

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 September 2016

Present

St Michael's Ward

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

St Paul's Ward

Cllr H Brown
Cllr Coombs
Cllr Halse
Cllr Howard
Cllr C Kolek (Chairman)
Cllr G Smith

In Attendance

Cllr S Randall-Johnson – Devon County Council
Cllr D Barrow - East Devon District Council
Cllr J Brown - East Devon District Council

3 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

16/198 To receive apologies for absence

Apologies were received from Cllr L Harvey-Ingram (P), Cllr Hopkins (P), Cllr J Lake (P), Cllr A Mountjoy (P), Cllr K Smith (P) and Cllr J Wadsworth.

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

16/199 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

Cllr Coombs – member of Glen Conservation Group - personal

Cllr Perkins – Director of the Beehive Companies – personal

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

Cllr G Smith – ad-hoc maintenance work at Beehive – personal

Cllr A Delasalle – Honiton Street Market Trader - personal

16/200 To receive and resolve as a correct record the minutes of the Town Council meeting held on 8th August 2016 and Extra-Ordinary meeting held on 31st August 2016

The minutes of the Town Council meeting held on 8th August 2016 were unanimously (by those present at the meeting) approved by the Town Council and signed by the Mayor as a correct record.

The minutes of the Town Council Extra-Ordinary meeting held on 31st August 2016 were unanimously (by those present at the meeting) approved by the Town Council and signed by the Mayor as a correct record.

16/201 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

16/202 To receive the Police Report

Signed Chair

10th October 2016

A crime report was not available but would be circulated to councillors when received as well as displayed on the website.

A fire service report was not available.

16/203 To receive reports from District and County Ward Members

Devon County Council

Cllr Randall-Johnson congratulated the Town Council on resolving its parking issues on the High Street on market days.

Cllr Randall-Johnson confirmed that as her role on the Fire Authority she was aware that the Fire Service responded to very few fires and that a lot of their time was responding to road traffic accidents and preventative work. Cllr Randal-Johnson requested that vulnerable people be signposted to the fire service for preventative advice.

The Fire Service also had a need for more women to be involved in the whole process.

East Devon District Council

Cllr Barrow confirmed that as part of his remit he will be assisting with reviewing of the District Council's finances and working towards developing a budget for 2017/18.

Cllr J Brown confirmed that work relating to her role as portfolio holder for Tourism was "on track" and was working on a new promotion to boost travel to East Devon. A meeting had been arranged with the Community Liaison Manager at South West Trains to discuss matters such as adopting a station, community information boards, information point and how to obtain funding. Cllr Brown suggested that a member of Honiton Town Council may like to attend the meeting at the station.

Cllr Kolek thanked the Ward Members for their reports.

Cllr Randall-Johnson, Cllr Barrow and Cllr J Brown left the meeting.

16/204 Public Question Time on items on the agenda

The Town Clerk reported that there were no public questions.

16/205 Presentation by Devon Senior Voice (Honiton Branch)

Mrs June Brown, Chair of the Senior Voice (Honiton Branch) Committee and Mr Tony Simpson, member responsible for press and publicity thanked the Town Council for the invitation to attend and speak at the Town Council meeting.

Devon Senior Voice (Honiton Branch) was established in 2008 and was uniquely placed. Its most important role was to fulfil its aims and objectives which to date has been done without exception. The group was not inclusive and often met with other groups and that the meetings were open and diverse. Often these meetings were the only source of information for the seniors.

Everybody was being faced with cutbacks and Senior Voice was no exception with funds being drastically reduced. Within a few months two large bills (insurance and room hire) will arise and without these being paid the group were unable to keep going. The group has to date raised a substantial amount of funding through self-funding but required additional help.

It was suggested that a communal insurance policy be considered with other branch groups thereby reducing the cost to each.

Various locations where meetings could be held at lower costs were discussed but the group raised concerns as they felt they were an independent group and wanted to be free of commercial pressure. However, it was felt that consideration could be given to the Honiton Community Use building.

Cllr Kolek thanked June Brown and Tony Simpson of Senior Voice for attending and giving a presentation to the Town Council.

June Brown and Tony Simpson left the meeting.

The Chairman declared the meeting back in session.

16/206 Mayor's Announcements and Questions for the Mayor

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

- Open evening at Whittons
- Annual Arts Society awards ceremony

There were no questions for the Mayor.

16/207 Approval of the minutes of the Policy Committee held on 22nd August 2016

It was agreed that the word "understood" be replaced with "noted" in minute ref 16/44 page 152.

Cllr Delasalle proposed that the minutes of the Policy Committee held on 22nd August 2016 be approved.

Cllr Taylor left the room.

Concern was raised about the wording in the "Good Councillor Guide" which stated that the County Committee would provide advice on legal matters and that the Policy Committee should have made a recommendation on this item in order for the full council to consider this matter before determining an outcome or decision. The Chairperson reminded members that a committee structure was set and given delegated powers in order for the Council to carry out its duties more effectively and efficiently and if this matter was considered closed by the Policy Committee then there should be no reason why it should be dealt in any other way.

The proposal was seconded by Cllr Edwards and **IT WAS RESOLVED** by those present who attended the meeting to approve and sign the minutes.

Cllr Taylor returned to the meeting.

16/208 Approval of recommendations from the Policy Committee:

- a) Cllr Perkins proposed that the recommendation to provide a response to the A30 improvements consultation be approved. The response being:
- That the orange route had the greatest impact on the AONB.
 - That a dual carriage way was the favoured option for safety reasons but the constraints were noted.
 - That consideration should be given to the need for the eastern bypass to ease congestions and safety for traffic in and out of Honiton.
 - That the orange route was less favourable as it had an impact on land that had been proposed as a suitable site for additional sport play pitch facilities.
 - That the blue route was a more sensible option and that the preference should be towards extending the lanes to the north side towards the river rather than affecting residential properties.

It was also agreed that DCC be reminded of the Town Council's concerns regarding the dangers around the Marsh area as well as the need to keep the existing A30 route open and fully usable should the proposed improvements go ahead.

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

- b) Cllr Perkins proposed that the amended Media Communications [Policy](#) be approved by the Town Council. This was seconded by Cllr Edwards and **WAS RESOLVED** unanimously.

Cllr Brown left the room.

- c) Cllr Edwards proposed that the template for the new style website for the Town Council be approved with the following addition:

- The wording and photos will need amending on the template
- The changing places logo will be included

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

- d) Cllr G Smith proposed that the action plan be approved and this was seconded by Cllr Perkins and **WAS RESOLVED** unanimously.

Cllr G Smith left the room.

It was agreed that future actions for the Toll gates and Tourist Information Service be added to the Action Plan.

Cllr G Smith entered the room.

Cllr Kolek adjourned the meeting for two minutes whilst she stepped out of the room.

The meeting was reconvened at 8.05pm

Cllr Brown entered the room.

16/209 To review investigations on Accounting Packages and agree to purchase an appropriate package

The Town Clerk/RFO provided details of the investigations carried out and both Chairman (Cllr Brown) and Deputy Chairman (Cllr G Smith) of Finance Committee confirmed their preference to Product A.

Cllr Perkins confirmed that if the Council were happy to proceed with this then he would not be objecting.

Cllr Brown proposed that the Town Council proceeded with purchasing Product A, (Rialtas RBS Omega finance accounting module) with full installation, support and training as per the quote provided to the Council. This was seconded by Cllr Taylor and **WAS RESOLVED** unanimously.

16/210 To note the resignation of Clare Melbourne as member of Honiton Town Council

The resignation of Clare Melbourne was noted.

It was agreed that unfilled positions will be reviewed once the vacancy was filled. The Mayor reminded members that that the Employment Committee required specific knowledge,

experience and qualifications as employment law was very complex and that as a good employer it had a duty of care to carry out this role properly.

16/211 To note Cllr Wadsworth's request to stand down as representative on Allhallows Charity and Dementia Alliance

Cllr Wadsworth's resignations from Dementia Alliance and Allhallows Charity were noted.

16/212 Reports from members with Special Responsibilities

Cllr Coombs confirmed that the first Heritage Open Day at the Glen took place on Friday 9th September and thanked councillors and officers for attending.

Cllr Brown confirmed that he attended a meeting with the Principle of Honiton Community College about young students engaging with the Town Council and the Community.

Cllr McNally informed members that Cllr Coombs provided a very informative guide on Friday 9th September through the Glen.

Cllr Taylor confirmed that historical books of Honiton included photographs of former markets where stands can be seen at the top end of the High Street.

Cllr Delasalle confirmed that St Paul's Church will be holding their annual Christmas Tree Appeal. It was agreed that Cllr Delasalle will take a lead on this project and that all ideas should be sent to her directly.

16/213 To note Correspondence received and to resolve any matters arising. The list may be viewed at the Council Office (late correspondence to be tabled)

The list of correspondence received between 9th August 2016 to 6th September 2016 had been circulated in advance.

Devon County Council

1. Parish Paths Partnership Summer Newsletter
2. Annual house to house canvass request – Cllr Diviani

East Devon District Council

3. The Knowledge – issues 13, 14, 15 & 16
4. Community Engagement & Funding Officer – invitation to annual Working Together Event for voluntary and community groups in East Devon on Friday, 7th October

Other

5. DALC – Annual report 2015/16
6. Local Councils Update – issues 198 & 199
7. Clerks and Councils Direct – issue 107
8. NALC newsletter
9. Connecting Devon & Somerset Update
10. Honiton Beavers – invitation to celebrate Helen Turner's 25 years at Beaver Leader on Saturday, 17th September
11. Government newsletters – 11th & 19th August
12. NALC – Bulletin on national developments and meetings – 1st July & 26th August
13. Devon & Somerset Fire & Rescue Service – Advice of free home fire safety visits available

Further details were provided for items 4, 10 and 13.

Late correspondence between 7th September to 12th September was tabled for Councillors attention.

Honiton Town Council

Signed Chair

10th October 2016

- a) Request from Planning Committee for two additional members to join the committee

Devon County Council

- b) Update from Cllr Diviani regarding response from the Minister for Pensions to a recent motion on transitional state pension arrangements for women
- c) Details of Devon Enabling Grant fund – application deadline 7th October

East Devon District Council

- d) Confirmation of the successful nomination of Land at Parsonage Lane, Honiton as a community asset
- e) The Knowledge issue 17

Other

- f) Email from resident in Streamers Meadow requesting a more detailed response to his letter dated 9th December 2015
- g) PCC, Alison Hernandez's monthly newsletter
- h) Letter from resident in Dunkeswell asking the Mayor to encourage more clothes stores in the High Street
- i) Memo from RD&E confirming final stages of transfer of Eastern community services to RD&E
- j) Bulletin on National Development and meetings – 9th September including an update on Neighbourhood Planning Bill
- k) Government News 7th September
- l) Devon Association of Local Councils – Update for Larger Councils
- m) Honiton Surgery Newsletter no. 2
- n) LCR Autumn 2016
- o) Invitation from Environment Agency to a Crowd Sourcing workshop at Met office 26th September 10.30am - 4.30pm
- p) Further information for Larger Councils online survey
- q) Email from same resident in Streamers Meadow requesting a more detailed response to his letter dated 9th December 2015 and if a response if not received he will consider taking legal action
- r) Email from resident in Streamers Meadow requesting that the Town Council considers his concerns before approving the contractual lease arrangements for Solar Panels at the Beehive
- s) Email from resident of Tremaine Close regarding his concerns on the warranty of the roof

Item a) – Cllr Kolek confirmed that she will be attending future planning meetings and Cllr Taylor confirmed that he was interested but was busy for the next few months.

Item d) – It was confirmed that the land at Parsonage Lane was not on the register of land of community value and that EDDC apologises for the oversight in informing the Town Council of its success.

It was agreed that the Clerk will prepare a press release regarding this matter.

Item f) and g) – The Town Council noted the time that was being spent on preparing responses to enquiries from a local resident despite the fact that responses had already been provided on behalf of the Town Council.

Item h) – concern was raised about what the Town Council could do to encourage attracting certain types of shops. It was agreed this was outside the scope of the Town Council.

The remainder of the public left the meeting.

The meeting was adjourned for a 2-minute comfort break and reconvened at 9.04pm.

16/214 Exclusion of the Press and the Public

Signed Chair

10th October 2016

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

It was agreed to swap the next two items on the agenda.

16/215 To review, approve and agree that delegated authority be given to the Town Clerk to sign and Seal the following documents:

- a) Lease Agreement – Solar Rooftop (Commercial) + site plan
- b) Call Option Contract with lease agreement + site plan
- c) Licence to Underlet

Cllr Edwards proposed that delegated authority be given to the Town Clerk to Seal the documents known as Lease Agreement and site plan, Call Option Contract with Option Lease Agreement and Site Plan and the License to Underlet with the proviso that approval and advice is obtained from the Town Council's Structural Engineer.

The documents although slightly amended earlier in the day were reviewed not only by the Town Council's solicitor at length but also the Town Clerk and previous amendments were sent to the working group to review. The Town Council's solicitor had summarised the recent amendments, and this summary had been included in the report which was provided to all councillors to ensure that the Council was clear in what was being agreed. The Mayor asked that the focus remain on this additional information.

A lengthy debate took place with various concerns raised including:

- This project of installing Solar Panels on the roof has been something the Town Council has been keen to support and implement in the past and as so much time has already been spent on this the Town Council should be keen to finalise and move forward with this matter.
- The deadline to complete the lease arrangement had not been passed as the cut-off date for implementation was the end of September.
- Financial constraints on the Town Council
- Consideration that this project was providing green energy as well as reduction in electricity costs at the community centre.
- Risks relating to the installation of solar panels should be considered in proportion to other risks and the biggest risk to the Council was if the Community Complex was not sustainable.
- Concerns about the strength of the roof and the termination costs to the Council
- Insufficient time to review the full documents
- Building Regulation will be needed to avoid potential issues with the building being forced to close. The Mayor reminded Councillors that the lease arrangement included clauses that the installation will conform to all regulations and appropriate permissions will be obtained.

Cllr Coombs 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	Not present		

6	Cllr Halse	X		
7	Cllr Hopkins	Not present		
8	Cllr Howard		X	
9	Cllr Kolek	X		
10	Cllr Lake	Not present		
11	Cllr McNally		X	
12	Cllr Mountjoy	Not present		
13	Cllr Perkins	X		
14	Cllr G Smith	X		
15	Cllr K Smith	Not present		
16	Cllr Taylor		X	
17	Cllr Wadsworth	Not present		

This **WAS RESOLVED** (4 against)

Cllr Taylor requested that it be noted that he believed two councillors had a pecuniary interest in this matter as it involved a reduction in costs by more than 20% and in his opinion they failed to declare this interest.

16/216 To agree to support Millennium Green Trust's request for more time to purchase the Land at Parsonage Lane

It was noted that the Town Council's Macebearer was the spouse of the Chairman of the Millennium Green Trust.

It was noted that the Town Council should not exclude other groups if they came forward and exclusive support should also not be provided.

The Mayor proposed that that the Town Council supported Millennium Green Trust's request for more time to purchase the Land at Parsonage Lane. This **WAS RESOLVED** unanimously.

16/217 Close Meeting

The meeting was closed at 10pm.