

NOTICE


**To: All Members of Seaton Town Council
Meeting of Seaton Town Council
on Monday, 9 January 2023 at 6pm**

4 January 2023

You are hereby summoned to attend the above meeting to be held on **Monday, 9th January 2023 at 6pm**, 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

- 23/COU/01 Apologies for absence**
To receive any apologies for absence
- 23/COU/02 Declarations of Interest**
To receive any Members' declarations of interest in respect of items on the agenda
- 23/COU/03 Minutes**
To agree the minutes of the Council's meeting held on Monday, 5th December 2022.
- 23/COU/04 Public Question Time**
To allow any questions or reports from members of the public.
- 23/COU/05 Committee meeting minutes**
To receive and note the minutes of the following committee meetings:

- Planning Committee – 5 December 2022

23/COU/06 Budget & Precept 2023-24

To consider the Council's budget, as recommended by the Finance & General Purposes Committee, and approve, subject to any adjustments that the Council considers necessary and to set the precept for 2023-24

23/COU/07 Local Plan Consultation Response

To agree the Council's response to the Local Plan consultation as recommended by the Planning Committee

**Minutes of the Seaton Town Council ('the Council')
Meeting
on Monday, 5 December 2022**

Present:

Chair: Cllr Singh

Town

Councillors: K. Beer, E. Bowman, P. Burrows, D. Haggerty, M. Hartnell & C. Wood

Officers: Deputy Town Clerk

Public: One member of the public was in attendance

108. Apologies for absence

Apologies for absence were received from Cllrs. M. Steven, D. Ledger, J. Russell and D. Wright. East Devon District Councillor Rowland (EDDC) also requested that his apologies be noted as he was attending a meeting of EDDC's Cabinet.

109. Declarations of Interest

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

110. Minutes

Members **RESOLVED** to approve the minutes of a meeting of Seaton Town Council held on Monday, 7 November 2022. (proposed Cllr. Beer; seconded Cllr. Haggerty)

111. Chairman's Report

Members noted the Chairman's Report.

112. Public Question Time

A member of the public spoke on behalf of the community grant application by Sidmouth Jazz & Blues Festival and explained how elements of the event would operate in Seaton. In summary, the event was organized by a registered charity and had been established in 2022. The organizers wished to build on the success of that event by extending it in 2023 to include a series of projects in Seaton and other adjacent towns, both in Seaton Town Hall and in outdoor venues such as the beach and street-based activities. It was intended that the projects would appeal to a wide and multi-generational demographic from schools to care homes. An application was being made for Arts Council funding of £30,000 and support from local organizations such as Seaton and Sidmouth Town Councils would assist in demonstrating the partnership approach

being taken to deliver for the whole community. Primarily it was envisaged that if the community grant application succeeded, the monies would be used to cover the hire costs of the town hall and associated costs. As the charity had not yet completed its first full year of trading, its certified accounts were not yet available, and the application was made in the knowledge that these would be provided prior to any grant being paid.

The Council agreed to suspend its standing orders to change the order of business and brought the discussion on the community grant application forward. (proposed Cllr. Singh; seconded Cllr. Beer)

113. Community Grants

Members considered an application for a community grant and **RESOLVED**, in principle, to award £1,000 to Sidmouth Jazz Blues Festival to extend the event to deliver projects including, primarily the hire costs of the town hall. The grant was subject to the applicant supplying comprehensive financial information once available. (proposed Cllr. Hartnell; seconded Cllr. Burrows)

114. County Councillor's Report

Members noted the county councillor's report and, in particular Cllr Hartnell highlighted the following:

- the modelling work being undertaken by consultants, instructed by DCC, to advise on how the existing drainage and other infrastructure can be improved. The consultants have also met with those most affected to compare the results of this work to the real experience of residents and this information will be collated to support funding bids, by demonstrating the number of houses that would benefit if certain improvements were made.
- as regards motorhome parking on the seafront, a proposal was being considered regarding the possibility of imposing a traffic order restricting the free overnight parking of motorhomes on the seafront between 7pm and 7am. The purpose would be to discourage parking overnight and associated activities.

115. District Councillors' Reports

There were no written district councillors' reports, however, Cllr. Hartnell answered questions raised in relation to motorhome parking on the seafront and confirmed that EDDC's work was ongoing in looking at alternatives.

116. Town Clerk's Report

Members noted the Town Clerk's Report, as circulated with the agenda and the Deputy Clerk provided an update on the Warm Hub. The Chairman asked that thanks be noted to officers, for their efforts in installing the Christmas lights.

117. Committee meeting minutes

Members **RESOLVED** to note the minutes of the following committee meeting:

- Planning Committee – 17 October & 7 November 2022

(proposed Cllr. Burrows; seconded Cllr. Beer)

118. Update on Tourist Information Centre

Members noted the update.

119. Report on Finance

Members considered the report and **RESOLVED** to:

- note and ratify the purchase of a replacement vehicle at a cost of £10,500 + VAT in accordance with the Council's resolution of 7 November 2022
- approve the proposed transfer of £5,500 from EMR332 Vehicle Replacement to EMR328 General Asset Maintenance
- note and ratify the expenditure of £2,700 + VAT and action taken by the Town Clerk, under delegated power to secure urgent repairs to the roof of the Town Hall

(proposed Cllr. Haggerty; seconded Cllr. Hartnell)

120. Interim Internal Audit 2022-23

Members considered and **RESOLVED** to note the interim report and observations of the Council's internal auditor and the Town Clerk's comments in response and the actions being undertaken to implement those observations

(proposed Cllr. Beer; seconded Cllr. Singh)

121. Investment Policy

Members considered the draft policy and **RESOLVED** to approve the updated Investment Policy.

(proposed Cllr. Beer; seconded Cllr. Haggerty)

122. Play Park Inspections

Members noted the inspection reports on the Council's play parks

(proposed Cllr. Beer; seconded Cllr. Bowman)

Confidential Items

The Chairman moved and seconded by Cllr Beer 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 item due to commercially sensitive information

123. Marshlands Centre

Members considered a comprehensive report and recommendations regarding options for the Marshlands Centre and an update regarding the contract finder tender process and **RESOLVED:**

- to approve refurbishment option A as the way forward for the refurbishment of the first floor of Marshlands with a view to creating more space for employment and community use, thereby increasing income generation
- to approve supplier A as the chosen supplier to implement the preferred option at a cost of £47,500 + VAT plus the repairs to the lift (supplier already approved) at a cost of £19,900 + VAT, plus any inflationary increase since the original quotation approved in July 2022
- to approve a contingency of 20% to cover any unexpected costs that arise during construction
- to authorise the Town Clerk and officers to take such action as is necessary to deliver the refurbishment, within the agreed budget
- having taken account of the comprehensive procurement process that had been undertaken including the extensive efforts to secure three quotations and noting the lack of responses, either from direct approaches or via the contract finder process, to agree to waive the requirement for three quotations for these works
- to authorise the Town Clerk, once advice received on the treatment of the Council's buildings for VAT purposes, to take such action as she considers necessary to invoke the most beneficial arrangements to the Council, on the treatment of VAT

(proposed Cllr. Beer; seconded Cllr. Haggerty)

Meeting closed at 6.51pm

Signed _____

Dated _____

**Minutes of the Planning Committee
Meeting on Monday 5th December 2022**

Present:

Chairman: Cllr P Burrows

Councillors: K Beer & A Singh

Other Councillors: E Bowman, D Haggerty & C Wood

Officers: Town Clerk

Public: No members of the public were present

121. Apologies for absence

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

122. Declarations of Interest

There were no declarations of interest.

123. Minutes of the Planning Committee meeting held on Monday 7th November 2022

The Committee **RESOLVED** to agree the minutes of the meeting held on 7th November 2022.
(moved Cllr Beer; seconded Cllr Burrows)

124. 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.

125. 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.

126. Public Question Time

There were no questions raised by members of the public.

Applications for consideration:

127. 22/2542/FUL Chris Hammett Land Adjacent Harepath Hill, Harepth Hill, Seaton
Formation of new agricultural field access.

Discussion took place around:

- Highway concerns which have been raised in the past
- Harm the proposal would cause to the character and appearance of the area

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

- Concerns over highway safety which have been raised in the past.
- Proposal would harm the character and appearance of the area.

(moved Cllr Burrows; seconded Cllr Beer)

128. 22/2429/FUL Mr & Ms D Harvey 1 The Burrow, Seaton EX12 2LW
Alterations to fenestration of ground floor commercial unit.

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

(moved Cllr Beer; seconded Cllr Burrows)

129. 22/2582/FUL Mr Justin Werb Barnards (land adjoining), Harepath Hill, Seaton EX12 2TF
Erection of one dwelling and associated works.

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

(moved Cllr Burrows; seconded Cllr Singh)

130. 22/2559/TRE Mr Bruce Smith 5 Major Terrace, Seaton EX12 2RF
T1, Ash : dbh. 76cm, pollard at the highest suitable pollard points, just above the previous historical pollarding points, with as small as is possible targeted pruning cuts. T2, Horse chestnut : dbh 1.2m. Reduce crown growing to the north by no

more than 2.5m. Maximum diameter of pruning cut 75mm. T3, Lime : dbh 60cm 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 : dbh 60cm. Thin the crown by up to 15% with pruning cuts of up to no more than 50mm.

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

131. Planning Comments

Comments to be circulated in respect of application 22/2542/FUL.

132. Decisions

To note planning decisions made by East Devon District Council:

- a) **22/1605/FUL – 36 Durley Road, Seaton** Conversion of roof space to habitable use to include a side and rear dormer and 1 x rear rooflight. Replacement single storey rear extension with pitched roof to include 3 x roof lanterns – **APPROVED** standard time limit.
- b) **22/2224/FUL – 3 Townsend Avenue, Seaton** Proposed single storey rear extension and alterations to rear access and parking area – **APPROVED** standard time limit.
- c) **22/1947/TEL – Lant At The Underfleet, Seaton** The proposed installation of a replacement base station consisting of a 20m monopole comprising 6 no. antennas and 2 no. dishes together with 3 no. ground based cabinets and ancillary development thereto – **WITHDRAWN**.
- d) **22/1635/FUL – Former Co-op Store, The Underfleet, Seaton** Single storey extension to south west, single storey extension to north west, single storey extension to north east and two storey extension to north east. External alterations to existing building and minor alterations and landscaping to wider site – **APPROVED** with conditions

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- e) **22/2364/FUL – 1 Lydgates Road, Seaton** Single storey side extension and creation of roof above existing rear deck – **APPROVED** with conditions.

The meeting closed at 5.54pm.

Signed _____

Dated _____

DRAFT

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| SEATON TOWN COUNCIL (‘the Council’) | |
| Date of report | 9 January 2023 |
| Item of business | 22 COU 06 |
| Details | Report on proposed budget and precept for Seaton Town Council 2023-24 |
| Purpose of Report | To consider and approve the draft budget as recommended by the Finance & General Purposed Committee on 17 October 2022 and proposed amendments made since that date to take account of revised information received on some budget codes, and to consider adjustments to earmarked reserves |
| Power/authority | Local Audit & Accountability Act 2014 & Seaton Town Council Financial Regulations |
| Recommendations | <p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • approve the proposed budget for 2023-24, subject to any amendments they consider necessary • approve the precept for 2023-24 • approve the transfers to earmarked reserves as detailed alongside the draft budget proposal |

1. Background

The Council’s Finance & General Purposes Committee met on 17 October 2022 and considered a draft budget for 2023-24 and resolved to recommend that proposal (ref: V2 – 14 October 2022) to Council for approval. Since that date, further pertinent financial information has become available, and the draft has been updated to reflect this information. The actual income and expenditure column has also been updated to reflect the position as at the end of Q3 (31 December 2022). The changes are highlighted in blue on the attached updated spreadsheet (Appendix 1 – DRAFT Budget 2023-24 V.3 - 4 January 2023).

The tax base for 2023-24 – which is the figure by which the net budget is divided to provide the Band D precept rate - has now been confirmed by East Devon District Council and has risen from 3,208 to 3,231.

The adjustments since the original draft proposal was submitted are summarised below:

- Staff costs – in early November the pay award for 2022-23 was finally agreed. The budget has therefore been adjusted to reflect this. As the Planning Assistant is providing her services on a self-employed basis, the proposed budget for ‘salaries’ has been adjusted downwards and the budget for ‘professional fees’ adjusted upwards, as this more accurately reflects the nature of the expenditure.
- Planting and watering – increased by £750 to cover additional cost of spring bulbs, over and above the cost of the planting and watering contract with Scalwell Lane Nurseries
- Accounts software & support – the fees for Survey Monkey and Zoom had inadvertently been omitted from the previous draft so the budget has been increased to include those annual fees. RBS Rialtas have yet to confirm their fees for the new financial year.
- Marshlands water rates – recent bills have been significantly higher than previous years, so the budget has been increased accordingly.
- Replacement bus shelters – there are 3 bus shelters (Fisherman’s Gap – The Vault & Jubilee Gardens, Scalwell Lane), that ideally should be replaced in the next financial year. £6,000 is available in an earmarked reserve and the total cost is likely to be in the region of £12,500.
- Art Trail - due to the lack of availability sites for new art works and limited officer resource to take this project forward, it is proposed that the original figure of £5,000 be reduced to £2,000 for 2023-24

2. Earmarked Reserves

In addition to setting a prudent budget that enables the Council to deliver its services and maintain the town’s amenities, it must also ensure it makes adequate provision for the future replacement of assets, such as its playparks. As such, it is proposed that the Council’s earmarked reserves be adjusted upwards, year on year, to ensure funds are available when significant capital expenditure is required. The following adjustments are proposed:

- EMR Playpark Maintenance - increased from £20,000 to £50,000

- EMR Art Trail – to be dissolved and £1,000 balance transferred to general reserves
- EMR Allotments – to be reduced at the year end from £2,000 to £964 to reflect expenditure during the current financial year

3. Summary

The predicted year-end outturn position is likely to be £386K, therefore the budget on target with limited underspend. Should Members decide to approve the proposed draft budget V.3 – 4 January 2023 as attached as Appendix 1, then then this would require an increase in the precept of £4.79 per annum on a Band D property (or 9p per week). This equates to 3.95%.

If Members decide not to increase the precept, then either:

- the budget will require adjustment downwards; or
- the shortfall will have to be met by reducing general reserves.

4. Recommendations

It is **RECOMMENDED** that Members:

- approve the proposed budget for 2023-24, subject to any amendments they consider necessary
- approve the associated precept for 2023-24
- approve the transfers to earmarked reserves as detailed alongside the draft budget proposal