



## Minutes of the Seaton Town Council Meeting On Monday 14<sup>th</sup> May 2018

### Present

**In the chair:** Cllr P Burrows

**Councillors:** K Beer, C Chadwick, M Hartnell, S Read, J Rowland, K Rye, H Sanham, D Squire

**Officers:** Town Clerk

**Public:** 2 members of the Public

### **26. Apologies for absence**

The Council received and accepted apologies from Cllr Shaw.  
Cllr Webster was absent

### **27. Declarations of Interest**

Cllr Burrows declared a personal interest as a Councillor with East Devon District Council (EDDC)

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

### **28. Public Question Time**

There were no questions from the members of the public present

### **29. Chairman's Announcements**

The Chairman updated Councillors that he would be attending the Age UK Royal Wedding event on Thursday 17<sup>th</sup> May and also the party in the park on Sunday 20<sup>th</sup> May.

### **30. Police Report**

The Council considered the report from the Police.

Discussion took place around:

- Whether the figures were accurate
- The need to ask for clarification around the figure of 6 rapes for Seaton
- What the current situation is regarding Seaton Heights. The Town Clerk to ask the Police to come to the next meeting to discuss

The Council **NOTED** the Police Report  
(moved by Cllr Burrows)

### **31. County Councillor Report**

Discussion took place around:

- Road repairs needing to be completed on Castle Hill prior to the Cycle Fest event

The Council **NOTED** the County Councillors Report  
(moved by Cllr Burrows)

### **32. Town Clerk Report**

Discussion took place around:

- The newly installed tourism signage being incorrect in a couple of places. At the roundabout at the junction of Fore Street the signage is pointing the wrong way and on the Sidmouth to Lyme Regis Road the signage has been put together in the wrong order. The Town Clerk to raise these issues with DCC.

The Council **NOTED** the Town Clerks Report  
(moved by Cllr Burrows)

### **33. Budget Outturn Report doe 2017/18**

The Council **RESOLVED** to note the Budget Outturn Report for 2017/18

(moved by Cllr Hartnell; seconded Cllr Burrows)

### **34. Annual Governance Statement 2017/18**

The Council **RESOLVED** to approve the Annual Governance Statement for the 2017/18 financial year.

(moved Cllr Burrows; seconded Cllr Rowland)

The Chairman and the Town Clerk both signed the Annual Governance Statement on behalf of the Council.

### **35. Accounting Statements 2017/18**

The Council **RESOLVED** to approve the Accounting Statements for the 2017/18 financial year

(moved Cllr Rowland; seconded Cllr Hartnell)

The Chairman and the Town Clerk (as the Responsible Financial Officer) both signed the Annual Governance Statement on behalf of the Council.

### **36. General Data Protection Regulations**

The Council **RESOLVED** to approve the recommendations as set out in the report:

1. The Council approve the Data Protection Policy attached as Appendix A to this report;
2. The Council approves that the Town Clerk becomes the Data Protection Officer and puts into place a framework to ensure that there is scrutiny and oversight of this role by Councillors/a Committee;
3. The Council approve the Action Plan attached as Appendix B to this report and agree that progress updates be brought back to Council on a quarterly basis

(moved Cllr Burrows; seconded Cllr Beer)

### **37. Council Priorities for 2018/19**

Discussion took place around:

- Carrying forward the priorities of marketing and promoting Marshlands, Improving the appearance and vitality of the town centre, seafront enhancement scheme and improving communication via social media and the website
- Addition of a new priority for working on a Neighbourhood Plan
- Addition of a new priority for working on an Emergency Plan
- The need to set targets
- Whether a lead Councillor is appropriate for each priority
- The need to regularly report progress back to the Council
- The Town Clerk to draw up an action plan

The Council **RESOLVED** to approve Council's priorities for the 2018/19 Municipal Year as:

1. Marketing and Promoting Marshlands
2. Improving the appearance and vitality of the town centre
3. Seafront enhancement scheme
4. Improving communication
5. Neighbourhood Plan
6. Emergency Plan

And that the Town Clerk bring an Action Plan back to the next meeting of Council (moved Cllr Rowland; seconded Cllr Beer)

### **38. Windsor Gardens**

The Council discussed the wooden the shelter in Windsor Gardens which is in a state of disrepair.

Discussion took place around:

- There bring three potential options – let it deteriorate, ask East Devon District Council to make improvements or ask EDDC to demolish it
- If it was demolished would EDDC replace it with seating?
- The possibility of getting sponsorship for a bench

The Council **RESOVLED** to retain the shelter and to ask East Devon District Council to rebuild it (at no expense to the Town Council)  
(moved Cllr Beer; seconded Cllr Sanham)

### **39. Tourist Information Centre (TIC)**

Cllr Sanham declared a personal interest as a volunteer at the Jurassic Centre

The Council considered the report produced by the Jurassic Centre

Discussion took place around:

- The need to be given a complete breakdown of costs for the TIC so the Council can see what its financial contribution is being spent on
- The new TIC website looking impressive and it now needs to be made more prominent
- Why the statistical information relating to enquiries doesn't include all visits to the TIC rather than just those where follow up action is taken
- Whether the TIC could move into Marshlands
- Whether accommodation should just be promoted for Seaton and the immediate vicinity or whether it was appropriate to include accommodation further afield
- The leaflets on display – dependent on leaflets being delivered

The Council **RESOLVED** to set up a working group to review the options for the Tourist Information Centre for 2019/20 onwards  
(moved Cllr Burrows; seconded Cllr Rowland)

Councillors to be on the working group are Cllrs Hartnell, Rowland, Squire and Burrows

#### **40. Seafront Enhancement Scheme**

Discussion took place around:

- The need to move this project on as it has currently stalled
- A meeting of the Regeneration Forum needs to take place to move this forward
- The need to look at funding opportunities with other parties in the town
- The need to start building a business plan

The Council **RESOLVED** to set up a working group to start putting together a business plan  
(moved by Cllr Rowland; seconded Cllr Beer)

Councillors to be on the working group are Cllrs Beer, Rye, Rowland and Sanham

#### **41. Updates on Actions Arising**

Discussion took place around:

- The Devon Air Ambulance Project – the Town Clerk confirmed that the Planning team had come back and asked for the pinpoint location as to exactly where the 10 metre lighting column would be and also for the Community Infrastructure Levy paperwork to be submitted. The CIL paperwork had been completed and returned and the Clerk was waiting for Mr Russell from DAA to provide the other piece of information
- Assets of Community Value – The Town Clerk confirmed that she was in the process of providing Land Registry information to EDDC before they could proceed with the application
- The working group to look at Facebook is to consist of Cllrs Burrows, Squire and Rowland

#### **42. Suspension of Standing Orders**

At this point of the meeting, and as the two members of the public wanted to ask a question, the Chairman moved that the Council suspend Standing Orders.

The Council **RESOLVED** to suspend Standing Orders

(moved Cllr Burrows)

#### **43. Questions from members of the public**

Mr Niall Donnan asked about the Council's website and whether it would be updated in the near future.

The Town Clerk confirmed that it was in the process of being updated over the next couple of weeks.

Mr Peter Morris asked whether the clock on the top of the bell tower will ever work again.

The Town Clerk confirmed that EDDC were in the process of repairing the clock and that she would follow this up with them to get an answer

At this point of the meeting the Council reverted back to operating under the Standing Orders

**44. Confidential items**

The Chairman moved that in accordance with the Council's Standing Order 1 (c) press and public would be excluded from the meeting during the discussions of items 18 to 20 on the agenda as there was likely to be disclosure of information as matters are being discussed which could identify an individual or are commercially sensitive. Council **AGREED** the statement as read.

**45. Scout Hut Lease**

The Council **RESOLVED** to approve that the Scout Hut Lease be amended to:

- a) cover a period of 30 years subject to break clauses; and
  - b) allow the Scouts to sub-let to community groups
- (moved by Cllr Rowland; seconded Cllr Sanham)

**46. Service Level Agreement with East Devon District Council re Town Hall Maintenance**

The Council **RESOLVED** to enter into discussion with Est Devon District Council re the Service Level Agreement to be renewed on an annual basis  
(moved Cllr Rowland; seconded Cllr Hartnell)

**47. East Devon District Council proposal to rent an area of Marshlands**

The Council **RESOLVED** to ask Martin Diplock to clarify the rental income for the area of Marshlands and to bring this information back to Council for further discussion  
(moved Cllr Hartnell; seconded Cllr Rowland)

The meeting ended at 20.50

**Chairman:** \_\_\_\_\_

**Dated:** \_\_\_\_\_