

## HONITON TOWN COUNCIL

### Minutes of the Meeting of the Town Council held at The Beehive, Dowell Street, Honiton on Monday 8<sup>th</sup> February 2016 at 7.00pm

#### Present

##### St Michael's Ward

Cllr A Alder  
Cllr S Edwards  
Cllr K Hopkins  
Cllr Melbourne  
Cllr D Perkins  
Cllr J Taylor

##### St Paul's Ward

Cllr R Coombs  
Cllr V Howard  
Cllr C Kolek (Chairperson)  
Cllr J Lake  
Cllr A Mountjoy  
Cllr G Smith

#### In Attendance

Cllr Sara Randall-Johnson – Devon County Council  
Press - Callum Lawton – Midweek Herald, Peter Hodges - Pullmans  
Member of the public – 2  
Clerk in attendance – Chetna Jones (Town Clerk)

*Prior to the meeting prayers were led by Cllr Halse.*

#### 16/18 To receive apologies for absence

Apologies were received from Cllr L Harvey-Ingram (S) Cllr J McNally (S), Cllr H Brown (S), Cllr P Halse (A/L), Cllr K Smith (P) and Cllr J Wadsworth (P).

Apologies were also received from Cllr Paul Diviani –County Council, Cllr John O'Leary – East Devon District Council and Cllr Phil Twiss – East Devon District Council

#### 16/19 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

Cllr D Perkins – Director of Honiton Community Complex (P)

#### 16/20 To receive and resolve as a correct record the minutes of the Town Council Meeting held on 11<sup>th</sup> January 2016

The minutes of the Town Council meeting held on 11<sup>th</sup> January 2016 were approved and signed by the Mayor as a correct record.

*The Chairperson declared the meeting out of session*

#### 16/21 To receive the Report from the Police

The Police were unable to attend and a report will be available shortly.

#### 16/22 To receive reports from District and County Ward Members

Cllr Randall-Johnson confirmed that the Scrutiny Committee at Devon County Council had reviewed the budget and agreed the points raised by Cabinet. However final figures were not available from the Government so the budget was not yet agreed. Additional funds have been made available for People but Place and Corporate have smaller budgets. Children's Services has received the primary funding.

Cllr Randall-Johnson also confirmed that the Boundary Commission results were now available and that Honiton would only have one county councillor.

Cllr Kolek requested that Cllr Randall-Johnson assist with a parking issue on a grass verge on Monkton Road and Cllr Randall Johnson agreed that she would look into this.

Cllr Taylor queried why the health budget was not known and Cllr Randall-Johnson confirmed that the public health budget was different.

*Cllr Randall-Johnson left the meeting.*

#### **16/23 Public Question Time on items on the agenda**

Two public questions had been received.

Mrs June Brown confirmed that she and a number of others had shown an interest in being involved in the Neighbourhood Plan and had not been approached.

The Mayor apologised and confirmed that this oversight will be looked into and contact made to all those concerned.

A letter from Honiton NADFAS was read out by the Town Clerk. The letter stated that members of Honiton NADFAS enjoyed coming to the Beehive but the organisation was concerned that by introducing car parking fees they would find it difficult financially.

The Mayor confirmed that the car park item will be addressed later and a response based on the resolutions will be provided.

*The Chairperson declared the meeting back in session*

#### **16/24 Mayor's Announcements and Questions for the Mayor**

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

- A meeting with Honiton Festival,
- Suffragette talk and exhibition and launch of appeal to restore painting of former Mayor Mrs Juanita Phillips.
- Premier Inn practice makes perfect evening.

The Mayor confirmed that she had provided a letter of support to Devon Link-Up regarding the affect the loss of funds would have on the work they do with adults with learning difficulties.

The Mayor also confirmed that the plans for the Mayor's Charity Ball were progressing well and tickets were selling well.

#### **16/25 To receive, confirm and sign the [minutes of the Finance meeting](#) dated 25<sup>th</sup> January 2016 and to resolve the recommendations of the Finance Committee.**

A copy of the minutes had been circulated in advance.

It was agreed unanimously by those present at the Finance meeting that the minutes be approved and signed by the Deputy Chairman, Cllr G Smith in the absence of the Chairman, Cllr Brown.

- a) To approve Cheque lists (attached):
1. [October 2015](#) for £59,647.18
  2. [November 2015](#) for £15,039.36
  3. [December 2015](#) for £13,198.75

Cllr Perkins proposed that the cheque list be approved. This was seconded by Cllr Howard and **RESOLVED** (1 against).

- b) To approve the income and expenditure figures for period ending 31<sup>st</sup> December 2015 as per Income and Expenditure against the agreed budget

Cllr G Smith proposed that the Income/Expenditure against budget be approved. This was seconded by Cllr Alder and **RESOLVED** (1 against).

- c) To approve the Financial Regulations for Honiton Town Council

Cllr Perkins proposed that the Financial Regulations be approved. This was seconded by Cllr Hopkins and **RESOLVED** (1 against).

- d) To approve and adopt the Reserves Policy

Cllr G Smith proposed that the Reserves Policy be approved. This was seconded by Cllr Edwards and **RESOLVED** (1 against).

- e) To approve to pay additional invoices received in respect of Christmas Lights using funds donated by Honiton Chamber of Commerce and prior Parishes Together project using funds previously earmarked.

Cllr Hopkins proposed that the invoices be paid. This was seconded by Cllr G Smith and **RESOLVED** unanimously.

- f) To approve that Honiton Music Company use the remaining funds (£55.55) from last year's grant allocation towards MD's Concert Fee

Cllr Mountjoy proposed that the request be approved. This was seconded by Cllr Alder and **RESOLVED** unanimously.

**16/26 To note the resignation of Cllr J McNally from the Finance Committee**

Cllr McNally's resignation from the Finance Committee was noted.

The Mayor asked that any nomination requests for the Finance Committee be sent to the Town Clerk.

**16/27 To review and approve the amendments to the Emergency Plan following discussions with the Environment Agency and to resolve the recommendations of the working group.**

Cllr Smith confirmed that discussions had taken place with the Environment Agency and that the flood plan was in collaboration with EDDC's local plan.

- a) To appoint Mr Les Bayliss as a member of the Town Emergency Response Group
- b) To produce a more detailed and specific plan regarding flooding events
- c) To apply for funding in order to purchase equipment to be used in the event of a flood
- d) To apply for funding in order to purchase equipment to be used in the event of an emergency
- e) To delegate the completion and submission of the application for grant funding to the Emergency Plan working group.

Cllr G Smith proposed that all the above recommendations be approved. This was seconded by Cllr Hopkins and unanimously **RESOLVED**.

**16/28 To resolve the recommendation of the Neighbourhood Plan Steering Group that the Town Council generate further community interest by re-advertising to widen the current very limited membership.**

Cllr Taylor proposed and this was seconded by Cllr Hopkins and **RESOLVED** unanimously.

**16/29 To receive the minutes of the Car Park working group meeting held on 18<sup>th</sup> January 2016 and to resolve the recommendations of the working group.**

The minutes of the meeting had been circulated in advance.

In the absence of the Chairman Cllr Brown, Cllr Perkins provided the background information that was reviewed by the working group which included the Cabinet minutes from January 2013 and the Land Transfer documents and it was confirmed that the car park will include coach car parking and did not need to be fee paying.

Concern was raised and debated at length regarding:

- A non-fee paying car park being unlawful by being state-aided
- The issue of state-aided was irrelevant as was confirmed by the District Valuer
- That the Beehive would have an unfair advantage over other establishments in Honiton
- That this was a trial for 6 months and investigations and work on the parking order should continue
- That the signs will need to clearly highlight that the car park is a public coach as well as car park
- Enquiries regarding business rates will need to be made to establish the full cost
- The Town Council should be mindful of the requests made by local people that they want to see free or cheaper parking in Honiton to encourage shoppers to the town

It was confirmed that the wording “appropriate signs” in the motion will cover overnight parking and long stay issues.

Cllr Hopkins proposed:

- a) That the Dowell Street Car Park be trialled as a free Car Park for general use and this arrangement is to be reviewed after 6 months.
- b) That East Devon District Council be informed of the proposed trial and the problems currently associated with enabling coaches to park in the car park in order to conform with the existing covenant
- c) That the Town Clerk arranges for the car park to display appropriate signs and the signs should include that parking is at owners risk, parking only permitted in marked bays and that the Town Council and Honiton Community Complex does not accept responsibility for any damages, accidents or theft.
- d) That the Town Clerk arranges for the car park to be marked appropriately for safe car and coach car parking and pedestrian access, bays be marked clearly and that the entrance be kept clear with double yellow lines.
- e) That the Town Clerk informs Devon County Council that the Town Council does not wish to pursue with a parking order

This was seconded by Cllr Perkins and was **RESOLVED** (1 against).

**16/30 To resolve that the Finance Reporting working group, set up by the Town Council to review the expressed doubts about the veracity of the accounts be given delegated power to consult with Grant Thornton (external auditors) in order to verify and establish the financial position of the Town Council.**

Clarification was provided that this was to review what was confirmed by the Internal Auditor.

Cllr Edwards proposed the motion which was seconded by Cllr G Smith and **RESOLVED** (1 against and 1 abstention).

**16/31 To appoint Cllr G Smith to work with the Town Clerk to oversee the remaining snagging issues and final account for the Honiton Community Complex build project**

This was proposed by Cllr Hopkins, seconded by Cllr Mountjoy and **RESOLVED** (1 against).

**16/32 To receive reports from Members with special responsibilities**  
Cllr Perkins – Beehive

Cllr Perkins reported that the first Beehive User Group took place and the meeting went well.

Cllr G Smith – Street Market

Cllr Smith reported that the Street Market Sub-Committee was meeting on Tuesday 16<sup>th</sup> February to discuss a number of issues and that a number of markets were being reviewed.

Cllr G Smith – Charter Day

Cllr Smith confirmed that he had attended the Charter Day meeting and that Mr Gary Elliot had been voted the Chairman and that the next Charter Day will be on 23<sup>rd</sup> July with a Wild West theme.

Cllr Alder – Chamber of Commerce

Colin Wright has resigned from the Chamber of Commerce and a new Chairman will be elected at the AGM in March.  
Tesco's Community Co-Ordinator has expressed an interest in participating in a community project similar to that carried out by Premier Inn recently.

Cllr Hopkins – United Charities

United Charities has agreed 2 more applicants.

Cllr Melbourne – Open Spaces

Cllr Melbourne confirmed that the open spaces working group were meeting with the Play Parks Officer to review the new designs for the Langford Road and Davey Field play parks.

Cllr Howard - DALC

Cllr Howard reported that she hoped to be attending the DALC meeting on 18<sup>th</sup> February.

Cllr Harvey-Ingram – Youth Group

Cllr Harvey-Ingram reported that the youth group had spent the funds awarded to them from the recent "Dragon's Den" event and had bought two mobile ramps for the community use building.

Cllr Coombs

The project has stalled in the Oaklea area and the missing footbridge details have been passed on to Cllr O'Leary.

Cllr Kolek – Dementia Friendly Town

Cllr Kolek confirmed that hundreds have undergone dementia awareness training. Cllr Kolek requested that all councillors attend the training in basic dementia awareness along with members of the Chamber of Commerce on 15<sup>th</sup> February in the Beehive Cafe.

**16/33 Town Clerk – to note correspondence received and to resolve any matters arising (late correspondence to be tabled)**

The list of correspondence received from 12<sup>th</sup> January 2016 to 2<sup>nd</sup> February 2016 had been circulated in advance.

**Devon County Council**

1. Community News Newsletter January 2016
2. Traffic Regulations & On street parking places Amendment Order – comments required by 18th February
3. Boundary Commission Overview and Final Recommendations for Devon County Council

**East Devon District Council**

4. The Knowledge issues 34, 35 and 36
5. Dog Fouling stickers and information regarding being responsible dog owners
6. Proposal to hold annual Community Festival in Allhallows Field on 2<sup>nd</sup> July – response required by 19<sup>th</sup> February

**Signed Chairperson**

**14<sup>th</sup> March 2016**

7. Handy man scheme information factsheet
8. Queen's Birthday celebrations – 3 Parish and Town Awards. Project proposals required by 15<sup>th</sup> April
9. Cabinet meeting 10<sup>th</sup> February – Item 13 Recycling and Item 22 Pitches Projects
10. Local Plan adopted

**Other**

11. Request from Air Cadets for Town Council to assist with planting a commemorative tree to celebrate 75<sup>th</sup> anniversary
12. Request from resident from Northcote Hill for grit bin on Northcote Hill
13. Letter from Gronau wishing Honiton Town Council a Merry Christmas
14. Message for poppy spray to commemorate 100<sup>th</sup> anniversary of battle of Somme
15. River Cottage Annual Garden Open Day
16. Letter from resident in Tremaine Close with his concerns that legal action would be grossest waste of public money.
17. Safeguarding Awareness Training – Wednesday 6<sup>th</sup> April Broadclyst 9.30 – 3.30pm
18. Request from Holyshute Lodge for town bus to cover east end of town
19. Police and Crime Commissioner newsletter January 2016

Item 2 – It was agreed that the Town Clerk respond and request that the Town Council be given the opportunity to identify areas where the addition of yellow lines would assist current parking and safety issues and respond accordingly.

Item 3 – Results of the Boundary Commission were reviewed.

Item 5 – Preventative dog fouling stickers were given out.

Item 6 – It was agreed that the Town Clerk respond and confirm that the Town Council has no objections to the Allhallows festival day taking place.

Item 8 – It was agreed that the Town Clerk and Mayor submit the following projects:

- Community – The development of the Beehive
- Youth – The newly established Youth Group
- Local Service – Dementia Friendly Town

Item 12 – It was agreed that the Town Clerk respond and confirm that the Emergency Planning Working Group will review grit bin requirement for Honiton as safety was paramount.

Item 14 – It was agreed that the Town Clerk confirm that the Town Council felt the message was just right and Mr Jones be thanked for his kind and generous offer.

Item 16 – It was agreed that the Town Clerk assist the Mayor in providing a response which will include that the Town Council fully supports the request and agreed that public money should not be wasted.

Item 18 – It was agreed that a response be provided that confirmed that the bus service 20 was available and provide contact details for TRIP.

Item 11 – It was agreed that Cllr Mountjoy make contact with the cadets and agree a way forward possible with the assistance of Transition Town Honiton.

**Late Correspondence received from 3<sup>rd</sup> February 2016 to 8<sup>th</sup> January 2016**

**Devon County Council**

- a) Progress Report for Turks Head

**East Devon District Council**

- b) The Knowledge issue 37
- c) Local Plan Insert Map for Honiton

**Other**

**Signed Chairperson**

**14<sup>th</sup> March 2016**

- d) Honiton Surgery Newsletter 2016 No 1
- e) Blackdown Hills AONB Management Group – Postal Ballot Paper for election of 8 group members (deadline 26<sup>th</sup> February 2016)
- f) Health Watch Monthly Newsletter
- g) Historic Town Forum Newsletter and February Update

Cllr Coombs declared a personal interest in Item e.

Item e – It was agreed that Cllr Coombs complete the ballot paper.

**16/34 Exclusion of the Public**

It was **RESOLVED** that the press and the public be excluded from the meeting.

**16/35 To receive amendments to the Heads of Terms agreement (to follow) for the addition of solar panels in line with advice from the Town Council's solicitor and to agree that the original lease with Honiton Community Complex be revised to enable a 20 year lease arrangement with ECOE.**

**Reasons for consideration in Part B:**

- a. **Information relating to this item involves the business affair of a particular person or company**
- b. **The report details confidential contractual information**

The Town Clerk provided an update and confirmed that an appropriate lease arrangement will be presented to the Town Council.

Cllr Perkins advised that the Solar Panels needed to be installed by 30<sup>th</sup> September 2016.

**16/36 To close the meeting**

The meeting was closed at 9.10pm.