



Minutes of the Seaton Town Council Meeting On Monday 2nd July 2018

Present

In the chair: Cllr K Beer

Councillors: C Chadwick, M Hartnell, S Read, J Rowland, M Shaw, H Sanham, D Squire and R Webster

Officers: Town Clerk

Public: 22 members of the public

61. Apologies for absence

The Council received and accepted apologies from Cllrs Burrows and Rye

62. Declarations of Interest

Cllr Shaw declared a personal interest as a Councillors with Devon County Council (DCC)

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

Cllr Rowland declared a personal interest as a member of the Seaton Down Hill community speed watch Team

63. Minutes

The Council **RESOLVED** to approve the minutes of Council meeting on 4th June 2018 subject to the following minor amendments:

- Minute 55, first bullet point be amended to correct the misspelling of Dan Haydon's name
- Minute 57, second bullet point be amended to read as Senior Voice rather than Seaton's Voice

(moved Cllr Rowland; seconded Cllr Read)

64. Public Question Time

A number of the members of the public present, chose to speak in Public Question Time as follows:

Mr David Morgan spoke regarding agenda item 6, the County Councillors report covering the speed limit and Seaton Down Hill. Mr Morgan commented that he felt that Vehicle Activation Signs have limited value as their effect lessens over time. He believes that a more permanent engineered solution be sorted out sooner rather than later.

Mr Paul Allan also spoke on agenda Item 6 as a Seaton Down Hill resident and member of the community speed watch team. He echoed Mr Morgans comments and

stated that he had sent a report to the Town Clerk earlier in the day. (The Town Clerk confirmed that the report had been sent to all Councillors).

Mr Neil Moorcroft also spoke on agenda item 6 and stated that it was difficult to exit from Honey Ditches Drive on to Seaton Down Hill due to the speed of traffic and also the vehicles parked outside of the Dove Court Care Home.

Mr Nigel Booth from the Mariners, Seaton spoke on the issues with the condition of the flats on the sea front and asked what the situation was between the developer of Fosseway Court and the Council.

Mrs Brenda Martindale spoke on agenda item 6 as a resident of Churston Rise. Mr Martindale stated that getting out of Churston Rise was very bad due to fast vehicles speeding up and down Seaton Down Hill. She also comments that on a number of occasions she had been concerned about vehicles going into the back of her vehicle, due to the speed they were coming down Seaton Down Hill, when waiting to turn right into Churston Rise.

Mrs Pat Booth from the Mariners, Seaton spoke about issues with the Devon County Council on street parking spaces along the Esplanade. Mrs Booth commented that on a number of occasions the machines had either run out of money or tickets. She had discussed this with the DCC parking officers and they expected members of the public to walk down to the ticket machines further down the road. Mrs Booth also commented that she was of the understanding that the middle ticket machine was going to be removed by DCC, which would lead to more problems with the other machines and also deter visitors. She also confirmed that when members of the public had tried to pay using the telephone service that this had not worked.

The Town Clerk asked Mrs Booth to advise people experiencing these problems to get in touch with the Town Council office so that the issue can be reported to Devon County Council

Cllr Rowland spoke on the Seaton Down Hill issue and confirmed that he was also a member of the community speed watch team. Cllr Rowland stated that Devon County Council look at serious accidents and as there haven't been any accidents on Seaton Down Hill it is hard to move forward with them. However, the Town Council is continuing to pursue this and has recently amended its budget from having money set aside for Vehicle Activation Signs to money to go towards reducing the speed limit to 40 on the A3052 and top of Seaton Down Hill. Cllr Shaw is also contributing money from his Locality Budget towards this project.

Cllr Hartnell responded to the comments made by Mr Booth regarding Fosseway Court, confirming that East Devon District Council are working on this with the developer and that due to complications it would not be resolved quickly. He confirmed that he couldn't say more without the Council going into private session.

Cllr Shaw spoke on the issues around Seaton Down Hill and confirmed that he is working with colleagues at Devon County Council to get this matter resolved and the speed limit changed. He stated that he has only just become aware of the parking issues and said that he would meet with local residents on site to talk about the issues and would then see what could be done to resolve them.

Cllr Beer asked if any of the organisations that had applied for grants wished to speak

Sandra Ward who was representing Axe Valley & West Dorset Ring and Ride Service said that the Service carries people under S19 of the Road Traffic Act and this includes people with or without a disability. The service assists with taking people shopping and further afield to help them remain in their own homes. We are grateful for previous grants and are trying to get a new bus which is in the region of £40,000. Mrs Ward also said that the organisation would like to invite a Councillor to attend their meetings.

Adam Tedbury who was representing Testudo said that they have asked for a grant of £680 to enable them to purchase a shed to store costumes in as they are currently in various locations in peoples houses.

Neil Hurlock from TRIP said that they drive people to medical appointments and do several thousand trips a year benefitting local people. He confirmed that they fundraise each year but there is a shortfall each year of about £10,000. There are 1,000 plus users of the service with 25% in Seaton, Beer and Axmouth. Mr Hurlock confirmed that the Charity Commission require charities to keep 25% of turnover as reserves, plus they have a fund for vehicle replacements.

Skevoulla Hambi-Hilder from Seaton Library Youth Club said that the youth club runs every Thursday and has been running for 10 years. There are over 35 young people attending and they are able to do activities such as arts and crafts and cooking. A number of the young people are taking up the Young Lions Leaders course. An attendee of the Youth Club, Sam Lister said that the youth club gives him the opportunities to try out activities that he cannot do at school such as cooking and 3d printing. Mrs Hambi-Hilder also confirmed that Devon County Council had recently given funding for staff time to run the youth centre. She also confirmed that they attract new members through social media as well as sending information including posters to local schools.

Tiggy Parry from Health and Local Food for Families (HALFF) said that they currently use Marshlands for two cooking classes – cooking for one and heart health hub. Ms Parry confirmed that HALFF were no longer requesting the £1000 funding but were still asking for the in-kind use of Marshlands for 24 sessions.

65. Police Report

The Council considered the Police Report covering 1st May to 20th June 2018.

The Council **NOTED** the Police report

(moved Cllr Hartnell; seconded Cllr Beer)

66. County Councillor Report

The Council considered Cllr Shaw's report.

The Council asked Cllr Shaw to look into the issues regarding the parking machines raised by Mrs Booth.

The Council **NOTED** the County Councillor's Report

(moved Cllr Sanham; seconded Cllr Rowland)

67. Reports from Representatives on Outside Bodies

The Council considered the report from Cllr Rowland on the Seaton Area Health Matters and the proposal within the report.

Discussion took place around:

- What the Council would need to provide in terms of facilities
- The offer from the Town Council not being dependent on the Council having an employee in place to open and close the building

The Council **RESOLVED** to agree that The Project (Action East Devon) sets up support sessions in Seaton at the Marshlands Centre on dates to be agreed from 6-8pm once The Project confirms that they have the trained volunteers and mental health workers in place in Seaton and Seaton Town Council has an employee in place that can open and close the building securely for the booked time slots. Action East Devon to pay a booking fee of £20 per session for each 6-8pm session and agree the terms and conditions shown for booking space at Marshlands Centre (moved by Cllr Rowland; seconded Cllr Shaw)

Cllr Sanham picked up the point made by Mrs Ward, representing Axe Valley & West Dorset Ring and Ride Service, regarding a Councillor going to their meetings i.e. being a representative on an outside body.

The Council **RESOLVED** that this be considered at the next meeting of Council

68. Town Clerk Report

Discussion took place around:

- Progress on the Town Council and Seatondevon.org websites
- Maintaining and updating the CycleFest website
- The need for new photos to be taken and uploaded to the website

The Council **NOTED** the Town Clerks Report

(moved by Cllr Beer; seconded Cllr Chadwick)

69. Committee meeting minutes

The Council **RESOLVED** to note the minutes for:

- Planning Committee 21st May 2018
- Finance & General Purposes Committee 21st May 2018
- Communities & Open Spaces Committee 29th May 2018
- Planning Committee 4th June 2018
- Planning Committee 18th June 2018
- Finance & General Purposes Committee 18th June 2018

(moved by Cllr Hartnell; seconded Cllr Rowland)

70. Co-option of a new Councillor

The Chairman outlined that the Council had met informally with both candidates before the meeting and that a paper ballot would now take place to co-opt a new Councillor.

The vote was:

7 votes for Daniel Ledger

2 votes for Eric Bowman

Therefore, Daniel Ledger was duly co-opted to Seaton Town Council.

The Chairman thanked both candidates for their interest in joining the Council.

The Town Clerk outlined that Mr Ledger would formally become a Councillor after taking the declaration of acceptance of office at the start of the next Council meeting.

71. Grant Applications

The Council considered the grant applications that had been received from:

- TRIP Community Transport
- Seaton Library Youth Club
- Seaton Bowling Club
- Axe Valley & West Dorset Ring & Ride Service
- Health and Local Food for Families
- Testudo

Discussion took place around:

- All applications being worthy applications
- Splitting the Council's Grants budget into two equal parts i.e. £4,000 for this round and £4,000 for the January 2019 round
- The application from Seaton Bowling Club needing more work with the suggestion that it be deferred, and they be invited to come back with a more worked up application

The Council **RESOLVED** to approve grants for the following amounts:

- Axe Valley & West Dorset Ring and Ride Service - £1,000
- TRIP Community Transport - £500
- Seaton Library Youth Club - £1,000
- Testudo - £680
- HALFF – 24 free room booking sessions at Marshlands

This totals to £3,180 and the remaining money will stay in the budget for the January 2019 round of applications.

(moved Cllr Hartnell; seconded Cllr Rowland)

72. Seafront Enhancement Scheme Working Group Report

Discussion took place around:

- Cllr Hartnell confirmed that he has a meeting with East Devon District Council officers regarding the Moridunum. He confirmed that Legal are moving forward with the land ownership issues and that the Seafront Enhancement Project will be listed on a priorities report going to the Cabinet in due course.

The Council **NOTED** the report of the working group

73. Dog Ban Areas and Signage

Discussion took place around:

- A proposal to enable dogs to be walked along the promenade all year on a lead
- The need to be able to demonstrate public consultation before any proposal will be considered by East Devon District Council
- It would likely be expensive to ask EDDC to amend the Public Spaces Protection Order

The Council **RESOLVED** to have an informal discussion with East Devon District Council and to work up a proposal to bring back to Council

74. Free Function Room Booking Form

The Council **RESOLVED** to grant the two free room bookings to the Probus Club and agreed that the grants policy and room bookings policy be reviewed twice a year (moved Cllr Squire; seconded Cllr Hartnell)

75. Consultation on Polling Stations

The Council considered the Polling Station consultation document published by East Devon District Council.

The Council **RESOLVED** that its response to the consultation would be that the Town Hall is retained as a Polling Station, an additional polling station added for the Seaton residents in the Beer, Branscombe ward and the Methodist Church is included as a secondary site.

(moved Cllr Rowland; seconded Cllr Hartnell)

76. Records Management and Document Retention Policy

The Council **RESOLVED** to approve the Records Management and Document Retention Policy subject to the following amendments:

- In the table in Appendix A, amend the section on agendas so that it is the same as the section on minutes
- In the table in Appendix A, where it lists confidential waste ensure that the wording (shredded) is included

(moved Cllr Hartnell; seconded Cllr Rowland)

77. Information Security Policy

The Council **RESOLVED** to approve the Information Security Policy

(moved Cllr Hartnell; seconded Cllr Rowland)

78. Subject Access Request Policy

The Council **RESOLVED** to approve the Subject Access Request Policy

(moved Cllr Hartnell; seconded Cllr Rowland)

79. Personnel Committee

Cllr Hartnell outlined the paper being considered by the Council and confirmed that the Councillors that attended the workshop on the 25th June considered the Personnel functions and how they can be approved.

The Council **RESOLVED** to:

1. Approve the table as the framework for Personnel matters
2. Determine that Councillors Beer, Chadwick, Read, Sanham, Squire and Webster be on the Personnel Committee
3. That the dates for the Personnel Committee for the remainder of the 2018/19 Municipal Year are:

Thursday 19 th July 2018	Thursday 20 th December 2018
Thursday 23 rd August 2018	Thursday 24 th January 2019
Thursday 20 th September 2018	Thursday 21 st February 2019
Thursday 18 th October 2018	Thursday 21 st March 2019
Thursday 22 nd November 2018	Thursday 18 th April 2019

(moved Cllr Hartnell; seconded Cllr Shaw)

80. Appraisal Process

Discussion took place around:

- Appraisals needing to be a constructive process and whether Councillors should be directly involved in this

- Councillors being given the opportunity to feed into the process before appraisals are carried out
- The appraisal paperwork being a dual form i.e. the member of staff is given the paperwork and fills it in, as does the line manager before they meet to have the conversation
- Whether an appeals process needs to be added in, for the eventuality where agreement cannot be reached between the appraiser and appraisee

The Council **RESOLVED** that bullet point 1 be amended to read ‘The Personnel Committee shall resolve to delegate the appraisal of the Town Clerk to two members of the Personnel Committee. Feedback will be given to the Personnel Committee including details of any areas of concern.

(moved Cllr Hartnell; seconded Cllr Shaw)

The Council **RESOLVED** that the adding in of reference to an appeals process and a discussion on who should see the appraisals of staff other than the Town Clerk would go back to the Personnel Committee for consideration. The Town Clerk is to obtain advice from the Devon Association of Local Councils (DALC) on who should see staff appraisal paperwork.

(moved Cllr Hartnell; seconded Cllr Shaw)

The meeting ended at 21.50

Chairman: _____

Dated: _____