

HONITON TOWN COUNCIL

**Minutes of the Meeting of the Town Council held at the Town Council Offices,
The Beehive, Dowell Street, Honiton on Monday 14th May 2018 at 7.00 pm**

Present

St Michael's Ward

Cllr Sheila Edwards
Cllr Jill McNally
Cllr N Macve
Cllr John Zarczynski (Chairman)
Cllr Philip Carrigan
Cllr John Taylor

St Paul's Ward

Cllr Henry Brown
Cllr Terry Darrant
Cllr Vera Howard
Cllr Daniel Jefferson
Cllr Mike Jones
Cllr Caroline Kolek
Cllr Duncan Sheridan-Shaw
Cllr Roy Coombs
Cllr M Linsdell

In attendance

Cllr Phil Twiss EDDC/DCC
Cllr D Barrow EDDC
Cllr J O'Leary EDDC
Mark Tredwin, Honiton Town Clerk
Heloise Marlow, Deputy Town Clerk
Mr Paul Shaw Royal British Legion
Three members of the public
2 members of the press

PART A

18/646 The Chairman welcomed Councillors and members of the public.

18/647 To receive apologies for absence

None received

18/648 Election of the Town Mayor and the signing of the Declaration of Office

Cllr Jefferson proposed that Cllr Henry Brown be elected Town Mayor. This was seconded by Cllr Linsdell.

Cllr McNally proposed that Cllr J Zarczynski be elected Town Mayor. This was seconded by Cllr Darrant.

Following a discussion as to whether the vote should be a secret ballot or an open vote, Members voted in favour of a secret ballot (10 in favour and 5 against).

Both Cllr Zarczynski and Cllr Brown addressed the meeting.

Following the vote, Cllr Brown was elected Town Mayor (8:7)

18/649 Election of the Deputy Town Mayor and signing of the Declaration of Office

Cllr Brown proposed that Cllr Sheridan-Shaw be elected Deputy Town Mayor. This was seconded by Cllr Jones.

There being no other nominations, Cllr Sheridan-Shaw was elected Deputy Town Mayor.

The Mayor and the Deputy Town Mayor signed their Declarations of Acceptance of Office.

18/650 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

There were no declarations of interest

18/651 To note the grant of dispensations made by the Town Clerk in relation to the business of this meeting.

None were made.

The meeting went out of session at 7.15pm

18/652 Public question time on items on the agenda

There were no public questions.

The meeting went back into session at 7.16 pm

18/653 The Mayor's announcements

Cllr Zarczynski advised that on Thursday 17th May he would be travelling to Gronau for the 30th anniversary of the twinning with Honiton. He had also attended the Hospiscare 3rd birthday party at King House and the Festival of Imagination and the Open Arms open day on 28th April. With Cllr McNally he had also attended the police presentations.

Cllr Brown took this opportunity to thank Cllr Zarczynski for all that he had achieved over the last year as Mayor.

18/654 To confirm the accuracy of the minutes of the Full Council meeting held on 9th April 2018

A copy of the minutes of the meeting had been circulated in advance. The minutes were approved by majority with one abstention and signed as a correct record.

18/655 Reports from District and County Councillors

Cllr P Twiss congratulated the new Town Mayor and Deputy Mayor on their election and thanked Cllr Zarczynski for his work over the last year at Mayor. He provided a verbal report advising as follows:

- He is often asked what a Devon County Councillor and an East Devon District Councillor does. He explained that as well as lobbying the MPs for Devon on

various issues, he has been involved with railway infrastructure with a view to increasing rail services in Devon. He is often asked about highway maintenance and especially potholes. Whilst there is never enough money he has secured an additional £71,000.00 of funding for repairs in his division. He will shortly be out with maintenance crews prioritising the work which needs to be done.

- Cllr Macve raised a question regarding whether the Council viewed paying out compensation for damage to vehicles caused by potholes as being cheaper than repairing the roads. Cllr Twiss responded by saying that it was down to a calculation of risk.

Cllr P Twiss left the meeting at 7.25pm

Cllr O’Leary provided a verbal report advising as follows:

The recent exhibition at the Thelma Hulbert Gallery has been their most successful exhibition to date with over 400 children attending workshops and over 3,500 visitors. The Gallery’s takings have increased, and donations have gone up by 190%. On the 19th May they will be holding a garden party between 5pm and 9pm. Unfortunately, the planned auction on March 8th had to be cancelled due to bad weather. This has been rearranged for the 8th June at 7pm with proceeds going to the Honiton Admiral Nurse fund.

Cllrs O’Leary and Barrow left the meeting at 7.30pm

18/656 Reports from the Police (recorded crimes and logs)

Members noted the March and April figures.

18/657 Reports from Councillors with Special Responsibilities

No reports were presented.

18/658 Update Report

The Town Clerk presented his report which was noted.

Cllr Kolek reported that there had been a “Honiton has a Heart” stand at the Honiton market. Tesco’s had donated a luxury hamper which was raffled raising £464.00. She thanked Cllrs Brown, Jones and Macve for helping on the stand. Future events planned include information evenings during June and July at the Devon Freewheelers hub with wine and nibbles which will be publicised in due course and the campaign will close on the 31st August. It is hoped that by then the campaign will have raised the £5000.00 needed to buy 4 defibrillators. Tesco’s have also agreed to donate their second-hand book sales funds over 3 months and HSBC are also interested in assisting via their Community Fund. The campaign has also received a donation from the Honiton Fishing Club.

PART A MATTERS FOR DECISION

Reports

18/659 List of payments

Members **RESOLVED** unanimously to approve the following schedule of payments for April 2018.

Proposed by Cllr Darrant and seconded by Cllr Carrigan.

Honiton Town Council - Payments and receipts Schedule Month 1 April 2018				
Receipt Ref	Name of Payer		Amount	Transaction Detail
500528	Banked:	14/04/2018		
500528	Market Income		£215.00	Stalls 3 April 2018
500528	Market Income		£317.00	Stalls 7 April
500529	Banked:	21/04/2018		
500529	Market Income		£79.00	Stalls 10 April 18
500529	Market Income		£483.00	Stalls 17 April
500530	Banked:	24/04/2018		
500530	Market Income		£56.00	Stalls 17 April 18
500530	Market Income		£386.00	Stalls 21 April 18
500440	Banked:	01/05/2018		
500440	Honiton Heart		£121.83	Raffle Income/Donation
500439	Banked:	01/05/2018		
500439	East Devon Riding		£5.00	Charter day stall
500439	Honiton Admiral Nurse		£5.00	Charter day stall
500531	Banked:	01/05/2018		
500531	Market Income		£315.00	Stalls 24 April 188
500531	Market Income		£447.00	Stalls 28 April 18
		Receipts	£2,429.83	

Payments Month 1 April 2018				
Date	Payee Name	Total Amount	Probable net £	Transaction Detail
03/04/2018	PWLB	£5,754.23	£5,754.23	Loan 501388 Principle Repay
03/04/2018	PWLB	£13,189.30	£5,261.44	Loan 501626 Principle Repay
			£7,927.86	Loan 501626 Interest
03/04/2018	PWLB	£7,840.04	£7,840.04	loan 501388 Interest
03/04/2018	PWLB	£2,753.84	£1,477.61	Loan 503686 Principle Repay
			£1,276.23	Loan 503686 Interest Repay
06/04/2018	M TREDWIN	£ 26.98	£26.98	Paper and cash box
11/04/2018	Honiton Community Complex	£50.00	£50.00	Planning Room 03- 04-18
11/04/2018	Clerks and Councils direct	£100.00	£100.00	Local councils update
11/04/2018	Imagin Products	£ 63.36	£52.80	Photo ID Badges
30/04/2018	March Creditors	£2,985.24	£2,985.24	March Creditors
30/04/2018	DALC	£1,211.99	£1,091.00	NALC and DALC Annual Subs
30/04/2018	South West Councils	£478.80	£399.00	Annual Subs
30/04/2018	A Dimond & Co	£41.73	£34.77	Stationery
30/04/2018	A Dimond & Co	£16.99	£14.16	Stationery Inv 5028120
30/04/2018	Honiton Community Complex	£50.00	£50.00	Room Hire Planning
30/04/2018	C Bowles	£ 2.99	£ 2.99	Coffee
30/04/2018	Honiton Community Complex	£50.00	£50.00	NP Meeting
30/04/2018	Honiton Community Complex	£70.00	£70.00	Honiton Health Matters JLA
30/04/2018	Devon Communities Together	£70.00	£70.00	NP Training H Marlow
Total Payments for March		£34,755.49	£34,534.35	
March 2018 Invoices submitted late				
Invoice date	Payee	Amount inc. VAT		Description
27/03/2018	BT	£182.37		Phone and Broad Band

Signed Chair

11th June 2018

31/03/2018	Viridor	£48.60		Market Waste Collection
31/03/2018	Viridor	£41.02		Market Waste Collection
05/04/2018	J Parker	£180.00		Market Services inv 031
03/04/2018	W K Dyer	£100.00		Market Services
27/03/2018	Mackarness Hall	£45.00		Full Council meeting
27/03/2018	Kenneth Woodley	£87.00		Service and Inspection St Pauls Clock
04/03/2018	Core Office IT	£281.52		ICT Support March
06/04/2018	IAC Audit	£1,254.00		Audit review on beehive SLA payments
31/03/2018	Top to Bottom	£129.60		Cleaning
07/04/2018	Terry Darrant	£15.90		Charter Day expenses
16/04/2018	Ricoh	£275.23		Photocopying charges
20/04/2018	John Zarczynski	£345.00		Balance Mayors Allowance
	TOTAL	£2,985.24		

The Town Clerk confirmed that 50% of the precept payment had arrived.

18/660 Budget Performance, 1 April 2017 to 28 February 2018

The report was received and discussed. The following points were raised and discussed:

- Earmarked reserves are not kept in a separate bank account but are clearly identified in the accounts.
- The amount of £3,914.00 in the Lloyds Savings Account which had accrued due to co-opted councillors not receiving allowances should be moved to earmarked reserves and it was agreed to include this within the proposed resolution.

Members **RESOLVED** unanimously to authorise the RFO to move the identified underspends in each of the budget headings into the appropriate Earmarked Reserves for 2018-2019 and for the balance of Lloyds Savings account to be transferred to earmarked running reserves.

Proposed by Cllr Darrant and seconded by Cllr McNally.

18/661 Royal British Legion Silent Soldiers

The report was received and discussed. The Mayor took the meeting out of session to allow Mr Paul Shaw from the Royal British Legion to address the Council.

The meeting went out of session at 7.45pm

Mr Shaw explained the history behind the Silent Soldier campaign. The Royal British Legion are asking that Honiton Town Council purchase 10 Silent Soldiers at a cost of £100 each of which £20 per soldier is a donation to the Poppy Appeal. These would be distributed around Honiton and placed in prominent positions. The Royal British Legion would liaise with the Town Council as to where the Silent Soldiers should go. In due course it is intended to auction off the soldiers with the proceeds going to the Poppy Appeal.

Cllr Kolek raised the issue of the plastic poppy stem in relation to the campaign against single use plastics and was advised that the Royal British Legion are working towards a biodegradable stem which whilst is unlikely to be in place for this year, will hopefully be in place for next year.

The meeting went back into session at 7.48pm

Members **RESOLVED** unanimously to purchase 10 Silent Soldiers and for them to be placed on the Council's behalf around Honiton to commemorate the 100-year anniversary of the end of the First World War.

Proposed by Cllr Kolek and seconded by Cllr Jones.

18/662 Honiton Neighbourhood Plan

The report was received and discussed. The following comments were made:

- Cllr Kolek advised that having been involved from the start in the Neighbourhood Plan process she was very sad that this point had been reached despite market stalls and all other efforts to engage the community.
- Whilst there had been no significant financial cost to the Council, there had been a lot of staff time involved.
- Putting the process on hold for 2 years would allow feedback to be obtained from other Parishes as to the benefits of a Neighbourhood Plan and allow Honiton Town Council to set its own planning objectives.
- A Neighbourhood Plan would lead to additional CIL monies for the Parish.
- Cllr Coombs agreed that the current steering group was inquorate with only one community member. Also, there was no deadline for producing a Neighbourhood Plan and without one he feared that there would be a "developers free for all". A Neighbourhood Plan would bring financial benefit to the Town due to CIL. He accepted that there needed to be community involvement but suggested that this would be possible if the Community Engagement Forum which has ceased to meet in 2016 was revived. In

addition to other community matters this Forum could be involved in developing the Neighbourhood Plan. The Community Engagement Forum was made up of representatives from community organisations and it would be premature to put the Neighbourhood Plan on hold until a decision had been made as to whether the Community Engagement Forum should be revived.

Cllrs Coombs put forward a recommendation to defer the proposal to put the drafting of a Neighbourhood Plan on hold for two years until the Full Council in June.

Members **RESOLVED** unanimously to defer this item until the Full Council meeting in June.

Proposed by Cllr Coombs and seconded by Cllr Darrant.

18/663 Committee structure and outside body membership

The report was received and discussed. The Town Clerk invited Councillors to email him over the next 2 weeks with their proposals for Committee structure and outside body membership. The recommendation to defer the matter until June would allow the terms of reference of each committee to be improved.

Cllr Taylor supported the resolution as there would be elections in May 2019 with possibly new Councillors elected and therefore it would be sensible for committee membership and representation on outside bodies to be dealt with in June.

Members **RESOLVED** unanimously to defer the make up of the council committees and membership of outside organisations until the June Full Council meeting and to keep the structure of committees as it is until the June meeting.

Proposed by Cllr Kolek and seconded by Cllr Zarczynski

18/664 Appointment of Honoured Citizens

The report was received and discussed. The following points were made:

- The current rules are out of date and there is no allowance for posthumous awards to be made.
- Would the rules change this year in time for a posthumous award to be made to Juanita Maxwell- Phillips during the 100-year anniversary of the suffragette movement.
- To date the names of men who are Honoured Citizens just have their name with initials placed on the board whilst women have their salutation. Going forward both genders should be treated equally.
- In response to the above, it was suggested that recipients of the award could be asked how they wished their names to be put on the board.

Members **RESOLVED** to accept the recommendations that Eric Smith and Helen Turner be nominated with the Honoured Citizen Award in addition to David Retter. The motion was carried by a majority with one member abstaining.

The meeting went out of session at 8.14pm to allow the press to take photographs of the new Mayor and Deputy Mayor.

The meeting went into confidential session at 8.17 p.m.

PART B

18/665 To receive the minutes of the employment Sub-Committee

The report was received and discussed.

Members **RESOLVED** unanimously to accept the recommended pay increases outlined in the report as per the national pay awards and to change the job titles of the Assistant Town Clerks to Admin Officers and to alter their pay grades in accordance with the report recommendations.

Proposed by Cllr Sheridan-Shaw and seconded by Cllr Darrant.

Members **RESOLVED** unanimously to accept the recommendation of the Employment Sub-Committee relating to the allegation of discrimination against a member of the public.

Proposed by John Zarczynski and seconded by Cllr Jones.

18/666 To close the meeting

The meeting was closed at 8.40pm.