

HONITON TOWN COUNCIL

Minutes of the Meeting of the Town Council held at the Town Council offices, The Beehive, Dowell Street, Honiton on Monday 12th December 2016

Present

St Michael's Ward

Cllr A Delasalle (formerly Alder)
 Cllr S Edwards
 Cllr K Hopkins
 Cllr J McNally
 Cllr D Perkins
 Cllr J Taylor
 Cllr J Zarczynski

St Paul's Ward

Cllr H Brown
 Cllr R Coombs
 Cllr P Halse
 Cllr V Howard
 Cllr C Kolek (Chairperson)
 Cllr A Mountjoy
 Cllr G Smith

In Attendance

Cllr P Diviani – Devon County Council
 Cllr D Barrow - East Devon District Council
 Cllr J Brown – East Devon District Council
 Cllr P Twiss - East Devon District Council

1 member of the public

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

Sarah Jenkins – Deputy Town Clerk

Prior to the start of the meeting students from Honiton Community College were presented with awards for outstanding achievement.

Prayers before the start of the meeting were led by Father Gerald.

16/262 To receive apologies for absence

Apologies were received from Cllr Harvey-Ingram (P); Cllr Lake (P); Cllr Wadsworth (P) and Cllr O'Leary (EDDC)

16/263 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

Cllr G Smith – ad-hoc maintenance work at Beehive – personal
 Cllr Perkins – Director of the Beehive Companies – personal
 Cllr A Delasalle – Honiton Street Market Trader – personal
 Cllr K Hopkins – allotments – Member with special responsibility - personal

16/264 To receive and resolve as a correct record the minutes of the Town Council meeting held on 14th November 2016

Cllr Hopkins proposed that the minutes of the meeting held on 14th November 2016 be received and approved as a correct record of the meeting. This was seconded by Cllr Mountjoy and **WAS RESOLVED**.

16/265 The Council resolved the following:

Cllr Kolek proposed and Cllr Delasalle seconded the motion "That under Section 100(A) (4) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description set out on the agenda, is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part B)" for the following confidential/exempt items which the Deputy Town Clerk recommends should be dealt with in this way:

- Item 17 – Offer of land for an allotment site
- Item 18 – Quotations received from potential Internal Auditors

The Chairperson declared the meeting out of session

16/266 To receive the Police Report

The Police report had been received prior to the meeting. It was agreed that the report would be made available on the Town Council website.

16/267 To receive reports from District and County Ward Members

Devon County Council

Cllr Diviani reported that the Heart of the South West devolution bid was not making any progress. It was a matter of contention whether or not to accept an elected Mayor.

The opposition to the proposed cuts in hospital beds is ongoing with representations that the proposals are fundamentally flawed.

Cllr Diviani further reported that, regarding the A30/A303 improvements, DCC Cabinet would be considering the recommendation in favour of the Orange Route at its next meeting. Cllr Diviani would be supporting the recommendation.

Cllr Diviani advised that the planning proposals for the Knowle Site, Sidmouth, had been refused by the Local Planning Authority.

East Devon District Council

Cllr Twiss advised that a public meeting would be held on Thursday 15th December at 7.00pm to bring together the various user groups of Allhallows to consider the use of the open space. A senior Environmental Health Officer would also be attending the meeting. Cllr Twiss would be meeting with parents in January once more data on the issues affecting shared usage has been collected.

The Chairperson thanked Cllr Twiss and Cllr Mountjoy for their work in setting up the public meeting.

Cllr Twiss reported that car park charges are currently £2 per day after 10.00am in East Devon car parks.

Cllr J Brown reported that she would be meeting with South West Trains later in the week to have further discussions regarding promoting tourism in East Devon.

In response to a question from Cllr Kolek, Cllr Barrow agreed to take up the request that any new road on the development of the former British Legion site be named to reflect the link with the British Legion.

The Chairperson thanked the Ward Members for their reports.

Cllr Diviani, Cllr J Brown, Cllr Barrow and Cllr Twiss left the meeting.

16/268 Public Question Time on items on the agenda

The Deputy Town Clerk reported that there were no public questions.

The Chairperson declared the meeting back in session.

16/269 Mayor's Announcements and Questions for the Mayor

The Mayor reported that she had received two questions from Cllr Zarczynski. In response to the question with regard to the notice board outside the Beehive, the Mayor advised that this is ongoing and will be followed up in due course.

Regarding the review of Standing Orders and committee procedures, the Mayor confirmed that this will be an agenda item once the result of the Judicial Review is known.

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

- Five year anniversary celebration of Wendy's Cook Shop
- Christmas tree lights switch on ceremony, followed by attendance at Private Peaceful at the Beehive
- Meeting regarding Allhallows open space
- Save Honiton Hospital Steering Group meeting
- Showcase event for Dodds Funeral Parlour
- Abbeyfields event with the Beaver Scouts
- Honiton Christmas Carnival
- Hospiscare service at St Paul's Church
- Chairman of East Devon District Council's Christmas service at Sidmouth Parish Church

16/270 To receive and approve the minutes of the meeting of the Policy Committee held on 28th November 2016 and to agree the recommendations

Cllr Zarczynski proposed that the minutes of the meeting of the Policy Committee held on 28th November be approved and that the Town Council's public engagement on the devolution process be combined with the Neighbourhood Plan consultations as appropriate and that Cllr Edwards, as Chairman of the Policy Committee, attends the next meeting of the Neighbourhood Plan Steering Group to advise on devolution and to discuss strategies for a combined approach to public engagement. This was seconded by Cllr Hopkins and **WAS RESOLVED** unanimously.

16/271 To receive and approve the minutes of the meeting of the Open Spaces Working Group held on 6th December 2016 and to approve the recommended response to the East Devon District Council Sports Pitch Strategy Consultation

Cllr Coombs proposed that the minutes of the meeting of the Open Spaces Working Group held on 6th December 2016 be approved as a correct record of the meeting. This was seconded by Cllr Kolek and **WAS RESOLVED**.

The recommended response to the Sports Pitch Strategy Consultation was discussed.

Cllr Perkins proposed that the recommended response be amended as follows:

1. Allhallows (HC) - that an additional response be included to state that '*Subsequent to the meeting of the Town Council on 12th December, a public meeting will be held to discuss the shared use of Allhallows*'

This was seconded by Cllr Mountjoy and **WAS RESOLVED**.

Cllr McNally proposed that the recommended response be further amended as follows:

2. Allhallows (HC) – that the sentence beginning 'EDDC despite efforts' be amended to read '*EDDC despite efforts has yet to demonstrate that both uses of the site can successfully co-exist*'

This was seconded by Cllr Mountjoy and **WAS RESOLVED**.

Following the two amendments, the response was approved for submission.

16/272 To appoint a Member of the Town Council to have special responsibility for Sports and Open Spaces and to appoint that member to the Open Spaces Working Group

Cllr Kolek proposed that Cllr Zarczynski and Cllr Delasalle be appointed jointly to have special responsibility for Sports and Open Spaces and that they be appointed as members of the Open Spaces Working Group. This was seconded by Cllr Brown and **WAS RESOLVED** unanimously.

16/273 To approve the updated risk assessment for the Street Market

A copy of the updated risk assessment for the Street Market had been circulated in advance. Cllr Hopkins proposed that the risk assessment be approved. This was seconded by Cllr G Smith and **WAS RESOLVED** (2 abstentions).

16/274 To consider and to agree to request a dedicated parking space on Honiton High Street for community transport vehicles

A report had been circulated in advance. Cllr Hopkins proposed that the Town Council requests that the Highways Authority provides a dedicated parking space on the High Street for community transport vehicles. This was seconded by Cllr Zarczynski.

Cllr Halse declared an interest as a member of the board of TRIP

Cllr Zarczynski declared an interest as TRIP are represented on the board of the 55+ Club

It was noted that the parking space should not be provided on a Street Market pitch and suggested that the loading bay in New Street could accommodate community transport vehicles and that seating is also available nearby. The motion **WAS RESOLVED**.

16/275 To receive reports from members with Special ResponsibilitiesTwining Association – Cllr Howard

Cllr Howard reported that the Twining Association would be holding a dinner on 16 March 2017. Anyone interested in attending should contact Cllr Howard or Mr Roger Sleeman.

Dementia Action Alliance – Cllr G Smith

Cllr Smith reported that the Honiton Dementia Action Alliance had been nominated Dementia Friendly Rural Community of the Year 2016 in the Alzheimers Society awards.

Honiton Community Complex Ltd – Cllr Perkins

Cllr Perkins advised that the Board of Honiton Community Complex had presented its half-year accounts showing a loss of £87 with a budgeted profit figure for the current year of £10,000. In response to a question from Cllr Zarczynski, Cllr Perkins confirmed that the accounts include Beehive Hospitality Ltd.

Local Action Group

In his role as Deputy Chairman of the Local Action Group, Cllr Zarczynski queried whether an alternative Member could present the Town Council's report should Cllr Wadsworth not be able to attend meetings. The Mayor agreed to follow up this matter.

Chamber of Commerce – Cllr Delasalle

Cllr Delasalle reported that the Chamber of Commerce is changing its Christmas Lights Committee to an Events Committee. The Committee will be organising a pop-up kitchen on 31 March at the Mackarness Hall (tickets £26).

Cllr Delasalle thanked Councillors for their support for this year's Christmas lights. Particular thanks were due to Cllr Lake for organising entertainers for the Christmas tree lights switch on and to the Town Clerk, Chetna Jones for her work with the Parishes Together funding application.

Street Market Overview Sub-Committee – Cllr G Smith

Cllr Smith advised that the additional Friday Christmas markets had been well supported with new traders attending.

Dementia Steering Group – Cllr Kolek

Cllr Kolek advised that she will be standing down from the Dementia Steering Group due to pressure of work.

16/276 To note Correspondence received 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 from 15th November to 6th December 2016 had been circulated in advance.

East Devon District Council

1. The Knowledge – issues 27, 28, 29
2. Public payphone removal consultation – confirmation that all comments received have been forwarded to BT
3. East Devon Conservative Group statement on Devon NHS funding crisis treatment
4. East Devon District Council resolution with regard to impending loss of 71 community beds in East Devon

Other

5. Request from town steering group for Town Councillors' support and attendance at the NHS Your Future Care consultations (Consultation 21 December 18.00 to 20.30 at the Mackarness Hall and Roadshow 22 December 14.00 to 16.00 at the Beehive)
6. Notification of appointment of Suzanne Tracey as the Royal Devon & Exeter NHS Foundation Trust's Chief Executive
7. Healthy People - NHS New Devon CCG's newsletter November
8. Future Care newsletter – update on the Success Regime programme in Northern, Eastern and Western Devon (NEW Devon)
9. NALC bulletin on national developments and meetings 18, 25 November, 2 December
10. Local Councils Review – winter magazine – tips for management of allotment sites
11. Police & Crime Commissioner monthly report - November
12. Woodland Carbon Fund & Woodland Creation event 14 December details
13. Devon Communities Together 2015-16 Annual Review
14. NALC newsletter - November
15. DALC Larger Councils Sub Committee minutes of meeting of 10th November (Cllr Edwards attended)
16. Information regarding mentoring opportunity with Young Devon Early Help for Mental Health project working in Honiton
17. Blackdown Hills AONB newsletter – autumn – link to AONB's response to the A30 public consultation
18. Adjacent Government weekly newsletter 24, 30 November

Correspondence was noted.

Late Correspondence received from 7th to 12th December 2016

Devon County Council

- a. Press release issued regarding the A30 Honiton to Devonshire Inn scheme and the outcome of the public consultation
- b. December report from Cllr P Diviani

East Devon District Council

- c. Agenda for the Cabinet meeting being held on Wednesday, 14th December
- d. The Knowledge – issue 30

Other

- e. DALC monthly newsletter - December
- f. Local Councils Update – issue 202
- g. Local government news – 7th December
- h. NALC bulletin on national developments and meetings – 9th December
- i. Letter from a Director of the Honiton Community Complex Charity with information on the establishment of a safety committee and an invitation for the Town Council to join

Item i. - The Mayor read the letter from the Director of Honiton Community Complex which included the invitation to appoint a Member of the Town Council to serve as a co-opted member of the Beehive Health and Safety Committee.

In response to a question from Cllr Zarczynski, Mr Nix confirmed that the directors of Honiton Community Complex are fully responsible for health and safety in areas of the Beehive which the company occupies. As this does not include the Town Council offices, it would be mutually beneficial to have a Town Council representative on the Committee.

Cllr Perkins advised that key users of the Beehive would be invited to join the Committee to ensure that they are aware of health and safety issues.

Cllr Kolek proposed that Cllr G Smith be appointed to represent the Town Council as a co-opted key user on the Beehive Health and Safety Committee. This was seconded by Cllr Delasalle and **WAS RESOLVED**.

16/277 To receive an update on the Judicial Review

The Chairperson advised that there was nothing to report.

The press and the public left the meeting.

Part B matters for decision

16/278 To receive a report on the terms of an offer of land for an allotment site and to agree the recommendations contained therein

A report had been circulated in advance. Cllr Kolek proposed that the recommendations contained in the report be accepted and agreed. This was seconded by Cllr Mountjoy and it **WAS RESOLVED** to agree the following:

1. To accept the terms of the offer of an allotment site dated 14th November 2016 such offer subject to contract and to request that this include that the 10 year lease be on a rolling basis
2. That, subject to the details of the contract being in line with the agreed terms of the offer, the contract be signed and that delegated authority be given to the Mayor, the Town Clerk and / or the Deputy Town Clerk as appropriate to sign the contract
3. That the Town Clerk and the Deputy Town Clerk be given delegated authority to progress the setting up of an allotment site with the following matters reserved for decision by the Town Council at a future date:
 - i. The appointment of a contractor to set up the site
 - ii. The charge to be made for an allotment plot
 - iii. The tenancy agreement between the Town Council and the plot holder
4. That the Town Council joins the National Allotment Society at an annual membership cost of £55.00

It was noted that there are two relevant allotment associations, the National Allotment Society and the South West Counties Allotments Association. It was agreed that both organisations should be considered for annual membership.

The existence of a permissive footpath on the proposed allotment site was noted.

16/279 To review quotations received from potential Internal Auditors and to agree to appoint an Internal Auditor for the financial year 2016 / 17

A report together with the three quotations and their supporting documentation had been circulated in advance.

Cllr Brown, as Chairman of the Finance Committee, reported that he had met with one potential internal auditor, Griffin Chartered Accountants, to discuss the package offered by them, and that he was in favour of their appointment.

This view was supported by Cllr Perkins.

Concern was expressed by several Members that procedures and financial reporting relevant to business accounting and not local council accounting were now being followed by the Town Council.

Other Members expressed the view that the method of financial reporting should be changed to aid clarity.

It was noted that an interim audit during the financial year is required in addition to an audit visit at the financial year end.

Following discussion of the issues of independence and competence it was proposed to move to a vote. Cllr Coombs requested a recorded vote, the results of which are as follows:

Cllr Henry Brown	Griffin Accountants (Griffin)
Cllr Roy Coombs	IAC Audit and Consultancy Ltd (IAC)
Cllr Ashley Delasalle	Griffin
Cllr Sheila Edwards	Griffin
Cllr Peter Halse	Griffin
Cllr Ken Hopkins	Griffin
Cllr Vera Howard	IAC
Cllr Caroline Kolek	Griffin
Cllr Jill McNally	IAC
Cllr Anne Mountjoy	Griffin
Cllr David Perkins	Griffin
Cllr G Smith	Griffin
Cllr John Taylor	IAC
Cllr John Zarczynski	IAC

IT WAS RESOLVED to agree to appoint Griffin Accountants as internal auditor and that the appointment would be for the current financial year.

16/280 To close the meeting

The meeting was closed at 9.20pm.