

HONITON TOWN COUNCIL

Minutes of the Meeting of the Town Council held at the Town Council Offices, The Beehive, Dowell Street, Honiton on Monday 30th October 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
Cllr Duncan Sheridan-Shaw

In Attendance

Cllr Dean Barrow EDDC
Cllr Phil Twiss EDDC/DCC
Mr Nick Randle, Acting Town Clerk
Mrs Wendy Randle, Acting Deputy Clerk
Mr Daniel Lavery, Devon Freewheelers
3 members of the public
1 member of the press

17/510 To receive apologies for absence

Cllr Jenny Brown - EDDC

17/511 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

Cllr Coombs – item 17/526 (20) – knows the correspondent
Cllr Edwards – item 17/525 – member of the Honiton Community Complex charity

17/512 To receive and resolve as a correct record the minutes of the Town Council meeting held on 9th 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, with corrections made.

17/513 The Council resolved the following:

That under Section 100(A) (4) of the Local Government Act 1972 the public (including the press) be excluded from the meeting for the following agenda items:

Item 23: To approve a payment in accordance with the schedule list of payments.
Reason for consideration in Part B: Confidential Personnel matters will be discussed.

The meeting went out of session at 7.06pm

17/514 Public question time on items on the agenda

- A member of the public, referring to item 17/518 asked a question concerning the Clerk's role as Proper Officer and RFO.
- A member of the public asked about plans for installing defibrillators in the town: Cllr Kolek stated that it is an issue that she, on behalf of the Council will be pursuing after the Christmas period.

The meeting went back into session at 7.11pm

Signed Chair

27th November 2017

17/515 Mayors Announcements

The Mayor commented that Honiton Carnival had been very enjoyable. He encouraged all Councillors to attend the Remembrance Service on 12th November and to ensure that they had responded to the administrator. The Mayor will be attending the Police awards ceremony in Exeter in the near future.

17/516 To receive reports from District and County Councillors**Cllr Barrow**

Cllr Barrow reported that visitor numbers to the Thelma Hulbert Gallery and shop had increased over the summer and that it had secured a grant from GWR for creative art; the Gallery is successfully bringing people into the town. Recycling in East Devon is being achieved for 56-58% of total waste which has surpassed the EU objective of 50%.

Cllr Kolek asked about any work that was being undertaken by EDDC and DCC in reducing single use plastic packaging; Cllr Twiss suggested inviting an Officer to make a presentation at a future Council meeting which could lead to a joint approach to the issue.

Cllr Twiss

Cllr Twiss began by saying how sad he was to hear that well known Honiton resident Mr Tony Simpson had recently passed away; Mr Simpson loved this town and worked hard on many issues.

Cllr Twiss spoke briefly about the variety of meetings that he had attended during the day. He mentioned a recent meeting held at Tesco, Honiton by the Police and Crime Commissioner and suggested that she might speak at a future Town Council meeting. Exeter Diocese has changed its solicitors, but St Michael's graveyard is still a live issue. The TIC funding from Parishes Together has been given a 12 month extension in which it can be spent.

The former Mill Water School has been declared surplus to requirements and is simply being kept tidy until the site comes up for sale.

Following a question from the Mayor, there was some discussion concerning coach parking in the town. Cllr Twiss commented that coaches can drop passengers off outside the church and then park in Dowell Street. He felt that it might be possible to have better signage for coaches to The Beehive car park.

A question was raised about the possibility of installing a pedestrian crossing on the Lace Walk car park access road.

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

PART A MATTERS FOR DECISION**17/517 To receive a presentation and proposal from Daniel Lavery about Devon Freewheelers and use of the Honiton Tourist Information Centre.**

Mr Daniel Lavery explained that the Devon Freewheelers organisation had moved into the former TIC building and has had full time staff in place since June.

At least 6-10 tourists come in each day looking for information and the Freewheelers are happy to assist with this if they can be provided with leaflets, maps etc to give out. They have the facility and the space and Mr Lavery is happy to install leaflet racks.

There is a new security system and although the windows are blacked out, there is a welcoming open sign outside during office hours.

It **was agreed** that Cllr Kolek would liaise with Mr Lavery and other interested parties such as the Chamber of Commerce who might know where the leaflets are.

The Mayor thanked Mr Lavery for his presentation.

17/518 To consider a report from the Acting Town Clerk in respect of continuing staffing arrangements pending the recruitment of a permanent Clerk and Deputy Clerk, to include resources for dealing with correspondence from members of the public

The Acting Town Clerk reported that advertisements have now been placed for a Town Clerk and Deputy Clerk with a closing date of 20th November. He proposed revised staffing arrangements for the period until permanent staff are appointed.

It was **unanimously resolved** to accept his recommendations of suggested staffing arrangements and resources until January 2108.

Proposed by Cllr Edwards; seconded by Cllr Kolek

17/519 To consider a report from the Acting Town Clerk in respect of the Schedule of Meetings pending the recruitment of a permanent Clerk and Deputy Clerk

The Acting Clerk presented a temporary schedule of meetings until the beginning of January 2018; it was **unanimously resolved** to accept his recommendations.

Proposed by Cllr Edwards; seconded by Cllr Kolek

17/520 To appoint a Council representative to Honiton United Charities to replace former Cllr Hopkins.

It was **unanimously resolved** to appoint Cllr Zarczynski as the Honiton United Charities representative. Proposed by Cllr Kolek; seconded by Cllr Howard

17/521 To appoint a Council representative to the Neighbourhood Plan Steering Group to replace Cllr Sheridan-Shaw

It was **unanimously resolved** to appoint Cllr Taylor as a representative to the Neighbourhood Plan Steering Group. Proposed by Cllr Kolek; seconded by Cllr Coombs

Planning

17/522 To receive the minutes of the Planning Committee meeting held on 17th October

The minutes of the Planning Committee meeting on 17th October were noted.

Cllr Coombs reported that representatives of Baker Estates would be speaking to the Planning Committee on 31st October and also that an outline planning application for Foundry Yard would be discussed at that meeting. He is looking into the Clapper Lane allotments site issue with Honiton Allotment Society.

Finance

17/523 To approve payments in accordance with the schedule list of payments

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

Invoice date	Payee	Description	Amount inc. VAT
12 October 2017	HM Land Registry	Land Registry search fee	4.00
24 October 2017	HM Land Registry	Land Registry search fee	4.00
27 September 2017	BT	Telephone and broadband	236.83
29 September 2017	A Dimond & Co. Ltd	Copier paper	20.50
30 September 2017	Viridor Waste Management	Market waste collection	139.90
30 September 2017	Top to Bottom Cleaning	Cleaning of office premises	324.00
08 October 2017	Ricoh UK Ltd	Photocopier /printer rental	265.86
12 October 2017	Core Office IT Ltd	IT support	216.00
16 October 2017	Jeannette Parker	Covering market duties	420.00

Signed Chair

27th November 2017

17/524 To consider Council priorities for the forthcoming Budget setting process.

The Acting Town Clerk asked Councillors to inform him of any issues to focus on when setting next year's budget; these would then be taken to the Finance Committee.

An annual expense allowance will be issued to Councillors unless they inform the Acting Clerk that they don't wish to receive it.

It **was agreed** that the Acting Clerk would confirm if co-opted Councillors can claim an allowance.

17/525 Councillor Motions - To receive reports and motions from Councillors.

Cllr Edwards – Report on Working Together conference (Full report is attached to the minutes of 9th October meeting)

Cllr Edwards reminded the meeting that it might be possible to safeguard the hospital site in the upcoming Neighbourhood Plan.

It was **unanimously agreed** that Cllr Edwards should contact Sarah Reeves to convene a meeting of all interested parties that are keen to support the protection of Honiton hospital. Proposed by Cllr Edwards; seconded by Cllr Kolek

Cllr Jones – Progress report on discussions of Community Complex Overview Committee

Cllr Jones reported that two meetings have taken place and that another is to follow on 19th November. The issues under discussion have included service charges, room hire rates, car park use, the hearing loop system and the future relationship between the two organisations.

Cllr Taylor – To consider the Council's approach to Parishes Together funding (deadlines 10th November and February 2018)

Cllr Taylor reported that approximately £10,000 would be available from the fund for Honiton if it were to make a joint bid with another parish. He suggested that as maintenance work needs to be done at Roundball Wood, funding for equipment, protective clothing, training, and a storage container might be sought.

Cllr Kolek mentioned that further funding to develop tourism may be an option.

Cllr Jefferson – That Honiton Town Council should provide email accounts with the .gov.uk suffix for Councillors

Following discussion it **was agreed** that the Acting Town Clerk would instigate the setting up of new email addresses. Proposed by Cllr Jefferson; seconded by Cllr Kolek

Cllr Darrant – That Honiton Town Council should provide business cards for Councillors' use

An amended proposal that Councillors should fund their own business cards was put forward. Proposed by Cllr Darrant; seconded by Cllr Taylor.

The adoption of business cards **was not supported**. 2 in favour; 11 against.

Cllr Darrant – That Honiton Town Council should write to Devon County Council requesting repair of street lights (locations to be provided)

It was reported that the current issues have already been resolved.

Cllr Jones – That when meetings of the Finance Committee re-commence, Cllr Jones be elected as a member of the Committee

It was **unanimously agreed** that Cllr Jones should join the Committee. Proposed by Cllr Howard; seconded by Cllr Brown

Correspondence**17/526 To note correspondence received and to resolve any matters arising.**

The following correspondence had been received:

Devon County Council

1. TS Connect from Trading Standards
2. Devon Highways Parish & Town Conference 2017

East Devon Council

3. Agenda for Cabinet 1 November 2017

Other

4. NALC Chief Executive's Bulletin 35
5. NALC Chief Executive's Bulletin 36
6. NALC Chief Executive's Bulletin 37
7. NALC Larger Councils Conference and Exhibition 2017
8. DALC latest news
9. Email from Paul Diviani – Council delivers objectives with maximum efficiency
10. Email from Susan Howl - Invitation to the Knowle Tues 5th December
11. PCC – Monthly Report October 2017
12. Healthwatch Devon – News Release
13. Tree Charter – Newsletter
14. Blackdown Hills Association – Autumn 2017 Newsletter
15. Heart of the South West local enterprise partnership – Annual Report 2017
16. Healthwatch Voices – Autumn 2017
17. Healthwatch Devon – NHS Prescription Consultation
18. Devon Communities Together – Training Course October 2017
19. Email from Nick Hall – provision of public pianos
20. Email from Jenny Archard – Community Nature Projects Support - signage

Matters arising from correspondence

2. Cllr Zarczynski will attend the Devon Highways conference.
10. Cllrs Edwards, Kolek, Taylor and Zarczynski will represent Honiton Town Council at The Knowle on Tuesday 5th December.
13. Cllr Coombs reported that the Council had taken the opportunity to sign up to the Tree Charter in April but had not been able to fulfill its duties because of reduced numbers of Officers and Councillors.
20. Permission has been sought to erect an information board near the picnic tables behind The Beehive. The Council agreed to this in principle but will give final approval when it has seen the details. Proposed by Cllr Kolek; seconded by Cllr McNally and **agreed**.

The Mayor thanked the members of the public for attending and they left the meeting

PART B MATTERS FOR DECISION**17/527 To approve a payment in accordance with the scheduled list of payments**

The payment was **approved** in accordance with the schedule.

17/528 To close the meeting

The meeting was closed at 9.25pm