

**To all Members of Honiton Town Council**

You are hereby notified of a meeting of **Honiton Town Council** to be held at the Town Council Offices, The Beehive, Dowell Street, Honiton on **Monday 12 November 2018 commencing at 7.00pm** to transact the following business

Dated this 5 November 2018



Mark Tredwin

**Town Clerk**

**AGENDA**

**1. Apologies for absence**

To receive and record any apologies and reasons for absence

**2. Disclosable Pecuniary Interests**

Members are reminded that if they have a Disclosable Pecuniary Interest on their register of interest relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly, if you are or become aware of a Disclosable Pecuniary Interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

**3. To note the grant of dispensations made by the town clerk in relation to the business of this meeting.**

*The meeting will go out of session*

**Public Question Time for items on the agenda - adjournment for 15 minutes.**

Questions relating to items on the agenda may be asked at the meeting at the

discretion of the Mayor or meeting chairman. No more than 3 minutes will be allowed for any person speaking. The council may respond verbally at the meeting or subsequently in writing. **Persons wishing to ask a question should notify the Clerk before the meeting so that they can be called and should fill out a Public Question form which will be available at the meeting, giving name, agenda item to be addressed and contact details in the event of a written response.**

*The meeting will go back into session*

4. **The Mayor's announcements.**
5. **To confirm the accuracy of the minutes of the Full Council meeting held on [8 October 2018](#)**
6. **Reports from District and County Councillors**
7. **Reports from the Police (recorded crimes and logs)**

The report from the police has yet to be received but has been requested in advance of the meeting.

8. **Reports from Councillors with Special Responsibilities**

Cllr Sheridan -Shaw has submitted a report on HCC's AGM for members to note, ([Appendix 8A](#)).

Only written reports submitted for the agenda will be discussed and noted

9. **[Update Report](#)**

To update members on matters previously reported to this committee

## **PART A MATTERS FOR DECISION**

### **Planning Committee**

10. To receive minutes of the Planning Committee meeting held on [16 October 2018](#).
11. To receive minutes of the Planning Committee meeting held on [30 October 2018](#).

### **Finance committee**

12. To receive Minutes of the Finance Committee meeting held on [29 October 2018](#)

## Reports

13. [Proposed allotments at Battishorne Way, Honiton](#)

To update members as to the progress made to date in creating 30 new allotments in Honiton and to consider the proposed lease.

14. [Closure of the church of Honiton St Michael](#)

For members to consider a response to a letter detailing the closure of the church of Honiton St. Michael The Church of England Church Commissioners.

15. [Honiton Town Council Community Award](#)

To propose the creation of an award for community service to compliment the Town Council's Honoured Citizen award.

16. [Tuesday Council Surgeries](#)

To provide an opportunity for members of the public to come and meet with the Mayor and Councillors to discuss issues in the town, better understand the inner workings of the council and to make us appear more transparent.

17. [Use of electronic devices in council meetings](#)

For members to consider members use of electronic devices during council meetings

18. [Restructuring of the Human Resources Committee](#)

To enable members to restructure the Human Resources Committee in line with the approach taken by many other councils

19. [Community Use Building](#)

To update members regarding a recent email offer from DCC and to assess the next steps

20. [Blackdown Hills AONB Draft Management Plan 2019-2024 Consultation](#)

To draw attention to the opportunity being provided for local councils to comment on the draft plan.

21. [Land at Glen View](#)

To inform members that the land previously registered as a community asset needs to be re-registered by this council if it so wishes to do so.

**22. Neighbourhood plan and steering group and Community Engagement Forum**

To provide an update for Members on setting up a Community Engagement Forum

**23. Clapper Lane Allotments Appeal**

To inform members of the forthcoming Planning Appeal regarding refusal by East Devon District Council at the reserved matters stage to allow residential development of the Clapper Lane Allotments and being appealed by Containerspace Limited.

**24. Bailey Partnership Update**

For members to consider advice being provided by Foot Anstey following the submission of various options from FootAnstey. A representative from the solicitors will be present to discuss the options.

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960.*

**25. Report from the chair of premises and Finance Review Sub-Committee**

To notify the full council of the work of the Premises and Finance Review Sub-Committee.

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960.*

**PART B**

**26 Exempt Business**

*To move that under section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraph 1 and 8 of schedule 12A to the Local Government Act 1972 (see section 1 and part 1 of schedule 1 to the Local Government (Access to Information) Act 1985, as amended by the Local Government (Access to Information) (Variation) Order 2006.*

**24. Bailey Partnership Update**

**25. Report from the chair of premises and Finance Review Sub-Committee**

## **27. To close the meeting**

### **Reminder for Members**

- You must declare the nature of any disclosable pecuniary interests. (Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners). You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.
- Make sure you say what your interest is as this has to be included in the minutes. (For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer'.)
- If your interest is a disclosable pecuniary interest you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk or Deputy Clerk.
- Confidential information can be viewed at the Town Council Office during public opening hours of 10am – 1pm or by pre-arranged appointment for outside office hours.

### **PLEASE NOTE THAT MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING AS OBSERVERS**

**Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.**

**If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.**

**Members of the public exercising their right to speak during Public Question Time may be recorded.**

**Copies of this document are available in large print on request**

**COPIES OF ALL RELEVANT PAPERS MAY BE ACCESSED AT [www.honiton.gov.uk](http://www.honiton.gov.uk) OR VIA THE TOWN COUNCIL OFFICE**