

HONITON TOWN COUNCIL

Minutes of the Meeting of the Town Council held at the Town Council offices, The Beehive, Dowell Street, Honiton on Monday 8th August 2016

Present

St Michael's Ward

Cllr A Alder
Cllr S Edwards
Cllr L Harvey-Ingram
Cllr Hopkins
Cllr J McNally
Cllr D Perkins
Cllr J Taylor
Cllr J Wadsworth

St Paul's Ward

Cllr H Brown
Cllr Coombs
Cllr Halse
Cllr Howard
Cllr C Kolek (Chairman)
Cllr J Lake
Cllr A Mountjoy
Cllr G Smith
Cllr K Smith

In Attendance

Cllr S Randall-Johnson – Devon County Council
Cllr P Twiss - East Devon District Council
Cllr J Brown - East Devon District Council

10 members of the public

Members of the press – Mr Callum Lawton (Midweek Herald)

Mr Anthony McCollum

Mr Graeme Thompson – Planning Policy Officer at East Devon District Council

Chetna Jones – Town Clerk

16/179 To receive apologies for absence

Apologies were received from Cllr C Melbourne (P).

Apologies were also received from Cllr Diviani (Devon County Council), Cllr O'Leary (East Devon District Council).

16/180 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

Cllr Perkins – Director of the Beehive Companies – personal

Cllr Taylor – Items relating to Judicial Review – DPI – Cllr advised he will leave the meeting

16/181 To receive and resolve as a correct record the minutes of the Town Council meeting held on 11th July 2016

The minutes of the Town Council meeting held on 11th July 2016 were amended at 16/158 to clarify that it was Honiton Town Council's Counsel's advice. The minutes were then unanimously approved by the Town Council and signed by the Mayor as a correct record.

16/182 Confidential items

It was agreed that there were two items which should be dealt with under Part B.

The Chairperson declared the meeting out of session

16/183 To receive the Police Report

A crime report for the period 11th July to 7th August 2016 was provided by PCSO Steve Mingo. The report confirmed that 36 offences had been recorded during this period compared to 38 for the same period last year.

The offences consisted of 4 public order offences, 1 x arson, 9 x criminal damage (4 to vehicles and 5 to buildings), 4 x assault ABH, 1 x assault GBH, 2 x common assault, 1 x

Signed Chair

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burglary dwelling, 1 x burglary other, 1 x affray, 1 x drunk and disorderly, 1 x harassment without violence, 2 x theft other, 1 x theft by employee and 7 x theft from shop.

Cllr Brown joined the meeting.

16/184 To receive reports from District and County Ward Members

Devon County Council

Cllr Randall-Johnson confirmed that the County Council was being re-structured and this was due to some senior members retiring. The changes were to take affect from November. Devon County Council were currently consulting on the A30 improvements. Cllr Randall-Johnson confirmed that tarmac was available as part of the Road Ward Scheme.

When informed about the recent parking enforcement incidents affecting Honiton Street Market traders Cllr Randall-Johnson confirmed that both she and Cllr Diviani were opposed to on street parking charges and were keen to ensure that the market continued to operate.

Cllr Kolek thanked Cllr Randall-Johnson and confirmed that the market traders welcome the support.

East Devon District Council

Cllr Kolek welcomed Cllr Jenny Brown and congratulated her on her success at the recent by-election.

Cllr J Brown confirmed that she looked forward to working closely with the Town Council. It was anticipated that Cllr Brown would be appointed Tourism Champion at the District Council.

Cllr Twiss confirmed that debate on retaining 100% of business rates at local level was progressing. Cllr Twiss suggested that any questions regarding this matter should be sent to him or Cllr Diviani.

Various events were planned at the Honiton Bottom Road Nature Reserve.

Cllr Kolek thanked the Ward Members for their reports.

*Cllr Randall-Johnson and Cllr Twiss left the meeting.
Cllr Brown left the room.*

16/185 Public Question Time on items on the agenda

The Town Clerk reported that one question had been received.

Mr Nix was invited to speak.

As the Town Council's priority was to make the judicial review go away as cost effectively as possible and the likelihood was that this was now well on the way to being achieved, Mr Nix asked when a press release would be issued in order to update the community on the success achieved so far in preparation of the topic being concluded.

The Mayor thanked Mr Nix and re-iterated that it was still the Town Council's intention to deal with the matter as swiftly as possible and was going through due process. A press release will be provided as soon as the matter was concluded.

The Chairman declared the meeting back in session.

It was agreed that item 11 be moved to this point.

The Mayor thanked the Market Manager for gathering the traders.

Cllr Smith as Chair of the Street Market Overview Committee confirmed that the committee were working hard to resolve this matter in favour of the market traders.

Cllr Hopkins proposed that a letter be sent to Devon County Council raising concerns about the impact on the market should DCC continue with enforcing traders who operate their business through their vehicles. This was seconded by Cllr Alder and unanimously **RESOLVED**.

The Mayor thanked the traders for attending prior to them leaving the meeting.

16/186 Mayor's Announcements and Questions for the Mayor

The Mayor informed the Council that she had attended the following:

- St Rita's to meet with visiting students from Spain
- Opening of the new Cadets Centre by the Princess Royal
- Kings House Hospice Tour
- Opening of Charter Day and judging various competitions throughout the day
- Hot Pennies
- Play park opening of refurbished parks at Langford Avenue and Davey Playing field
- Honiton Show
- Meeting and supporting traders on Market Days

There were no questions for the Mayor.

16/187 Approval of the minutes of the Finance Committee held on 1st August 2016

Cllr Smith proposed that the minutes of the Finance Committee held on 1st August 2016 be approved. This was seconded by Cllr Wadsworth and **IT WAS RESOLVED** unanimously by those who attended the meeting to approve the minutes.

16/188 Approval of recommendations from the Finance Committee:

The Town Clerk confirmed that the external auditor had not yet completed the audit and that this was not unusual.

It was noted that the Mayor and volunteers, Cllr G Smith, Cllr Melbourne and Cllr Alder should be congratulated for the work towards the Mayor's Charity which raised a large sum for Honiton Hospital Relatives room.

- a) Cllr Brown proposed that the Town council uses the previous style of reconciliation reporting. This was seconded by Cllr G Smith. Cllr Taylor requested a recorded vote.

		FOR	AGAINST	ABSTAIN
1	Cllr Alder	X		
2	Cllr Brown	X		
3	Cllr Coombs		X	
4	Cllr Edwards	X		
5	Cllr Harvey-Ingram	X		
6	Cllr Halse	X		
7	Cllr Hopkin	X		
8	Cllr Howard	X		
9	Cllr Kolek	X		
10	Cllr Lake	X		
11	Cllr Melbourne	Not present		
12	Cllr McNally		X	
13	Cllr Mountjoy	X		
14	Cllr Perkins	X		
15	Cllr G Smith	X		
16	Cllr K Smith	X		
17	Cllr Taylor		X	
18	Cllr Wadsworth	X		

This **WAS RESOLVED** (3 against)

- b) Lists for payments and receipts be approved as follows:

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April (Receipt of £128,531 and payment of £46,306)

This was proposed by Cllr Hopkins and seconded by Cllr G Smith and **WAS RESOLVED** (1 abstention).

The Clerk confirmed that cheque for Honiton Hospital appeared in the July reconciliation report.

May (Receipt of £6,848 and payment of £15,355)

This was proposed by Cllr Brown and seconded by Cllr Alder and **WAS RESOLVED** unanimously.

June (Receipt of £3,680 and payment of £22,972)

This was proposed by Cllr Wadsworth and seconded by Cllr Hopkins and **WAS RESOLVED** unanimously.

Cllr Howard left the room.

- c) The Town Clerk confirmed that a recent article in the SLCC Clerk magazine reviewed the importance of using simple accounting packages designed for Parish and Town Councils and so recommended that further investigations be carried out to determine the best solution for the Council to work efficiently and within the statutory requirements.

Cllr Howard entered the room.

Cllr Brown proposed that the Town Clerk carries out investigations into suitable financial reporting models including a model prepared by Cllr Perkins. The model to be selected for use by the RFO with any assistance and guidance as necessary will to be approved/recommended by recognized independent bodies familiar with Parish Council statutory requirements. This was seconded by Cllr Hopkins and **WAS RESOLVED** unanimously.

- d) The income and Expenditure report was amended to correct the variation calculation for the market income to be £18,265 this making the total variation equal to negative £138,897.

It was agreed that use of footnotes would provide explanation of any unusual activities.

Cllr Wadsworth proposed that the income/expenditure report for the 1st Quarter be approved. This was seconded by Cllr Hopkins and **WAS RESOLVED** (1 against and 1 abstention).

- e) Cllr G Smith proposed that the Town Clerk be given delegated authority to purchase, store and insure lights as suggested by the Lights Committee up to the value of £9,105.80. This was seconded by Cllr Alder and **WAS RESOLVED** unanimously.

Cllr Taylor left the room.

- f) Cllr Kolek proposed that Cllr Brown, as Chairman of Finance Committee be added to the group of councillors assisting the Town Clerk and Deputy Clerk in the matter relating to Judicial Review. This was seconded by Cllr Alder and **WAS RESOLVED** (4 abstentions).

- g) Cllr Brown proposed that all sensitive information be redacted from the Town Council accounting records until such time that the Judicial Review matter is resolved. This was seconded by Cllr Harvey-Ingram and **WAS RESOLVED** (3 against).

- h) Cllr Harvey-Ingram proposed that the staff be paid for all overtime owed for work relating to the on-going legal case. This was seconded by Cllr Brown and **WAS RESOLVED** unanimously.

16/189 To note the Neighbourhood Plan Steering Group meeting held on 27th July 2016.

The minutes of the Neighbourhood Plan Steering Group meeting held on 27th July 2016 were received and noted.

16/190 Reports from members with Special Responsibilities

Signed Chair

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Cllr Kolek confirmed that Friends of Honiton Hospital will be holding a fundraising pub quiz on 10th September and if councillors were interested in attending to let her know.

Cllr Harvey-Ingram confirmed that the Youth Group were Every's chosen charity and raised £270 at Honiton Show.

Cllr Brown confirmed that the Millennium Green Trust were interested in acquiring the land that was for sale adjacent to the Green. Cllr Coombs confirmed that the Town Council had requested this land be listed as an asset of Community Value.

Cllr Lake confirmed that Charter Day had gone really well and a follow up meeting was planned in August. Cllr Kolek asked that the Committee be thanked for all their hard work in making Charter Day so successful.

Cllr Hopkins confirmed that United Charities had provided one grant and that further funds were still available, Future meeting dates were changed to avoid clashes with Town Council Planning meetings.

Cllr McNally confirmed that the Library was now well established in its new role and the venue was used for various purposes. Various events were planned over the summer period.

16/191 To note Correspondence receive and to resolved any matters arising. The list may be viewed at the Council Office (late correspondence to be tabled)

The list of correspondence received between 12th July and 2nd August 2016 had been circulated in advance.

Devon County Council

1. A30 improvements consultation open until 30th September
2. Devon Minerals Plan - Modifications Consultation 1st August to 23rd September
3. Community Resilience - Highway Maintenance feedback request
4. Connecting Devon and Somerset Briefing - Cllr Diviani

East Devon District Council

5. Presentation on Community Infrastructure Levy
6. Local Government Boundary Committee for England - electoral review seminar Wednesday 28th September 6pm
7. The Knowledge – issues 9, 10 and 11

Other

8. Government Newsletter 13th July, 20th July and 28th July
9. Healthwatch Voices Issue 13 Summer 2016
10. Blackdown Hill AONB Annual review 2015/16
11. NALC – bulletin on national developments and meetings – 15th July, 22nd July and 29th July
12. UK Parliament Week 2016
13. Police and Crime Plan Consultation – request from PCC (Alison Henandez)
14. Honiton Somme visit by S Jones
15. Temporary Change to MIU opening times 8am to 8pm 31st July onwards

Items 14 – It was agreed that a copy of the photos from the recent Somme visit be provided to Cllr McNally to share with members of the public who may be interested.

Item 15 – Cllr Kolek suggested that the closure be published through the local papers and that members of the public should write to the Hospital directly of any concerns they may have with the MIU closing early.

Late correspondence between 3rd August and 8th August was tabled for Councillors attention.

Late Correspondence

Devon County Council

- a) Update from Cllr Diviani regarding Government Plans for Business Rate Retention
- b) Update from Cllr Diviani (August 2016 report)
- c) Proposals for Devon's Verges and Wildlife
- d) Connectme – Newsletter from DCC

East Devon District Council

- e) The Knowledge issue 12

Other

- f) Bulletin on National Development and meetings – 5th August
- g) Blackdown Hills AONB newsletter – Summer 2016
- h) Government News 4th August
- i) Devon Association of Local Councils – August newsletter
- j) Letters from Street Market Traders regarding their concerns with DCC parking enforcement officers

The remainder of the public left the meeting.

The meeting was adjourned for a 2-minute comfort break and reconvened at 9.35pm.

16/192 Exclusion of the Press and the Public

Cllr Kolek proposed that the press and the public be excluded from the meeting. This **WAS RESOLVED** unanimously.

16/193 Approval of any amendments to the previously agreed draft Terms of Agreement from the Town Council's solicitor and sub-let arrangement with Honiton Community Complex with regards to Solar Panels on the roof of the Beehive.

As no further amendments were available the matter was postponed.

16/194 Review of update report from the Town Council's Project Administrator for the construction of the community centre and to agree any appropriate decisions to progress this matter

Cllr Kolek proposed that delegated authority be given to the Town Clerk to proceed on the basis of the project Administrator's certificate and that a small working group be set up to assist with addressing design defects. This was seconded by Cllr Hopkins and **WAS RESOLVED**.

It was agreed that the working group will consist of Mayor, Deputy Mayor, Cllr G Smith, Cllr Brown, Cllr Coombs, Cllr Wadsworth and Cllr Hopkins and a meeting should have as a minimum any three present to be quorate.

16/195 Close Meeting

The meeting was closed at 10pm.