

HONITON TOWN COUNCIL

Minutes of the Meeting of the Town Council held at the Town Council Offices, The Beehive, Dowell Street, Honiton on Monday 27th November at 7.00pm

Present

St Michael's Ward

Cllr Sheila Edwards
Cllr Jill McNally
Cllr John Taylor
Cllr John Zarczynski (Chairman)

St Paul's Ward

Cllr Henry Brown
Cllr Roy Coombs
Cllr Terry Darrant
Cllr Vera Howard
Cllr Daniel Jefferson
Cllr Mike Jones
Cllr Caroline Kolek
Cllr Martyn Linsdell

In Attendance

Cllr Dean Barrow EDDC
Cllr Phil Twiss EDDC/DCC
Mrs Carmel Wilkinson, Interim Clerk
Mrs Wendy Randle, Acting Deputy Clerk
Mrs Debbie Humberstone, representing 'The Project'
Mr Philip Carrigan, candidate for co-option
Ms Nicolette Macve, candidate for co-option
7 members of the public
1 member of the press

17/529 To receive apologies for absence

Cllr Duncan Sheridan-Shaw
Cllr Jenny Brown - EDDC

17/530 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

Cllr Brown – item 17/541 – director of Open Arms charity
Cllr Edwards – items 17/546 – member of the Honiton Community Complex charity

17/531 To receive and resolve as a correct record the minutes of the Town Council meeting held on 30th October 2017

A copy of the minutes of the meeting had been circulated in advance. The minutes were **approved unanimously** and signed as a correct record.
Proposed by Cllr Howard; seconded by Cllr Kolek

The meeting went out of session at 7.03pm

17/532 Public question time on items on the agenda

- A member of the public, referring to item 17/546 asked four questions relating to the non payment of invoices to the Honiton Community Complex. The Mayor responded and subsequently it was **unanimously agreed** to consider agenda items 17, 21 & 23 together, later in the meeting.
Proposed by Cllr McNally; seconded by Cllr Brown
- A member of the public raised a concern that item 17/546 should have been accompanied by a written note.

The meeting went back into session at 7.24pm

Signed Chair

2nd January 2018

17/533 Mayor's Announcements

The Mayor attended both the Remembrance Service at St Paul's Church and the Anniversary Service at Honiton Congregational Church.

It is hoped that the Air Ambulance night landing site project will be in operation shortly: a small amount of financial support will be required from the Council.

The Mayor commented that Honiton's Christmas lights are looking very good this year, although he was not invited to attend the lighting ceremony.

The Mayor has recently opened the new retail store Superdrug in Lace Walk.

17/534 To receive reports from District and County Councillors**Cllr Barrow**

Cllr Barrow reported that visitor numbers to the Thelma Hulbert Gallery in October had been higher than any month so far this year. The Gallery has recently secured two more grants. Following Cllr Kolek's question from the previous meeting concerning any work that was being undertaken by EDDC and DCC to reduce single use plastic packaging, Cllr Barrow has been in touch with the Waste team but not received a response as yet.

Cllr Twiss

Cllr Twiss spoke about the following Highways issues: Honiton Bottom Road has been attended to, St Paul's Estate road has been resurfaced but Lower Brand Lane is still an ongoing issue.

Cllr Twiss commented that he sits on the East Devon Highways and Traffic Orders Committee and asked for long term notice of any problems that might need addressing.

Cllr Brown asked why no representative of EDDC had been present to lay the wreath at the Remembrance Service and Cllr Twiss remarked that no notification of the event had been received.

The District Councillors were thanked for attending and left the meeting at 7.35pm

17/535 Report from the Police (recorded crimes and logs 01/10/2017 to 31/10/2017)

A written report had been received, circulated and will be published on the website.

It **was agreed** that a letter would be sent to the police expressing concern that no response has been received regarding a notification and photos of obstruction of a road by two vehicles.

PART A MATTERS FOR DECISION**17/536**

To receive a presentation from Debbie Humberstone, founder and project manager of 'The Project', whose purpose is to support young people on the path to better mental health.

www.theprojectyp.org.uk

Ms Humberstone explained that 'The Project' had started in Axminster, is now working in Chard and will be shortly opening a group in Ottery St Mary. It is currently supporting around 80 young people between 13 and 24 years in a wide range of issues including coping strategies and life skills.

The organisation is entirely self funded by means of donations and grants. There is interest in setting up a group in Honiton but this would depend on funds being made available for a minimum of three years.

Ms Humberstone answered questions and was thanked by the Mayor for her interesting presentation of the charity that deserves support.

17/537 To receive submissions from candidates for co-option to Honiton Town Council

Two candidates Mr Philip Carrigan and Ms Nicolette Macve gave brief presentations on their backgrounds and reasons for wishing to join the Council. Apologies had been received from Miss Susan Smith who was unwell and unable to attend.

The meeting went out of session at 8.04pm for vote counting

The meeting went back into session at 8.06pm

Cllr Coombs requested a motion to put the co-option process on hold as the Councillors had not previously seen the candidates' biographies and because two had not attended the meeting. There was no seconder for the proposal so it was not put to the vote. Mr Philip Carrigan and Ms Nicolette Macve were both co-opted by secret ballot and welcomed to Honiton Town Council.

17/538

To resolve to promote nominations for Honoured Citizen status from individuals who have given exceptional distinguished service to the town of Honiton. Promotion is by way of a notice in local newspapers and on the Council's website.

Nominations for Honoured Citizen can come from Town Councillors or Honiton residents. Nominations are discussed at a meeting convened specifically for that purpose, and successful nominees receive their award at the Mayor-making ceremony in May 2018. Proposed by Cllr Zarczynski; seconded by Cllr Brown and **resolved** with 2 abstentions.

17/539 To receive information about Councillors' allowances and claims for expenses.

Information following NALC guidelines concerning allowances and expenses claims had previously been circulated to all Councillors. Proposed by Cllr Howard; seconded by Cllr Darrant and unanimously resolved.

17/540 To consider arrangements for Remembrance 2018; the 100th year anniversary of the end of World War 1, and to resolve how Honiton Town Council wishes to be involved.

Local churches are being invited to take part in a national event to commemorate the end of the First World War by ringing their bells.

Cllr Coombs queried whether the bells at St Michael & All Angels Church would be rung in addition to those at St Paul's.

It was **unanimously agreed** that Councillors would go away and think about possible ideas to commemorate the event. Proposed by Cllr Darrant; seconded by Cllr Zarczynski

The meeting went out of session at 8.20pm for a member of the public to answer Cllr Coombs' query.

Mr Richard Howe, a Honiton bellringer confirmed that there are serious problems with the bells at St Michael's so it would not be practical to ring them.

The meeting went back into session at 8.22pm

17/541 To resolve to allocate remaining grant monies available in the 2017/18 budget.

Grant funding available/applied for	Applicant	Amount
Grant funding allocated to date (2017/18)		£6,125
Grant funding available to end 2017/18		£2,450
Funding application(s) approved:	Dragons' Den	£1,000
Funding application(s) pending:	• ATC	£ 500
	• Open Arms for East Devon	£ 940.93
Sub Total:		£2440.93
Balance if the above applications are authorised:		£ 9.07

Proposed by Cllr Kolek; seconded by Cllr Howard and resolved with 1 abstention.

Planning**17/542 To receive the minutes of the Planning Committee meeting held on 31st October 2017**

The minutes of the meeting were received and noted.

Finance**17/543 To receive minutes of the Finance Committee held on 13th November 2017**

The minutes of the meeting were received and noted. (one typing error to be corrected).
Cllr Taylor stated that the £2,755 anomaly from the previous Mayor's charity had been found in the reserves of the previous financial year.

17/544 To approve payments in accordance with the scheduled list of payments

The following schedule of payments was **approved**:

Schedule of payments at 14th November 2017

Invoice date	Payee	Description	Amount inc. VAT	Cheque no / DD
02 November 2017	DCC Highways	Christmas Market Parking Restrictions admin	75.00	7053
24 October 2017	W K Dyer	Market absence cover x 4 days	200.00	7055
20 October 2017	AG Signs & Print	Signage for Beehive	1,538.40	Authorised online
27 October 2017	EDDC	Staff payroll	5,802.79	Authorised online
27 October 2017	BT	Phone / Broadband	304.68	DD
26 October 2017	SLCC Enterprises Ltd	Job adverts X 2 weeks	420.00	Authorised online
26 October 2017	A Dimond & Co	Stationery	21.92	Authorised online
02 November 2017	LGRC Associates	Interim Clerk services, October	6,841.08	Authorised online
01 November 2017	Festive Lighting Co	Christmas lights & converter	584.70	7056
31 October 2017	Top to Bottom Cleaning Services	Office premises cleaning	405.00	Authorised online
02 November 2017	Sunday Independent Ltd	View from Honiton Job 2 adverts X 1 st week	300.00	Authorised online
31 October 2017	Viridor Waste Management Ltd	Market waste collection	148.00	Authorised online
06 November 2017	Anthony McCollum	Expenses – equipment, safety clothing for market duties	85.16	7057
14 November 2017	Land Registry	Land search	4.00	7054

Schedule of payments at 22nd November 2017

20 October 2017	Royal British Legion Poppy Appeal	Wreath for Remembrance ceremony	30.00	7058
31 October 2017	Honiton Chamber of Commerce	Annual subscription	50.00	7059
07 November 2017	Sunday Independent Ltd	View from Honiton Job 2 adverts X 2 nd week	300.00	7060

Signed Chair

2nd January 2018

09 November 2017	CLR/Law	Professional charge for legal advice	300.00	7061
30 October 2017	Kenneth Woodley	Church clock hour change	87.00	7062
22 November 2017	Cllr J. Zarcynski	Expenses – mileage to Police Awards Ceremony & ink cartridges	63.98	7063
22 November 2017	Mr D. Retter	Macebearer's allowance	300.00	7064
22 November 2017	Cllr S Edwards	Member's allowance	305.00	7065
22 November 2017	Cllr J McNally	Member's allowance	305.00	7066
22 November 2017	Cllr J B Taylor	Member's allowance	305.00	7067
22 November 2017	Cllr H Brown	Member's allowance	305.00	7068
22 November 2017	Cllr R E Coombs	Member's allowance	305.00	7069
22 November 2017	Cllr T Darrant	Member's allowance	305.00	7070
22 November 2017	Cllr V Howard	Member's allowance	305.00	7071
22 November 2017	Cllr D Jefferson	Member's allowance	305.00	7072
22 November 2017	Cllr M Jones	Member's allowance	305.00	7073
22 November 2017	Cllr C Kolek	Member's allowance	305.00	7074
22 November 2017	Cllr M Linsdell	Member's allowance	305.00	7075
22 November 2017	Cllr D Sheridan-Shaw	Member's allowance	305.00	7076

Proposed by Cllr Brown; seconded by Cllr Darrant and **unanimously agreed** (interests declared)

17/545 Councillor Motions - To receive reports and motions from Councillors.

Cllr Coombs – To consider undertaking a review of Honiton Town Council's internal audit arrangements.

Cllr Coombs stated that the appointment of an internal auditor is an important matter and that he felt this issue should be reconsidered for the coming end of financial year. Some Councillors agreed that perhaps last year's decision wasn't the correct one.

Cllr Taylor therefore proposed that the Council should review auditing arrangements; seconded by Cllr Brown and **agreed**.

Cllr Jefferson– To consider Councillor Jefferson's request to be appointed to the Finance Committee

It was **unanimously agreed** to appoint Cllr Jefferson to the Finance Committee; proposed by Cllr Taylor; seconded by Cllr Kolek

Cllr Zarczynski – To consider a nomination for Honoured Citizen of Honiton

Mr Dave Retter, Macebearer and Town Crier was nominated for the many years of service he has given to numerous Mayors and the town.

Proposed by Cllr Zarczynski; seconded by Cllr Darrant and **unanimously agreed**.

Cllr Brown – To consider a motion to act regarding the Community Use Building (Honiton Youth Club)

Cllr Brown reported that a meeting will be held with representatives from Devon County Council on 12th December. He stated that other groups would be interested in using the building but that it needs a great deal of care and attention. No fixed financial sum to lease the building has been given as yet and a business plan would need to be put together. Cllr Brown requested a mandate from the Council to support a bid to run the CUB. Proposed by Cllr Brown; seconded by Cllr Taylor and **agreed** with 1 abstention.

17/546 Items 23, 17 & 21 from the agenda were now considered together:

Cllr Jones' report on the Beehive Overview Committee had been circulated and proposals from the meeting of 1st November were discussed. Cllr Jones stated that he feels a middle ground agreement can be found. Honiton Community Complex is due to meet on 14th December. It was agreed that Cllrs McNally, Coombs and Jefferson would also join the Overview Committee. Cllr Edwards stated that members should read the original lease; the official stamped version has been requested from Foot Anstey.

Cllr Jones has requested original invoices concerning room hire and service charges from Mr Barry Simmonds.

After discussion it was **agreed** that invoices from HCC would not be paid until matters under discussion are resolved. Proposed by Cllr Jefferson; seconded by Cllr Brown. Cllr Edwards voted against the proposal.

The Mayor stated that parking in the car park which is owned by the Council has remained free of charge since the The Beehive opened, although ultimately parking charges should be put in place. He emphasised that the marked coach spaces and spaces for the Changing Places facility must be kept clear of vehicles as Beehive patrons are currently parking there. Cllr Zarczynski proposed that Honiton Community Complex should be asked to assist the Council by reminding users not to park in coach spaces or the electric supply hatched zone; seconded by Cllr Jones and **agreed**.

17/547 Councillor Motion: Cllr Coombs - To call on the Council to acknowledge the progress made in creating the River Gissage footpath and confirm its commitment to completing this by connecting the three remaining sections.

Cllr Coombs explained that sections of the Gissage riverside walk have been provided in the past and that there is currently a missing section in the town centre which includes the link to Oaklea. This has been an ongoing project since the 1970s and he asked the Council to reaffirm its commitment to the open spaces and walks along the Gissage now and in the future.

Proposed by Cllr Kolek; seconded by Cllr Zarczynski and **unanimously agreed**.

Correspondence

17/548 To note correspondence received and to resolve any matters arising.

The following correspondence had been received between 26th October & 24th November 2017

Devon County Council

1. TS Connect - Christmas special from Trading Standards
2. TS Connect – Funding available for Community Projects
3. TS Connect – from Trading Standards
4. DCC – Recycle Devon thank you awards
5. DCC – Consultation, Traffic sensitive streets review
6. DCC – Winter weather
7. Devon Flood Risk Management Strategy Update – October 2017 Newsletter

East Devon Council

8. Agenda for Cabinet 29 November 2017
9. A date for your diary – an evening with EDDC and DCC

10. A-Z recycling materials
11. Changes to Parishes Together Fund for 2018/19

Other

12. NALC Chief Executive's Bulletin 39
13. NALC Chief Executive's Bulletin 40
14. NALC Larger Councils Conference and Exhibition 13 Dec 2017
15. NALC update from the Chairman
16. DALC – NALC Chief Executive's Bulletin 38
17. DALC – notes from the NALC Conference
18. DALC – Resources from DALC's AGM, Conference and Exhibition 2017
19. DALC – Latest news
20. DALC - Minutes of meeting held on 16 November 2017 Exeter
21. Email Cllr Jones – Latest News from the Project – November 2017
22. SEA Screening guidance
23. Letter Mr Nix – Paying of Beehive invoices
24. Blackdown Hills AONB Newsletter – November 2017
25. Notification of external auditor appointments for 2017-18 financial year
26. Letter Hospiscare – requesting a Member of the Council join the Support Committee
27. NHS – Healthy People – November 2017
28. PCC – Monthly Report October 2017
29. Salisbury to Exeter Rail Users Group (SERUG) – Issue No 4
30. Devon Countryside Access Forum – new members sought
31. Action East Devon – United Against Dementia Workshops – Honiton 5th December
32. Email from Patrick Simmonds – state of All Hallows skate park
33. Honiton Twinning Association – Minutes of Meeting 19 October 2017
34. Heart of the South West – Latest News October 2017
35. Devon Communities Together Annual Review 2016-17
36. Senior Citizen's Christmas Dinner – 7th December 2017
37. Devon Communities Together – born in 1962 or before – take part in a survey
38. Local Councils Update November 2017
39. Clerks and Councils Direct November 2017

17/549 To close the meeting

The meeting was closed at 9.34pm