes of Finance & General Purposes Committee Meeting
Monday 18 July 2022**

Present:

Chairman: Cllr. D. Wright

Councillors: K. Beer, E. Bowman, D. Haggerty and A. Singh

In attendance: Town Clerk

Public: None

Others: Cllr. P. Burrows was in attendance, but not a member of this committee.

60. Election of Chairman

Cllr Wright was duly elected Chairman. (moved Cllr. Singh, seconded Cllr. Beer)

61. Election of Deputy Chairman

Cllr Beer was duly elected Deputy Chairman. (moved Cllr. Singh, seconded Cllr. Haggerty)

62. Apologies for absence

Apologies for absence were received from Cllrs. M. Hartnell, D. Ledger and C. Wood.

63. Declarations of Interest

There were no declarations of interest.

64. Minutes of the previous meeting

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 11 April 2022.

(moved Cllr. Beer, seconded Cllr. Singh)

65. Public Question Time

None.

66. Payments, receipts & unpaid invoices

Members received a schedule of payments, receipts and outstanding invoices as at 30 June 2022 and **RESOLVED** to:

- ratify the schedule of payments, as already approved under the Council's Scheme of Delegations
- note the receipts
- note the unpaid invoices

(moved Cllr. Wright, seconded Cllr. Singh)

67. Bank Reconciliation

Members **RESOLVED** to approve the bank reconciliation to 30 June 2022.

(moved Cllr. Wright, seconded Cllr. Beer)

68. Petty Cash Reconciliation

Members **RESOLVED** to approve the petty cash reconciliation to 30 June 2022.

(moved Cllr. Wright, seconded Cllr. Singh)

69. Budgetary Report – Q1 2022-23

Members reviewed the Council's financial position as against budget as at the end of Q1 (30 June 2022) and **RESOLVED**:

- noted the explanations for material variances
- approved the following virements between budget codes:
 - £1,000 from 280/4882 Beach School to 120/4135 Photocopying
 - £2,000 from 170/4045 Contractor (Amenities) to 165/4675 General Maintenance (Parks & Open Spaces)
 - £720 from 280/4882 Beach School to 170/4405 Maintenance & replacement (Amenities)
- noted movements from earmarked reserves

(moved Cllr. Beer, seconded Cllr. Singh)

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.

70. Tree Works

Members received an inspection report prepared by Advanced Arboriculture detailing works required to the ash trees on the Council's land at Seaton Down Hill and considered three quotations to carry out these works. Members **RESOLVED** to approve Teign Trees & Landscapes South West Limited to carry out the required works at a cost of £720 + VAT

(moved Cllr. Wright, seconded Cllr. Beer)

Meeting closed at 6.17pm

Chairman: _____

Date: _____

Section 1 – Annual Governance Statement 2021/22

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 2022, 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:

03/05/2022

and recorded as minute reference:

13

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

Chairman

Clerk

www.seaton.gov.uk

Section 2 – Accounting Statements 2021/22 for

SEATON TOWN COUNCIL

| | Year ending | | Notes and guidance | |
|--|--------------------|--------------------|--|--|
| | 31 March 2021 £ | 31 March 2022 £ | | |
| | | | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> | |
| 1. Balances brought forward | 248,530 | 292,542 | <i>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.</i> | |
| 2. (+) Precept or Rates and Levies | 337,982 | 356,939 | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> | |
| 3. (+) Total other receipts | 26,439 | 43,339 | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> | |
| 4. (-) Staff costs | 134,500 | 150,374 | <i>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.</i> | |
| 5. (-) Loan interest/capital repayments | 0 | 0 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> | |
| 6. (-) All other payments | 185,909 | 185,863 | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i> | |
| 7. (=) Balances carried forward | 292,542 | 356,583 | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> | |
| 8. Total value of cash and short term investments | 290,854 | 349,933 | <i>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.</i> | |
| 9. Total fixed assets plus long term investments and assets | 347,098 | 353,437 | <i>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.</i> | |
| 10. Total borrowings | 0 | 0 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> | |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | N/A | <i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> |
| | | | ✓ | <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i> |

I certify that for the year ended 31 March 2022 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. Nuttall

Date

26/04/2022

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

03/05/2022

as recorded in minute reference:

MINUTE REFERENCE 14

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

[Signature]

Section 3 – External Auditor Report and Certificate 2021/22

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

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

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:

None.

3 External auditor certificate 2021/22

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 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

04/08/2022

* 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)



Ms J Mutlow
Seaton Town Council
Seaton Town Council
Marshlands Centre
Harbour Road
Seaton, Devon
EX12 2LT

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
05 August 2022

Our Ref:
DV0307

SAAA Ref:
SB07333

Seaton Town Council
Completion of the limited assurance review for the year ended 31 March 2022

Dear Ms Mutlow

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Seaton Town Council for the year ended 31 March 2022. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory which must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference DV0307 or Seaton Town Council as a reference when paying by BACS.

Timetable for 2022/23

The 2021/22 reporting year is the last year of our current five-year contract with SAAA. If we are appointed as your external auditor for the subsequent five-year contract for years 2022/23 to 2026/27, the timetable will be broadly similar to that for 2021/22. If we are not appointed as your external auditor, the successor auditor will contact you directly to notify you of their timetable.

Feedback on 2021/22

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Seaton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

| | Notes |
|---|---|
| <p>1. The audit of accounts for Seaton Town Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p> | <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> |
| <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Seaton Town Council on application to:</p> <p>(a) _____ _____ _____ _____</p> <p>(b) _____ _____ _____</p> | <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> |
| <p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p> | <p>(c) Insert a reasonable sum for copying costs</p> |
| <p>Announcement made by: (d) _____</p> | <p>(d) Insert the name and position of person placing the notice</p> |
| <p>Date of announcement: (e) _____</p> | <p>(e) Insert the date of placing of the notice</p> |



Ms J Mutlow
Seaton Town Council
Seaton Town Council
Marshlands Centre
Harbour Road
Seaton, Devon
EX12 2LT

Our ref DV0307
SAAA Ref SB07333
Invoice No. SB20220515
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 05 August 2022

INVOICE

Professional services rendered in connection with the following:

| | |
|--|------------------|
| Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022 | £1,000.00 |
| Additional charges (where applicable) as detailed on attached appendix A | £0.00 |
| Additional fees (where applicable) as detailed by separate cover | £0.00 |
| TOTAL NET | £1,000.00 |
| VAT @ 20% | £200.00 |
| TOTAL PAYABLE | £1,200.00 |

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For payments by credit transfer, our bank details are:-

**HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include DV0307 or Seaton Town Council as the reference.**

For account queries, contact creditcontrol@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com



Ms J Mutlow
Seaton Town Council
Seaton Town Council
Marshlands Centre
Harbour Road
Seaton, Devon
EX12 2LT

Our ref DV0307
SAAA Ref SB07333
Invoice No. SB20220515
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 05 August 2022

REMITTANCE ADVICE

Professional services rendered in connection with the following:

| | |
|--|------------------|
| Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022 | £1,000.00 |
| Additional charges (where applicable) as detailed on attached appendix A | £0.00 |
| Additional fees (where applicable) as detailed by separate cover | £0.00 |
| TOTAL NET | £1,000.00 |
| VAT @ 20% | £200.00 |
| TOTAL PAYABLE | £1,200.00 |

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For payments by credit transfer, our bank details are:-

**HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include DV0307 or Seaton Town Council as the reference.**

For account queries, contact creditcontrol@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com

| SEATON TOWN COUNCIL (‘the Council’) | |
|--|--|
| Date of report | 5 September 2022 |
| Item of business | 22 COU 12 |
| Details | External Auditor Appointment Arrangements To consider whether to opt out of the central external auditor appointment arrangements |
| Purpose of Report | To update Members regarding the arrangements for the appointment an external auditor |
| Recommendations | It is RECOMMENDED that the Council resolves not to opt out and to continue as part of the central external auditor appointment arrangements |

1. Introduction

Under the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, the Council has received a letter advising of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period all smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor.

2. Current position

The Council has the option to opt out of the SAAA sector led opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

3. Key implications

The key implications of opting out are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor must be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority must convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by 30 November 2022 will have an external auditor appointed for it by the Secretary of State through SAAA. This will result in additional costs of £300 which will have to be met by the authority.

4. Conclusions

On the basis of the above, it is recommended that the Council continues as part of the central procurement and appointment scheme. If Members are minded to follow this recommendation then no further action is required.

RECOMMENDATIONS

It is **RECOMMENDED** that the Council resolves not to opt out and to continue as part of the central external auditor appointment arrangements

| SEATON TOWN COUNCIL (‘the Council’) | |
|--|--|
| Date of report | 5 September 2022 |
| Item of business | 22 COU 13 |
| 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

The new Tourist Information Centre opened on the seafront-side of the Marshlands Centre on 11 April 2022. 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 of enquiries being received.

2. Summary of Enquiries

The table below provides a summary of the enquiries received since 10 April:

| Month | Visits | | Telephone | | Total STC/TIC Enquiries 2022 (2021 figures in brackets) |
|------------------------|----------|----------|-----------|----------|---|
| | STC 2022 | TIC 2022 | STC 2022 | TIC 2022 | |
| April (16 days) | 60 | 141 | 23 | 9 | 233 (no stats) |
| May | 77 | 156 | 63 | 11 | 307 (35) |
| June | 82 | 427 | 71 | 22 | 602 (65) |
| July | 116 | 461 | 80 | 20 | 677 (85) |
| August | 89 | 327 | 67 | 18 | 501 (57) |



Marshlands Centre, Harbour Road,
Seaton, Devon EX12 2LT
01297 21388
admin@seaton.gov.uk
www.seaton.gov.uk
Town Mayor: Cllr Amrik Singh
Town Clerk: Julia Mutlow

Total enquires to TIC/STC between 10 April and 31 August 2022.

4. RECOMMENDATIONS

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



Seaton Town Council Constitution

Chapter 15 Communications Policy

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

SEATON TOWN COUNCIL

COMMUNICATIONS OVERVIEW

The use of digital and social media and electronic communication enables Seaton Town Council ('the Council') to interact in a way that improves communications, both within the Council and between the Council, residents and other stakeholders. However, the Council is cognisant of the fact that, due to the demographic of Seaton, not all residents have access to electronic communication channels, so endeavours to communicate in other ways as well.

The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses, as it seeks to improve and expand the services it delivers. When these changes occur, this policy will be updated to reflect the new arrangements.

SOCIAL MEDIA AND WEBSITE

The Council has a website (www.seaton.gov.uk), social media platforms (Facebook/Instagram/Twitter) and uses email and face to face events to communicate. The Council's social media platforms and website are used to provide information and updates regarding activities and opportunities within the town, to highlight the work being done by the Council and promote the town's assets positively.

Communications from the Council will meet the following criteria:

- be civil, factual and relevant
- not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive
- not contain content knowingly copied from elsewhere, for which the Council does not own the copyright
- not contain any personal information
- if it is official Council business, it will be moderated by the Town Clerk
- not be used for the dissemination of any political advertising

In order to ensure that all discussions on the Council's social media platforms are respectful and consistent with the Council's aims and objectives, contributors are asked to adhere to the following guidelines:

- be considerate and respectful of others - vulgarity, threats or abuse of language will not be tolerated and will be removed
- differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including councillors or staff, will not be permitted
- share freely and be generous with official Council posts, but be aware of copyright laws and be accurate, giving credit where credit is due
- stay on topic

The Council's website and social media platforms cannot be used for commercial purposes or to advertise, market or sell products or services.

The social media platforms is not monitored 24 hours a day and the Council will not reply individually to all messages or comments received. However, it will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts.

Sending a message or posting via social media will not be considered as contacting the Council for official purposes and the Council will not monitor or respond to requests for information through this medium. Instead, please make direct contact with the Town Clerk (townclerk@seaton.gov.uk) and/or councillors by email, telephone or letter.

We retain the right to remove comments or content that includes:

- obscene or racist content
- personal attacks, insults, or threatening language
- potentially libellous or defamatory statements
- plagiarised material; any material in violation of any laws, including copyright
- private, personal information published without consent
- information or links unrelated to the content of the forum
- commercial promotions or spam
- allegations of a breach of a Council's policy or the law

If a communication is received that does not adhere to the above criteria, then the Council's response will be to either ignore, inform the sender of the Council's policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given the limited resources available. Any information posted on social media - not in line with the above criteria - will be removed as quickly as practically possible. Those who repeatedly breach this policy will be blocked. The Council may post a statement that 'A post breaching the Council's Social Media Policy has been removed'. If the post alleges breach of a Council policy or the law, the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible, to allow due process.

Where necessary, the Council may direct those contacting it to the Council's website to see the required information or may forward the question to a councillor for consideration and response.

EMAILS

Council Email

The Town Clerk has a specific email address – townclerk@seaton.gov.uk and response to enquiries will be sent as soon as practicable.

The Town Clerk and officers are responsible for dealing with email received and passing on any relevant mail to councillors or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Town Clerk, and/or otherwise will always be copied to the Town Clerk.

Councillor Emails

Individual councillors are at liberty to communicate directly with parishioners in relation to their personal views and, if appropriate, copy to the Town Clerk. It should be made clear that any such views expressed are made in an individual capacity and not on behalf of the Council. Any emails sent to the Town Clerk or councillors in their official capacity will be subject to the provisions of the Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Personal information must not be sent on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

Internal communication and access to information within the Council

The Council is continually looking at ways to improve its working and the use of social media and electronic communication is a major factor in delivering improvement.

Councillors are expected to abide by the Members' Code of Conduct and data protection legislation in all their work on behalf of the Council.

As more information becomes available electronically, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Members' Code of Conduct and will be dealt with through its prescribed procedures (in extreme cases, this could lead to a criminal investigation).

Members should be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

FACE TO FACE

Surgeries & Meetings

Councillors will meet residents and others with an interest in the town, in their everyday lives and work and at events organised by the Council. As the Council reaches its decisions collectively, Councillors should be mindful of the Council's position when they discuss any issues with residents. In order to reach those individuals who may not have access to social media, the Council will hold surgeries, from time to time, in accessible locations such as on Thury Harcourt or on the seafront in an effort to engage with all elements of the community.

The Town Clerk is available by appointment to meet with any residents or other stakeholders who wish to understand or obtain further information about any decision that the Council has made.

Council & Committee Meetings

The Council holds regular meetings, in line with the law, which are scheduled well in advance and detailed on the Council's website. Any member of the public may attend such meetings and make representations in accordance with the Council's Standing Orders.

Community Champions

The Council has appointed local 'champions' such as the Disability Champion to advise and engage with specific sectors of the community, where the Council has powers to improve the town in small ways to assist those sectors. Other local champions such as a youth champion are being considered.

COMMUNITY CONSULTATIONS

From time to time, the Council will engage in a public consultation and this will be promulgated as widely as possible via traditional and electronic means to ensure the widest level of engagement across the community. The last consultation was in August 2021.

Reviewed – 5 September 2022

| SEATON TOWN COUNCIL (‘the Council’) | |
|--|--|
| Date of report | 5 September 2022 |
| Item of business | 22 COU 15 |
| Details | Report on work being done to enhance activities for children and young people in Seaton |
| Purpose of Report | To provide an update on the work of Youth Genesis and other children/youth-based initiatives and possible options as to a way forward |
| Power/Authority | Local Government (Miscellaneous Provisions) Act 1976, s19 – power to provide recreational facilities and to provide instructors in connection with such activities; Local Government Act 1972, s111 – power to do anything incidental to discharge of Council’s powers and functions. |
| Town Plan Objectives | Youth Genesis Project - to build on the ‘Seaton Streetbase’ youth project and assess how it might be improved/progressed Summer beach school pilot programme – to work with the approved supplier to fund and deliver a summer beach school for local children, as a pilot for future schemes |
| Recommendations | It is RECOMMENDED that Members: <ul style="list-style-type: none"> • approve the additional administrative and filming costs up to a maximum of £300 • authorise the Town Clerk to engage with the supplier to extend the scheme to the Autumn and Spring half terms and the Christmas holidays subject to a maximum cost of £1500. |

1. Background

For some years, the Council has been aware of the limited provision for young people in the town. As such, in April 2021, Members agreed to fund a proposal from a Devon-based organisation called Youth Genesis- who had run successful projects in other towns within the county - to run a street-based initiative in the town. The intention was to employ two youth workers, and recruit volunteers to meet young people and establish what their priorities were.

The desire for increased provision was confirmed by the responses to the community consultation in August 2021, which highlighted the need for more activities for children and young people being a priority for many of those who responded.

This report provides an update on the ongoing work being done by officers with regard to this and seeks decisions from Council, as to the way forward.

2. Youth Provision

2.1 Youth Genesis

Unfortunately, due to the pandemic and difficulties in recruiting, the progress made by Youth Genesis has been limited. It was only possible for them to recruit one youth worker and no volunteers were forthcoming. Therefore, due to lone working safety issues, that individual was unable to meeting young people out and about on the streets, so her work was confined to meeting those frequenting Item Drop. The report of their activities is attached, as Appendix 1, and officers have negotiated a reimbursement of £4276.12 to reflect the limited progress made.

2.2 Alternative proposals

The Deputy Town Clerk is now looking at alternative proposals as to how this objective may be progressed and has taken the following action:

- visited Sidmouth Youth Centre with the Facilities and Projects Officer
- held a meeting with Cllr Singh, the Facilities and Projects Officer and a local resident, who has a background and masters degree in youth work, to discuss potential youth activities
- made contact with Young Devon to schedule a meeting with a senior youth worker

A report detailing costed proposals for youth provision in Seaton will be brought to Members in October in advance of the commencement of the budget setting process for 2023-24.

3. Provision for children

Alongside the work with Youth Genesis, in March 2022, having carried out a tender process, the Council engaged educational professionals to run a Summer Beach School

for local children. This was in response to the community consultation which requested more activities for children and more beach-focused activities. The project was free of charge to users and delivered fun and educational activities for 4-11 year olds. This ran through the Summer holidays and proved a popular scheme with 120 children benefitting.

The last beach session took place on Wednesday 31st August and a comprehensive evaluation report is awaited from the contractors – Crazy Crabs Beach School. A full report detailing the highlights of the scheme and proposals to expand the beach school provision in 2023 will be brought to Members in October. However, initial discussions, suggest that the project has been extremely well received.

The Council secured National Lottery funding of £4,530 towards the scheme, to offset the agreed budget of £10,000. Part of the underspend – a sum of £1,720 has been vired to other budget headings as part of the financial review of the first quarter. The National Lottery funding included an allowance for additional one-to-one sessions. As these have not been taken up, an amount remains available to deliver further sessions.

Members should note that Crazy Crabs incurred additional administrative costs as, due to the popularity of the scheme, it was extended from 20 children (6 sessions each) to 120 children (1 session each). Additional costs will also be incurred by Crazy Crabs in respect of their contribution to the filming work for the ‘Coast meets country’ tourism project led by Sidmouth Town Council as part of a district-wide marketing project funded by the Innovation & Resilience Fund. The total cost of the additional administrative time and filming is not expected to exceed £300.

Whilst a full report will be brought to Members in October, with a view to expanding the Beach School in 2022-23, in the meantime, it is hoped that a smaller scheme could be delivered during the October half term, Christmas holidays and February half term at a maximum cost of £1500. Members are therefore asked to approve the recommendations in this regard. These would be funded from the remaining Beach School budget.

4. RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- approve the additional administrative and filming costs up to a maximum of £300
- authorise the Town Clerk to engage with the supplier to extend the scheme to the Autumn and Spring half terms and the Christmas holidays subject to a maximum cost of £1500.

| SEATON TOWN COUNCIL (‘the Council’) | |
|--|---|
| Date of report | 5 September 2022 |
| Item of business | 22 COU 17 |
| Details | Report on Marshlands ‘Warm Hub’ |
| Purpose of Report | To outline a proposal for a ‘warm hub’ at Marshlands and seek Members approval for the project in principle and to agree expenditure |
| Power | <p>Local Government Act 1972, s.133 - power to provide buildings for public meetings and assemblies</p> <p>Local Government (Miscellaneous Provisions) Act 1976 s.19 – power to provide recreational facilities</p> <p>Local Government Act 1972, s111 – power to do anything incidental to discharge of Council’s powers and functions</p> |
| Recommendations | <p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • agree, in principle, for officers to create the framework in which a warm hub may be established safely at Marshlands, on the terms suggested, from October to March • agree to a call for volunteers to man the hub, as the project is dependant on this • agree a maximum budget of £750 to cover light refreshments and any other incidental expenses that may arise, vired from the beach school budget |

1. Introduction

In light of the significant increases in energy bills predicted for the coming months councils across the UK and others who operate public buildings are considering what

arrangements may be put in place to provide warm spaces to assist those finding it difficult to heat their homes.

The Town Clerk has been advised that East Devon District Council will be bringing a report to its Members over the next month as to what can be done to help,

2. Proposal for Marshlands Warm Hub

In light of the above, officers have been considering what this Council might be able to implement to ease the situation for those affected.

The following concept of offering a friendly warm space is based on those discussions and having looked at plans that others are considering:

- the function room could be made available on one or two half days per week, to fit around the current community bookings, possibly Monday and/or Tuesday afternoons.
- it could be set up to offer jigsaws, board games, reading, crossword puzzles etc – these could be procured from *No Toy Left Behind* in Axminster and *Recycling in Ottery*
- hot drinks and soft drinks to be made available
- work with community organisations, such as Save Food Hub and/or Tesco for donations of bagels, crumpets, bread together with butter and spreads to offer simple refreshments
- liaise with information and advice organisations, such as Citizen Advice and Age UK, to establish whether a volunteer can attend on some dates to offer advice on different issues
- liaise with TRIP to see if there are any volunteer drivers willing to transport people, particularly the elderly

3. Matters to consider

The following must be considered:

- Insurance – enquiries will need to be made of the Council's insurers to establish their requirements for cover public liability, but officers do not consider that this will be a problem
- Risk assessments – there could potentially be a mix of elderly and small children so this will need to be considered in the risk assessment
- Supervision – it would need to be closely supervised. Whilst officers will put the framework in place and be present initially to help smooth out any initial problems, volunteers would be required to supervise the sessions and welcome visitors throughout the Autumn and Winter. The hub could not operate if volunteers are not forthcoming

- Stigma – it would be intended to be a welcoming space for everyone, not just those who are struggling financially, to avoid people feeling stigmatised by attending. It is envisaged that this initiative should be about building community, tackling social isolation and loneliness and providing support where needed.
- Funding – a budget of £750 is requested to cover light refreshments and any other incidental expenses that may arise. This could be vired from the beach school budget, which will be underspent.
- Heating – the function room will have to be appropriately heated to ensure it is at a reasonable temperature as it is a single skin wall and the windows are not the best.

4. Conclusion

Officers consider that this could be an appropriate way of utilising the function room to support the community, whilst still deriving the existing income from the ongoing bookings from community groups.

Its success will hinge on the successful recruitment of volunteers from within the Seaton community.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- agree, in principle, for officers to create the framework in which a warm hub may be established safely at Marshlands, on the terms suggested, from October to March
- agree to a call for volunteers to man the hub, as the project is dependant on this
- agree a maximum budget of £750 to cover light refreshments and any other incidental expenses that may arise, vired from the beach school budget

ELIZABETH ROAD PLAY AREA

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil TuckleyDATE: 15th August 2022Time Finished: 11.15am

| EQUIPMENT | HAZARD | RECOMMENDED ACTION |
|---------------|---|---|
| CAROUSEL DISH | Gets hot in strong sunshine. | Check written warning (done 15th August) |
| ROUNABOUT | Gap re: Rospa report, too large also rubber crumb shrinkage and wear. | Monitor all issues. |
| FOOTBALL GOAL | Net supports bent and rusty. Worn uneven playing surface. | Monitor all issues. |
| GAMES AREA | Worn backboard, loose bolts. | Monitor. Investigate costs to replace backboard |
| MULTIPLAY | Slight rust. Hole in matting. Chainlink notching. | Monitor all issues. |
| TODDLER MULTI | No Hazard | Monitor |
| PICNIC TABLES | No Hazard | Monitor |
| BENCHES | Some decay and cracks | Monitor. (Replace wood?) |
| GATES X 3 | No Hazard | Monitor |

| EQUIPMENT | HAZARD | RECOMMENDED ACTION |
|-----------------------|---|--|
| ROCKING HORSE | Gap underneath too large Re: Rospa report | Monitor |
| SPINNING UNIT (TITAN) | Chain link / D Shackle / T Bar notching. Rubber crumb wear. | Monitor all issues. Parts on order |
| TODDLER 1 BAY-2 SEAT | Rubber crumb wear and shrinkage. | Monitor |
| JUNIOR 1 BAY 2 SEAT | Wear to 'D' shackle and chain link. Rubber crumb shrinkage and wear. | Monitor all issues. |
| SWING NET | Wear to 'D' shackle, chain link and swiss link. Rubber crumb shrinkage and wear | Monitor all issues. |
| SLIDE | Hole in rubber matting. | Monitor |
| FENCE | No Hazard | Monitor |
| WOODEN GUARDS | REMOVED | |
| PATH | No Hazard | Monitor |
| TREES | See latest tree survey report | Carry out recommendations as per tree survey, some works completed |

| EQUIPMENT | HAZARD | RECOMMENDED ACTION |
|-----------|--------|--------------------|
| GENERAL | | |

UNDERFLEET

OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil Tuckley

DATE: 15th August 2022

FINISH TIME: 10.10am

| EQUIPMENT | HAZARD | RECOMMENDED ACTION |
|--------------------------|--|-------------------------------------|
| CYCLE STAND | No Hazard | Monitor |
| GOAL NET X2 POSTS | Worn playing surface, rabbit holes/scratchings. Some holes in nets | Monitor all issues. |
| CYCLOPS (SPIN NET) | No Hazard | Monitor |
| TITAN (ROTARY) | D shackle wear, , chain link, T Bar notching, uneven matting and hole in matting. | Monitor all issues (parts on order) |
| SPIDERS WEB | No Hazard | Monitor |
| CLIMBING WALL | No Hazard | Monitor |
| DINO (ZIP WIRE) | Worn wooden tread | Parts on order |
| NEXUS VIPER (ROPE SWING) | Hole in uneven matting, D Shackle / chainlink notching | Monitor all issues |
| WILLY JEEP | General rust | Monitor and paint in good weather |

| EQUIPMENT | HAZARD | RECOMMENDED ACTION |
|------------------------------|--|--|
| GAPING GHYLL | Artificial grass is worn away on the corner and in patches | Monitor |
| LOPING BALANCE WEAVE | No Hazard | Monitor |
| WALK/STRETCH POSTS | some cracking in wooden posts | Monitor |
| NET TUNNEL | some cracking in wooden posts | Monitor |
| 6M NET PYRAMID | Wear to 3rd rope from the top | Monitor wear to added tape on rope. Done 15th August |
| CIRCUS TRAMPOLINE | No Hazard | Monitor |
| LANDSCAPE TUNNEL | No Hazard | Monitor |
| UNIMINI KERRA (TODDLER UNIT) | Slight rust and peeling paint, wear to plywood platform | Monitor |
| LILLIE BASKET (SWING BASKET) | No Hazard | Monitor |
| ROTY INCLUSIVE ROUNDABOUT | Movement in worn bearings | Monitor (dismantle and assess in conjunction with other repairs) |

| EQUIPMENT | HAZARD | RECOMMENDED ACTION |
|--------------------------------|---|--|
| BENCH ON MOUND | No Hazard | Monitor |
| 2.4 SLEEPER BENCH X 3 | No Hazard | Monitor |
| DINSOSAUR RIBCAGE WALKWAY ARCH | No Hazard | Monitor |
| GATES X 2 | No Hazard | Monitor |
| FENCE | No Hazard | Monitor |
| BOULDER SEATS | No Hazard | Monitor |
| PATH | Generally worn in places especially at base of landscape tunnel | Monitor and fill hole at base (done 15th August) |
| TREES | See tree survey | Act upon recommendations in tree survey, some works carried out already. |