

HONITON TOWN COUNCIL

**Minutes of the Meeting of the Town Council held at the Town Council offices, The
Beehive, Dowell Street, Honiton on Monday 13th June 2016**

Present

St Michael's Ward

Cllr A Alder
Cllr S Edwards
Cllr Harvey-Ingram
Cllr D Perkins
Cllr J Taylor

St Paul's Ward

Cllr H Brown
Cllr Coombs
Cllr C Kolek (Chairman)
Cllr A Mountjoy

In Attendance

1 member of the public
1 member of the press – Mr Callum Lawton (Midweek Herald)
Chetna Jones – Town Clerk

The Mayor presented students from Honiton Community College with certificates for outstanding achievement together with gift tokens from the Town Council and badges from the Principal of the Community College.

16/120 To receive apologies for absence

Apologies were received from Cllr J McNally (P), Cllr Hopkins (P), Cllr C Melbourne (P), Cllr J Wadsworth (P), Cllr P Halse (A/L), Cllr Howard (A/L), Cllr J Lake (P), Cllr G Smith (S) and Cllr K Smith (P).

Apologies were also received from Cllr Diviani (Devon County Council), Cllr Randall-Johnson (Devon County Council), Cllr O'Leary (East Devon District Council) and Cllr Twiss (East Devon District Council).

16/121 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 – Advice received from Counsel – DPI – Cllr advised he will leave the meeting

16/122 To receive and resolve as a correct record the minutes of the Town Council meeting held on 13th June 2016

The minutes of the Town Council meeting held on 9th May 2016 and reconvened minutes of 11th May 2016 were approved by the Town Council and signed by the Mayor as a correct record.

16/123 Confidential items

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

The Chairperson declared the meeting out of session

16/124 To receive the Police Report

A written report had been tabled and identified 36 recorded offences compared to 42 for the same period last year. It was agreed that any comments should be directed to the Liaison Officer.

16/125 To receive the Fire Service Report

The Fire service reported that they had attended an accident on the A30 involving an HGV resulting in a severely injured driver needing to be rescued and a major fire incident at Yarcombe where extra supplies were needed to put out 20 tonne of fat that was on fire.

Signed Chair

11th July 2016

In addition Fire Safety training had been provided to Honiton Scouts and it was agreed that this be extended to other groups such as the Youth Group.

The Fire Service were currently reviewing plans and trialling the use of drones.

The Fire Service confirmed that they will be attending a number of local events including the Honiton Show.

Cllr Kolek thanked Warren Oaks for attending and providing a report.

16/125 To receive reports from District and County Ward Members

Devon County Council

Cllr Diviani had provided a detailed report which had been circulated through the correspondence list.

16/126 Public Question Time on items on the agenda

The Town Clerk reported that no questions had been received.

The Chairman declared the meeting back in session.

16/127 Mayor's Announcements and Questions for the Mayor

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

- Judging of cake competition
- Opening of Relatives room
- Honiton Hospital fete
- Twining Photo shoot
- Opening of new Thelma Hulbert Exhibition
- East Devon District Council Chairman's Garden party

The Mayor confirmed that she had been pleased to receive an award on behalf of Honiton Town Council for The Beehive (Honiton Community Complex bringing Communities Together category). The Mayor praised the Town Council, Honiton Community Complex (HCC) and the network of volunteers in achieving this award.

It was agreed that the Mayor will identify proposals for suitable use of the prize money in recognition of the Beehive in order for Town Council to approve at the next meeting.

The Mayor also confirmed that she was looking into the validity of the Defibrillator Scheme for Honiton as part of her Mayor's Charity.

16/127 Approval of the minutes of the Policy Committee held on 31st May 2016

Cllr Mountjoy proposed that the minutes of the Policy Committee held on 31st May 2016 be approved. This was seconded by Cllr Alder and **IT WAS RESOLVED** to approve the minutes.

16/128 Approval of recommendations from the Policy Committee:

- a) Cllr Edwards proposed that the Terms of Reference for the Community Engagement Forum be amended to invite additional groups to take part in the forum and where the leaders of the organisations were unable to attend the invitation should be extended to other members in that group ([notes of forum attached](#)). This was seconded by Cllr Alder and **WAS RESOLVED** unanimously.
- b) Cllr Edwards proposed that that the Tollgate project expenditure be postponed until the Town Council's financial situation was known and that in the meantime the Town Clerk proceeds in obtaining a quote to carry out the Tollgate work and all relevant bodies be contacted to address issues in order to be ready to submit a planning application. This was seconded by Cllr Harvey-Ingram and **WAS RESOLVED** unanimously.

16/129 To receive, consider and approve the minutes of the Finance Committee held on 6th June 2016

Cllr Alder proposed that the minutes of the Finance Committee held on 6th June 2016 be approved. This was seconded by Cllr Perkins and **IT WAS RESOLVED** to approve the minutes.

16/130 Approval of recommendations from the Finance Committee:

- a) Cllr Brown proposed that the Town Council appoints Mr Kevin Rose of IAC Ltd as Acting Internal Auditor in order to complete the 2016 Annual Return at a cost of £380 and that Mr Rose be asked to determine the responsibilities and liabilities of an Internal Auditor with regards to previous Members Allowance payments to co-opted Councillors. This was seconded by Cllr Harvey-Ingram and **WAS RESOLVED** unanimously.

Cllr Taylor declared an interest in the next matter and confirmed he would not be taking part in the vote.

- b) Cllr Harvey-Ingram proposed that the Town Council confirmed it agreed to the responses to assertions 1 – 9 of the Annual Governance statement ([attached](#)) as identified in the Finance Committee minutes dated 6th June 2016. This was seconded by Cllr Perkins and **WAS RESOLVED** (1 abstention)

16/131 Appointment of representative for the Beehive Garden Club

Cllr Kolek proposed that Cllr Mountjoy be appointed as Beehive Garden Club representative. This was seconded by Cllr Alder and **WAS RESOLVED** unanimously.

16/132 Approval of requests from the Beehive Garden Club

Cllr Kolek proposed the following:

- The Town Council agreed that the tenant (HCC) be asked if the garden club can place a water butt next to the gutter downpipe at the back of the building with a rainwater diverter kit.
- The Town Council welcomed the idea of lavender plants but requested that they be maintained regularly to ensure they did not prevent cars from parking right to the kerb or cause any damage to cars when reversing into a space along that back kerb. It was also agreed that consideration be given to use English lavender plants.
- The Town Council also welcomed the addition of another bench and asked that a disclaimer be placed in order to protect all parties.
- The Town Council were in agreement about a sign – please also note the disclaimer notice above.
- The Town Council were very grateful to the Beehive Garden Club for the work they had completed to date and appreciated that they would like to continue with the very attractive wildlife area.
- In addition the Town Council would like to pass on their condolences to the Beehive Garden club members and family of Majorie Short.

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

16/133 To note the Neighbourhood Plan Steering Group meeting held on 4th May 2016 and 25th May 2016.

The minutes of the Neighbourhood Plan Steering Group meeting held on 4th May 2016 and 25th May 2016 were received and noted.

16/134 Approval of the minutes of the Town Floral Display Working Group meetings held on 10th May 2016 and 19th May 2016.

The minutes of the meetings held on 10th May 2016 and 19th May were considered separately and were approved.

16/135 Approval the minutes of the Street Market Overview meetings held on 17th May 2016

Due to Cllr Alder only being able to confirm the accuracy of the minutes it was agreed to note the minutes of the Street Market Overview Committee meeting held on 17th May 2016.

16/136 Agreement of request from Honiton Community Complex (HCC) to convert the flooring of the upstairs function room from carpet to wooden in order to increase the flexibility of the room and reduce the cost of carpet cleaning

Cllr Perkins confirmed that he would not be voting on the matter.

Cllr Brown proposed that as demand for space had increased and the need to clean the carpet of stains from regular use was costly it was agreed that HCC should change the floor material to that of the hard wearing vinyl flooring as found in the café and reception area at HCC's cost and that any increase in noise would be managed. This was seconded by Cllr Edwards and **WAS RESOLVED**.

16/137 Confirmation of details of the Street Trading consultation by East Devon District Council and to agree a response to be provided on behalf of the Town Council

There was concern that this would have an impact on the Town Street Market and the Market Charter should be investigated further to determine the full extent of the restrictions specified within the Charter.

Councillors were also unsure what benefits a change in the current arrangement would have especially as the change would be very hard to police and there is currently the ability to obtain a hawkers license.

Cllr Kolek proposed that the Street Market Committee research the matter and provide recommendations on the response the Town Council should make by the next Town Council meeting in order to respond by the deadline of 29th July 2016. This was seconded by Cllr Perkins and **WAS RESOLVED** unanimously

It was agreed that Councillors provide their comments to the Chairman of the Street Market Overview Committee prior to their meeting.

Cllr Harvey-Ingram left the room

16/138 Confirmation of details regarding the planning of the Queen's birthday celebrations ([attached](#)) and agreement of a budget for this civic event

The Mayor confirmed

- That she had contacted the Scouts/Brownies/Youth club/Schools who had been invited to set up stalls with games and activities and that any proceeds collected by them on the day should be kept by each organisation.
- That the Scouts had agreed to provide additional tables and chairs that may be needed on the day and this should be acknowledged.
- That the Town Council agrees to each child attending to be presented with a commemorative bookmark and details of the quote obtained was provided.
- That acknowledgement also be given to Tesco's for providing hot beverages, paper plates and napkins and fresh filled rolls to ensure that some food was already laid out and made available as guests arrived.

Cllr Harvey-Ingram entered the room

The Mayor asked that Councillors arrive at 1pm to help set up on the day.

Cllr Kolek proposed that the Town Council approves that a budget of £300 be agreed for this civic celebration. This was seconded by Cllr Brown and **WAS RESOLVED** unanimously.

16/139 Appointment of an additional Town Council representative on the Christmas Lights Committee

Cllr Kolek proposed that Cllr Brown be appointed and **THIS WAS RESOLVED** unanimously.

16/140 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 **10th May 2016 and 7th June** had been circulated in advance.

Devon County Council

1. Email from Cllr Diviani – Brief Summary Queen’s Speech 2016
2. Email from Cllr Diviani - June update

East Devon District Council

3. Email – Application Triatholon on Allhallows Field 3rd July 2016
4. Notice of Referendum
5. Notice of Poll and situation of Polling Stations
6. The Knowledge issues 51, 52, 2 & 3
7. Email – work starting on Honiton play areas

Other

8. Email – Jurassic Coast update
9. DALC – Bulletin on using the services of up to 50 volunteers
10. Letter – Honiton Bowling Club letter of introduction and invitation
11. North Devon Healthcare NHS Trust – Stakeholders Information 11. UK Parliament Outreach and Engagement Service – Select Committees free public event 27th April
12. Post Office – Proposed move to new premises & branch modernisation
13. DALC – Bulletin – volunteer offer ends
14. Email from East Devon AONB Project Officer on Legacy to Landscape Project is up and running
15. Tesco - Bags of Help Programme
16. Email from Devon Voluntary Action – join Active Devon as a Board Member
17. Email from Community Safety Co-ordinator – reporting rough sleepers
18. Newsletter May 2016 from Blackdown Hills AONB
19. Monthly Report May 2016 from Devon and Cornwall Police Commissioner
20. DALC – Update
21. Letter from TRIP thanking HTC for grant award
22. Letter from J.S. Maxwell about relocation of Post Office and traffic in Northcote Lane
23. Weekly Newsletters -Government News
24. NALC – Bulletins on national developments and meeting
25. Local Council Update

Items 12 and 22 – Cllr Coombs confirmed that he had attended the Senior Voice meeting regarding the Post Office relocation plans where concerns regarding access in particular for disabled users was raised.

Cllr Kolek proposed that the Town Clerk respond to the consultation highlighting the possibility of disabled users not being able to get out from the back fire exit of WHSmiths if there was a fire in the front of the shop. This was seconded by Cllr Alder and **WAS RESOLVED** unanimously.

Late Correspondence

Devon County Council

- a) DCC – Community Survey- Is Devon a good place to live?

East Devon District Council

- b) The Knowledge issue 4
c) Queen's 90th birthday celebration Awards list

Other

- d) Report from DALC County Secretary regarding conference held by NALC with LGA on devolving and delivering
e) Thank you letter from Millennium Green Committee for recent Grant contribution
f) Honiton Youth Orchestra – celebrating 25 years of music Thursday 30th June 5.30pm at St Paul's Church
g) NALC briefing and information on Bus Service Bill that has just been published
h) Press release regarding building proposal on Halse of Honiton site

HTC

- i) Planning Committee – request for additional delegated authority to veto an order for a stopping up order
j) Update from Cllr Coombs regarding
 - i. Unsatisfactory and difficult to understand decision regarding Silver Birch tree in chapel Street
 - ii. EDDC proposed relocation Plans will be on the next Planning Agenda (21st June)
 - iii. Update from St Michael's Church meeting
 - iv. Thanks to Cllr Halse for visit to Halse of Honiton site and confirmation that the proposals will be discussed at the next meeting as well as at the open day to be held on 27th June.

Item d) Cllr Edwards confirmed that she had attended a meeting of the Larger Councils with the Town Clerk where this was discussed and it had been agreed that concerns should be address with Dr P Norrey prior to the Devon Association of Local Councils AGM in October.

Item h) and j(iv) Cllr Coombs confirmed that the proposals will be reviewed by the Planning Committee and concerns raised with Homes & Communities Agency at the open evening on 27th June.

Item i) Cllr Kolek proposed that the Planning Authority be given delegated authority to respond and veto stopping orders when required. This was seconded by Cllr Brown and **WAS RESOLVED** unanimously.

Item j(i) Cllr Coombs confirmed that as Tree Warden he had raised concerns regarding the views of the EDDC Tree Officer in relation to the Silver Birch tree in chapel Street and will be pursuing this matter.

Item j(ii) Cllr Coombs confirmed that the Planning Committee will be reviewing the EDDC relocation plans at the next Planning Committee meeting.

Item j(iii) Cllr Coombs confirmed he had attended a meeting regarding the future of St Michaels Church where they were informed that all discussions with former interested parties had ended without any agreements being made and a further public meeting was to be held to determine the future of the Church.

16/141 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.

The meeting was adjourned for a 5 minutes comfort break and reconvened at 8.36pm.

Cllr Taylor left the room.

16/142 Review of Advice from The Town Council's appointed Counsel

a) Ratify correspondence

Correspondence (received and sent) up to 9th June had been available for Councillors to view in advance of the meeting.

In addition the Town Clerk provided further correspondence and advice from Counsel relating to this correspondence.

Cllr Perkins proposed that the letters be ratified by the Town Council. This was seconded by Cllr Alder and **WAS RESOLVED** unanimously.

b) Town Council agrees the next steps in line with Counsel's recommendations

Cllr Kolek proposed that the Town Clerk under advice from Counsel instruct Foot Anstey and ask that they be added on record as the Town Councils' solicitors in this matter. In addition the Town Clerk be given delegated authority to draw further funds from Reserves allocated for legal expense to pay costs associated with this work. This was seconded by Cllr Harvey-Ingram and **WAS RESOLVED** (1 abstention).

Cllr Kolek confirmed that the Town Council recognised the time commitment and pressure on its employees and that Councillors should be mindful of this.

Cllr Brown left the meeting and Cllr Taylor entered the room and re-joined the meeting.

16/143 Approval of the minutes of the Solar Panels Working Group meeting dated 16th May 2016 and draft Terms of Agreement from the Town Council's solicitor with regards to Solar Panels on the roof of the Beehive.

Minutes of the Solar Panel Working Group had been circulated to Councillors in advance of the meeting.

It was agreed to approve the minutes of the Solar Panel Working Group dated 16th May 2016.

Cllr Kolek proposed that as this was work in progress the Terms of Agreement and any final legal documents be presented to the Extra-Ordinary meeting on 27th June for approval. This was seconded by Cllr Taylor and **WAS RESOLVED** unanimously.

16/144 Details of the feasibility study for a new model to deliver Tourist Information (to follow for Councillors only) and agreed actions needed to implement the new model.

Councillors noted the contents of the feasibility report and agreed there were many useful points made in the report.

Cllr Perkins proposed that the report be noted and that the Town Council agree that the report be shared with other East Devon TIC's and await response to invitations for Councils to join in partnership working to fund a TIC solution which can be shared. This was seconded by Cllr Kolek and **WAS RESOLVED** unanimously.

It was agreed that the Town Clerk will collate the responses and agenda this matter at a future Town Council meeting.

Cllr Kolek proposed that standing orders be suspended in order to extend the meeting beyond 3 hours. This was agreed unanimously.

16/145 Approval of the minutes of the Car Park Access Working Group meeting dated 6th June 2016 and agreement of the recommendations as per the minutes

It was agreed to approve and sign the minutes of the Car Park Access Working group dated 6th June 2016.

The Town Clerk confirmed that additional advice had been received from Foot Anstey and that this be considered by the Town Council.

Cllr Perkins proposed that the recommendations of the working group be approved. This was seconded by Cllr Harvey-Ingram and **WAS RESOLVED** (1 against and 2 abstentions).

16/146 Approval the minutes of the Employment Committee meeting dated 6th June 2016 and to ratify the decisions of the Committee.

It was agreed to approve and sign the minutes of the Employment Sub-Committee dated 6th June 2016.

Cllr Perkins proposed that the recommendations of the Employment Committee be ratified. This was seconded by Cllr Harvey-Ingram and **WAS RESOLVED** unanimously.

16/147 Close Meeting

The meeting was closed at 10.26pm.