

HONITON TOWN COUNCIL

Minutes of the Meeting of the Town Council held at the Town Council offices, The Beehive, Dowell Street, Honiton on Tuesday 29th 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 Vera Howard
Cllr Daniel Jefferson
Cllr Mike Jones
Cllr Caroline Kolek
Cllr Martyn Linsdell
Cllr Duncan Sheridan-Shaw

In Attendance

1 member of the public
1 member of the press (until 8.20 pm)
Nick Randle – Acting Town Clerk
Wendy Randle – Acting Deputy Clerk

17/451 To receive apologies for absence

All Councillors were present

17/452 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

Cllr Taylor – 17/461 (Judicial Review costs); 17/463 (Honiton Hospital – community member of RD&E Hospital Trust board)

17/453 To receive and resolve as a correct record the minutes of the Town Council meeting held on 14th August 2017

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

17/454

The Mayor made the following statement:

I would like to remind councillors that Honiton Town Council is working to become an open and transparent council that is fully accountable for its decisions.

However, there are occasions when it is important for councillors to consider information confidentially either because it relates to the Council's commercial interests or because it has a bearing on personnel matters. It is a breach of the code of conduct for councillors to share confidential information with others as doing so undermines the integrity of the Council's decision making and the bond of trust between councillors. Please will members make sure that they at all times observe these requirements both in the spirit and the letter.

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 18. To receive a report from the Employment Committee meeting held on 24th August 2017

Reason for consideration in Part B: Exempt information relating to an employee is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part B)

Signed Chair

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Agenda Item 19. To consider the Council's approach to the forthcoming meeting with Baily Partnership

Reason for consideration in Part B: Sensitive Commercial information is likely to be discussed which if disclosed at this stage might undermine the Council's position and on balance the public interest is in discussing this in private session.

Agenda item 7. To consider a letter from Devon and Cornwall Police in connection with an investigation relating to Honiton Market

A suggestion was made that due to the possibility of employee matters being discussed, this item should be moved to Part B. Proposed by Cllr Howard; seconded by Cllr Sheridan-Shaw and **agreed**. A Council Statement will be published at a later date.

The meeting went out of session at 7.09pm

17/455 Public question time on items on the agenda – adjournment for 15 minutes

The Mayor explained the new approach which is in line with the transparency code in which members of the public can ask questions without writing to the Town Clerk before the meeting, providing they come into the meeting prior to 7pm, notify the Clerk that they wish to speak and give their contact details in case of a written response. They can table their question providing it relates to an item on the agenda for the meeting. If the Council is not in a position to answer the question that evening, the Town Clerk will write to them.

As there were no questions tabled, the meeting went back into session at 7.10pm

PART A MATTERS FOR DECISION

17/456 Matters deferred from last meeting

Invitation to send a representative to the EDDC Working Together Conference

It was **resolved** that Cllr Edwards would represent Honiton Town Council at the Knowle on Friday 29th September.

17/457 Matters arising from minutes of previous meetings

To hear current status from all existing Committees and working groups and to determine whether to renew or refresh their mandate, temporarily suspend or delete them from the scheme of delegations.

- **Street Market Overview Sub Committee** – it was **unanimously agreed** that this would temporarily be amalgamated with the Employment Committee. Proposed by Cllr Sheridan-Shaw; seconded by Cllr Kolek
- **Community Complex Overview Sub committee** – it was **unanimously agreed** that this sub committee would continue.
- **Risk Management Sub Committee** – it was **unanimously agreed** that this would be temporarily be suspended and that any issues would be brought to full Council.
- **Employment sub committee** – it was **unanimously agreed** that this sub committee would continue.
- **Open Spaces Working Group** – Cllr Brown proposed that this Working Group is temporarily suspended and any issues brought to full Council; seconded by Cllr Sheridan – Shaw. The proposal was **rejected** (6 in favour, 6 against; Chair having the casting vote against)
Cllr Kolek therefore proposed that the Working Group would amalgamate with the Allotment Working Group; seconded by Cllr Jefferson and **agreed**.
- **Finance Review Working Group** – it was **unanimously agreed** that this Working Group would continue; proposed by Cllr Taylor; seconded by Cllr Howard.
- **Allotment Working Group** – it was **unanimously agreed** that this Working Group would continue; proposed by Cllr Taylor; seconded by Cllr Kolek.
- **Emergency Planning Working Group** – it was **unanimously agreed** that this Working Group would be temporarily disbanded and that any emergency issues

would be brought to full Council; proposed by Cllr Kolek; seconded by Cllr Brown.

- **Community Engagement Forum** – the Acting Town Clerk suggested that if a Communications Advisory Committee were to be set up (see item 17/458 ii) the Forum would sit well within it.

It was **unanimously agreed** that that if it is resolved later in the meeting to set up this Committee, the Community Engagement Forum would amalgamate with it; proposed by Cllr Darrant; seconded by Cllr Kolek.

- **Neighbourhood Planning Steering Group** – it was **unanimously agreed** that the Steering Group would continue; proposed by Cllr Kolek; seconded by Cllr Taylor.

17/458 To form two new advisory committees, agree their terms of reference and define their membership

i) Town Tourism Committee

Cllr Kolek suggested that funds remaining from the Parishes Together grant to promote tourist information should be used to set up a committee and that representatives from interested organisations in the town should be invited to join. A meeting date should be set up; the Committee should write the Terms of Reference and bring them to the Council.

Proposed by Cllr Kolek; seconded by Cllr Sheridan - Shaw and **unanimously resolved**.

ii) Communications Advisory Committee

It was agreed that embracing social media should be a focus within the Council. A core membership of 4 - 5 councillors would be needed for the committee. Cllrs Edwards, Jones, Kolek, Sheridan-Shaw and Linsdell came forward to sit on this committee.

Proposed by Cllr Jones; seconded by Cllr Linsdell and **unanimously resolved**.

17/459 To receive the draft minutes of the Planning Committee meeting held on 22 August 2017 and to endorse its decisions.

The draft minutes were received and noted.

Proposed by Cllr Taylor; seconded by Cllr Howard and **agreed** with 1 abstention.

17/460 To Authorise Payments in accordance with the Schedule

It was **unanimously resolved** to authorise the schedule of payments; proposed by Cllr McNally; seconded by Cllr Howard.

Invoice date	Payee	Description	Amount inc. VAT
04 August 2017	Core Office IT	IT support & Office 365	216.00
14 August 2017	A Dimond & Co Ltd	Stamps and copier paper	62.14
16 August 2017	View from Honiton	Town Market feature	36.00
		Charter Day payments	
01 August 2017	Leesons	Expenses – cup engraving	8.00
11 August 2017	Christian Aid	Cancelled stall refund (previous cheque void)	5.00
15 August 2017	crw print consultant	Poster design and printing	70.00

17/461 To consider a Council statement in respect of the Judicial review costs

A statement concerning the costs of the Judicial Review had been prepared to be published on the website and given to the press.

The Mayor asked for it to be noted in the minutes that Cllrs Coombs, Howard and McNally had voted to adhere to Officers and DALC advice and had they been in the majority on that issue the judicial review would have been avoided. The Council now wishes as a corporate body to move on from this issue.

The publishing of the statement was proposed by Cllr Kolek; seconded by Cllr Darrant and **resolved** with 3 abstentions.

Signed Chair

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17/462 Review of Standing Orders

Recommended That this agenda item stands adjourned until the meeting of 25th September. That councillors review the model standing orders and propose any necessary amendments at the meeting having first notified the Acting Clerk and the Chair of Policy.

The Chair of the Policy Committee had prepared comments, mainly for the benefit of new Councillors to be considered at the Council meeting on 25th September by which time Councillors will have had the opportunity to look at the model standing orders. It was **unanimously resolved** to consider this item on 25th September; proposed by Cllr Taylor; seconded by Cllr Howard.

17/463 To consider receiving a report from Honiton Hospital League of Friends.

Cllr Kolek reported that Honiton Hospital beds have sadly been closed and asked if the Mayor would invite a member of the Hospital League of Friends to inform the Council of the work being done to retain the beds for a possible chemotherapy / cancer treatment outreach facility at the hospital.

It was also suggested that Cllrs Paul Diviani and Randall-Johnson might be invited at the same time to explain their views.

The invitation to speak was **agreed**.

17/464 To consider that Councillors should move to wearing photo badges within lanyards rather than the current pinned hard type.

Cllr Zarczynski suggested that Councillors should be wearing more visible photo badges in lanyards, especially for site visits, public consultations and meetings.

Proposed by Cllr Zarczynski; seconded by Cllr Darrant and **resolved** with 1 abstention.

17/465 To note correspondence received and to resolve any matters arising.East Devon District Council

1. Invitation to free annual Working Together for the future of East Devon Conference – Friday 29th September
2. Review of the rules and guidance for the Parishes Together Fund for the financial year 2018/2019

Other

3. Honiton Community College – invitation to the Three Peaks Celebration Event, 8th September 2017
4. DALC – NALC bulletin - meetings with Department for Business, Energy and Industrial Strategy (BEIS)
5. Devon and Cornwall Police & Crime Commissioner - August 2017 report
6. E-mail from a member of the public – Allhallows Field maintenance staff
7. Email from Paul Diviani – Healthy People Special Edition – Your future care implementation
8. Devon Communities Together – New courses added to the Training Hub
9. Devon Communities Together – Meet the Speakers – Rural Futures Conference 2017

Item 3 – It was **resolved** that Cllr Kolek (and possibly Cllrs Zarczynski and Brown) would attend the Three Peaks Celebration event on behalf of the Council.

17/466 To receive reports from Councillors with special responsibility**Cllr Henry Brown**

Cllr Brown and Cllr Jones had met with the Director of Finance from Honiton Community College, a representative of the Youth Centre and a Devon County Council Officer to discuss the future of the lease of the Youth Centre building. The Community College has held the lease for three years and Cllr Brown explained that it is important to safeguard the building for future public use by mental health, disability and youth groups.

A further meeting will take place on 28th September; therefore, it was **agreed** that the Council would discuss at the next Council meeting, a proposal of intent to pursue securing the lease so that the building is preserved for public use.

Cllr Mike Jones

Cllr Jones reported that he had unfortunately resigned from the Dementia Action Alliance and Admiral Nurse groups due to pressure of commitments, but that he would still be publicising and supporting them.

Cllr Roy Coombs

Cllr Coombs reported that four Councillors had started footpath inspections and had witnessed obstructions by cars at Turks Head Lane. Photos were taken and referred to Highways who suggested that this was a police matter, so the obstruction was subsequently reported to them.

Himalayan Balsam has been tackled in Tunnel Lane, as has Japanese Knotweed on Honiton Town Council and EDDC land.

The manager of the Co-op supermarket has been asked to reinstate the plastic bag recycling bin.

Cllr Coombs reported the following summary points of the Neighbourhood Plan Steering Group meeting on 23rd August:

- The Steering Group is the most effective way of delivering the Plan.
- As the Locality Grant application was successful, this will fund the analysis of the Community Survey and a report will subsequently be presented to the Town Council.
- The Steering Group will be giving a proposal for budget allocation as well as applying for other grants for which it is eligible (£6,500k still possible from Locality)
- Another Councillor member would be welcomed for the Steering Group

Cllr Caroline Kolek

Cllr Kolek urged fellow councillors to take part in the Jolly Jaunt in aid of Hospiscare on Sunday 29th October.

PART B MATTERS FOR DECISION

17/467 To receive a report from the Employment Committee meeting held on 24th August 2017

A report from the meeting was given by the Chair of the Employment Committee and all recommendations were adopted.

17/468 To consider the Council's approach to the forthcoming meeting with Baily Partnership

It was **resolved** that the Chair of Finance, the Deputy Chair of Finance, the Mayor and Cllr Mike Jones would attend the meeting on Friday 15th September. The Acting Town and Deputy Clerk are not available, but will provide a Clerk to take minutes.

17/469 To consider a letter from Devon and Cornwall Police in connection with an investigation relating to Honiton Market

*The meeting was declared out of time at 10pm but it was **resolved** to carry on; proposed by Cllr Brown; seconded by Cllr Darrant*

The report from the Acting Town Clerk and the letter from the Police was discussed at length and it was **resolved** to accept the recommendations with one amendment which is detailed in confidential minutes.

17/470 To close the meeting

The meeting was closed at 10.10pm.