

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 August 2017 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 Daniel Jefferson
Cllr Mike Jones
Cllr Martyn Linsdell
Cllr Duncan Sheridan-Shaw

In Attendance

Cllr Dean Barrow - EDDC
Cllr Phil Twiss – EDDC & DCC
6 members of the public
1 member of the press
Nick Randle – Acting Town Clerk
Wendy Randle – Acting Deputy Clerk

17/431 To welcome new Councillors and receive one resignation

The Mayor welcomed two new Councillors, Cllr Daniel Jefferson and Cllr Martyn Linsdell and thanked them for standing.

Due to other commitments, the resignation of Cllr Ken Hopkins had been received.

17/432 To receive apologies for absence

Cllr Vera Howard (P)
Cllr Caroline Kolek (P)
Cllr Jenny Brown – EDDC

17/433 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

Cllr Edwards – 17/440 - member of Honiton Community Complex charity
Cllr Taylor – 17/440; 17/443 (Councillor surgeries)
Cllr Coombs – 17/443 (Councillor surgeries)

17/434 To receive and resolve as a correct record the minutes of the Town Council meeting held on 10th July 2017

A copy of the minutes of the meeting had been circulated in advance. The minutes were **approved** and signed as a correct record.

17/435 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:

Agenda item 20. (To consider quotations to provide the new TIC website and to appoint a provider). Exempt information relating to a contract with another party is likely to be disclosed and on balance the public interest is in discussing this item in private session. (Part B).

The meeting went out of session at 7.05pm

17/436 To receive the Police Report

As the police are now having difficulty in attending meetings, a written report had been received, was circulated and will be published on the website.

Signed Chair

17/437 To receive reports from District and County Ward Members

Cllr Barrow had nothing specific to report but was available to answer questions. In response to questioning, Cllr Barrow confirmed that he would support objections to planning developments in Clapper Lane because of overcrowding and transport issues in that area.

The District Councillor left the meeting, having been thanked by the Chairman for attending.

17/438 Public question time on items on the agenda – adjournment for 15 minutes

Two items of correspondence were noted from a member of the public concerning the publication of the Judicial Review costs and the status of Town Council members on the Honiton Community Complex Board.

A police report on the market investigation had been received. It was **resolved** to consider this at the next meeting; 7 for; 2 against; 2 abstentions

Two members of the public left and the meeting went back into session at 7.13pm

PART A MATTERS FOR DECISION**17/439 Mayor's Announcements and Questions for the Mayor**

There were no questions. The Mayor reported that he had been working on many issues and had attended the Honiton Show. Pressure is continuing to be put on Highways to repair Lower Brand Lane.

Cllr Twiss arrived at 7.15pm: the Mayor therefore asked members to agree to go out of session to hear Cllr Twiss and the Council agreed. The meeting went out of session

Cllr Twiss reported that SKANSKA have brought in new vehicles for ditches and drains and that Lower Brand Lane will be patched before the end of this financial year and redressed next year. He agreed to continue to take forward concerns about this road surface.

He reported that he was very disappointed at the decisions concerning hospital beds but would work closely with the CCG to ensure that promised services are delivered.

In response to Councillors' questions he reported that there is no update as yet on the status of St Michael's graveyard and that he would request a check on the weight limit of the bridge leading to Clapper lane. He did not comment on the proposed development in that area, although pointed out that Highways had not objected.

Cllr Twiss was thanked and left the meeting which then went back into session at 7.27pm

17/440 To appoint an additional Director to the Board of Honiton Community Complex Ltd.

Cllr Taylor had been proposed. Cllr Edwards read out a statement concerning her views on the best interests of the Council and Cllr Taylor responded.

No other nominations were received.

It **was resolved** to appoint Cllr Taylor; proposed by Cllr Zarczynski, seconded by Cllr Brown (7 in favour, 1 against, 3 abstentions)

17/441 To receive and approve the minutes of the Finance Committee meeting held on 24th July 2017

The minutes **were agreed** and signed as a true record.

17/442 To receive the minutes of the Neighbourhood Planning Steering Group meeting held on 26th July 2017 and to consider its recommendations:

Signed Chair

The Committee Recommends that the Council makes two resolutions to amend the Steering Group Terms of Reference;

- To enable the chair to be either a community member or a councillor
- To review the membership criteria so that the group could consist of no more than 10 members, the majority of whom should be from the community.

The recommendations **were agreed and resolved**.

The Steering Group also recommended that a Councillor who had been present at the meeting should report at the following Town Council meeting, raising items suggested by the group.

The recommendation **was agreed and resolved**.

17/443 To receive the report of the Council Awayday and to consider the recommendations made

that the Council transfers its Current Account banking from Lloyds Bank to Unity Trust Bank.

After discussion of the issue, a recorded vote was called for. Approval of the recommendation was proposed by Cllr Taylor, seconded by Cllr Brown; Cllr Coombs - against; Cllr Jefferson - for; Cllr McNally- against; Cllr Sheridan-Shaw -for; Cllr Edwards - for; Cllr Jones - for; Cllr Darrant - for; Cllr Linsdell – abstain; Cllr Zarczynski – for;

The recommendation **was agreed and resolved** (8 in favour, 2 against, 1 abstention)

that the members of the Community Complex oversight committee be empowered to meet to articulate the Town Council's position with respect to the named items and define a negotiating position for each one. The group should then meet with the Community Complex Board to negotiate in a positive manner and achieve the best outcome for the Council and the community.

The recommendation **was agreed and resolved**; proposed by Cllr Jones, seconded by Cllr Zarczynski (8 in favour, 0 against, 3 abstentions)

that the acting Town Clerk conducts an organisational review and a review of employee contracts and reports to the employment committee.

The recommendation was proposed by Cllr Brown; seconded by Cllr McNally and **was unanimously agreed and resolved**.

that once this is complete a permanent Deputy Town Clerk be recruited as soon as possible. If a vacancy for Town Clerk arises a replacement permanent Town Clerk should also be recruited. Meanwhile arrangements for maintaining an Acting Town Clerk role should be kept under review.

The recommendation was proposed by Cllr Taylor; seconded by Cllr McNally and **was unanimously agreed and resolved**.

that the Town Council authorise the use of short term additional resource to support specific tasks through discussion with the Town Clerk, the chairman of the Employment Committee, the Mayor and the Deputy Mayor.

The recommendation was proposed by Cllr Taylor; seconded by Cllr Linsdell and **was agreed and resolved** (10 in favour; 1 abstention)

Neighbourhood Plan

that new impetus should be given to the neighbourhood plan. This would require that community questionnaires are analysed for which work is currently underway. The council should commit to reinvigorating the neighbourhood

Signed Chair

plan process and to budgeting in the coming year to invest in the planning expertise required to support the Neighbourhood planning group, widen participation and conduct a referendum on the neighbourhood plan by Spring 2019.

The Acting Town Clerk explained that the Neighbourhood Plan process would require significant financial commitment in 2018.

The recommendation was proposed by Cllr Coombs; seconded by Cllr Jones and **unanimously agreed and resolved.**

The member of the press left the meeting at 8.02pm

Tourism

that a town tourism committee is established with delegated authority to facilitate the tourism focus within Honiton. The committee should consist of Town Councillors, Devon Freewheelers, Chamber of Commerce and District and County Councillors its remit would be:-

To focus on facilitating all Tourism resources, publicity, website, social media and town Guides as well as re-establishing a tourist information presence.

It was suggested that Honiton Community Complex should be added to the names above on the committee and this amendment **was agreed.**

The recommendation was proposed by Cllr Jones; seconded by Cllr Darrant and **was unanimously agreed and resolved.**

Communications Media

that a working group consisting of councillors, staff and specialist external providers works to achieve the following:

Establish a viable communications plan aimed at building closer links between the Town Council and the community and a better understanding of Town Council policies and plans.

Create a new Town Council website, which is more accessible, has an improved look and feel and has additional functions.

Refurbish Town Notice Boards

Establish and manage a Town Council social media presence

Publish regular newsletter

Implement a programme of Councillor surgeries.

The recommendation was proposed by Cllr Edwards; seconded by Cllr Jones and **was unanimously agreed and resolved.**

that the Town Council considers key media messages at the end of each Town Council meeting.

The recommendation was proposed by Cllr Linsdell; seconded by Cllr Jefferson and **was unanimously agreed and resolved.**

that the Council temporarily changes its governance structure in the following way. All current committees will be suspended and all working groups should conclude their work by 14th August or seek a fresh mandate (e.g. allotments) . The full council should meet twice a month until the end of the year in order to focus on collective decision making and better utilise Council resources. Each council agenda would follow the format:-

Apologies, Minutes, Declarations Etc.

Public Question Time – No Notice Required (15 Minutes)

Principal Cllrs Reports

Matters Arising from minutes of previous meetings

Planning Matters

Signed Chair

**Finance & Personnel Matters
Policy Matters
Motions put forward by Cllrs.
Agree Key Communications Messages**

Meeting Time Limit- 2 Hours with up to one extra hour by majority decision.

Planning matters to be assimilated as far as possible, as part of the full council meeting. However, the deputy clerk and the planning chairman will review the planning workload and if they deem that planning items will potentially take more than 40 minutes of the full council time then a separate planning meeting will be arranged.

The employment committee and the neighbourhood planning group will continue as currently.

After discussion there was clarification that all items would be chaired by the Mayor, but that the current chair of a committee would lead the discussion on that topic. It was also suggested that Planning meetings should continue as they are unless there are just a few items which could go on to the full council meeting agenda.

Cllr Zarczynski proposed an amendment that the recommendation be trialled until the middle of October; this was seconded by Cllr Taylor.

The recommendation **was agreed and resolved** (9 in favour; 2 against)

that the council adapts its procedures for communicating with the press and public to conform to all current transparency requirements

The Acting Town Clerk explained that an example of this is that all financial transactions should be published on the website.

The recommendation was proposed by Cllr Taylor; seconded by Cllr Sheridan-Shaw and **was unanimously agreed and resolved.**

17/444 To receive reports from Members with Special Responsibilities

Cllr Roy Coombs

Cllr Coombs updated the members with the meeting that had taken place with the Engineering Projects Manager from EDDC concerning the missing footbridge over the River Gissage, who has promised to come back with costings.

Cllr Sheila Edwards

Cllr Edwards notified the members of a Project Griffin Counter Terrorism Intelligence Unit course in Torquay on 5th September and the DALC conference at Exeter Racecourse on 10th October. Notification has been received of a course at Kenn on 22nd November run by Devon Community Resilience Forum and also a communication from DALC asking about how to engage our community in the democratic process.

Cllr Mike Jones

Cllr Jones reported that the Allhallows Charity has made a donation to MIND and recommended support for this charity. He also urged councillors to get behind the Admiral Nurse for Honiton campaign. As a new member of the board, Cllr Jones met with Barry Simmonds of Honiton Community Complex on 26th July.

Cllr Terry Darrant

Cllr Darrant reported that unfortunately Charter Day was cancelled due to the bad weather but that some activities had gone ahead. He stressed the need to ringfence the current funds for next year. As a warden he made a site visit to Roundball Wood on 10th August and has written a report with photos.

Cllr John Taylor

Signed Chair

Cllr Taylor reported that land next to the Millenium Green has been acquired and gifted to the trustees. The Acting Town Clerk will thank the donor for this generous gift.

Cllr John Zarczynski

Cllr Zarczynski updated the meeting on the air ambulance night landing site and reported that Mountbatten Park is favoured; permission will be needed from the owners EDDC and approximately £3,000 will need to be raised.

17/445 To note correspondence received and to resolve any matters arising

Devon County Council

1. News from DCC Trading Standards
2. News from DCC Business and Economy

East Devon District Council

3. Invitation to free annual Working Together for the future of East Devon Conference – Friday 29 September
4. Press Release on new membership scheme for dogs in South East Devon
5. News Release on East Devon – an outstanding place

Other

6. NALC The Voice of the Councillor 2017 - Questionnaire
7. NALC Larger Councils' Committee and good practice
8. NALC Star Councils 2017 deadline extended
9. NALC Sajid Javid to address annual conference
10. DALC latest news
11. DALC – email from Lesley Smith – Project Griffin
12. DALC – email from Lesley Smith – Credit Unions
13. Email from Paul Diviani – Connecting Devon and Somerset
14. Email from Paul Diviani – Giving families respite when they need it most
15. Email from Paul Diviani – Blackdown Hills AONB – Annual Review 2017
16. PCC – Monthly Report July 2017
17. Children's Services – Consultation
18. Honiton Twinning Association – Minutes of Meeting 13th July 2017
19. Email from Scott Wolfe – condition of Lower Brand Lane
20. Letter from Relate – thank you for grant
21. Letter from Honiton United Charities – thank you for grant
22. Hospiscare – report back on use of grant allocated
23. NHS Northern, Eastern and Western Devon – news August 2017
24. Devon Communities – community news from Devon
25. Letter from Honiton Twinning Association – thank you for grant
26. Honiton Chamber of Commerce – thank you for hanging baskets in town
27. Local Councils Update August 2017
28. Honiton Surgery Newsletter 2017 Number 3

14/446 To consider a proposal to recognise a new Honoured Citizen of Honiton

Cllr Zarczynski proposed that a new honoured citizen should be recognised by the Council. This was not seconded; therefore the proposal failed.

14/447 To consider proposed Designs for appropriate signage for the Town Council Offices

The issue of new signs has not moved forward over the last few years. Clarification will be needed on whether planning permission is needed. Designs of signs were considered and discussed and an amendment that the Changing Places logo should be incorporated into the design was proposed by Cllr Zarczynski and seconded by Cllr Taylor. **The amended proposal was agreed and resolved** (8 in favour; 2 against; 1 abstention)

Signed Chair

14/448 To authorise Payments

It was resolved to authorise the schedule of payments.

Invoice date	Payee	Description	Amount inc. VAT	
28 June 2017 24 July 2017	Core Office IT	IT support & Office 365 X 2 months	432.00	7
30 June 2017 31 July 2017	Viridor Waste Management	Market waste collection X 2 months	287.90	7
11 July 2017	Mousehole Nurseries	Flower troughs and baskets	622.44	7
18 July 2017	Getmapping Plc	Parishes Online annual fee	201.60	7
07 July 2017	Ricoh UK Ltd	Printer/ photocopier - lease & usage	309.04	7
21 July 04 & 07 Aug 2017	A Dimond & Co Ltd	Office wall planners & stationery	36.30	7
25 July 2017	Carolyn Bowles	Staff expenses – mileage for Planning + coffee supplies	5.25	7
03 Aug 2017	Cllr Mike Jones	Expenses -annual sub for Beehive rep	10.00	7
26 July 2017	EDDC	Staff payroll	6,281.97	7
27 July 2017	BT	Phone / broadband	186.94	7
31 July 2017	Top to Bottom Cleaning Services	Office cleaning	324.00	7
08 Aug 2017	LGRC Associates	Interim Clerk (11.70 days) / Deputy Clerk (14.40 days) services 21 June – 31 July 2017	9,194.04	7
		Charter Day payments		
17 July 2017 23 July 2017	Cllr Terry Darrant	Expenses – photo printing, Facebook event promotion	50.84	7
12 July 2017	M R Hanratty	Poster design and printing	132.00	7
25 July 2017	Cllr T Darrant	Expenses - Trophy	25.49	7
18 July 2017	Leesons	Paperweight & engraving	30.00	7
25 July 2017	A Dimond & Co	Programmes & leaflets	114.00	7
22 July 2017	Rotary Club of Ottery St Mary	Cancelled stalls refund	10.00	7
22 July 2017	Honiton Family Church	Cancelled stall refund	5.00	7
22 July 2017	Christian Aid (Maureen Smith)	Cancelled stall refund	5.00	7

PART B MATTERS FOR DECISION**17/449 To consider quotations to provide the new TIC website and to appoint a provider.**

Quotations had previously been available for Councillors to look at and these were considered. It was **unanimously resolved** to appoint a provider that had been recommended. Proposed by Cllr Taylor; seconded by Cllr Darrant

17/450 To close the meeting

The meeting was closed at 9.36pm.

Signed Chair