

HONITON TOWN COUNCIL

Minutes of the Meeting of the Town Council held at the Town Council Offices, The Beehive, Dowell Street, Honiton on Monday 25th September at 7.00pm

Present

St Michael's Ward

Cllr Sheila Edwards
Cllr Jill McNally
Cllr John Taylor
Cllr John Zarczynski (Chairman)

St Paul's Ward

Cllr Henry Brown
Cllr Roy Coombs
Cllr Terry Darrant
Cllr Vera Howard
Cllr Daniel Jefferson
Cllr Mike Jones
Cllr Caroline Kolek
Cllr Duncan Sheridan-Shaw

In Attendance

Cllr Mike Allen – EDDC
Cllr Dean Barrow – EDDC
Cllr Phil Twiss – EDDC & DCC
8 members of the public
Nick Randle – Acting Town Clerk
Wendy Randle – Acting Deputy Clerk

17/471 To receive apologies for absence

Cllr Martyn Linsdell

17/472 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

Cllr Edwards – item 17/491- Member of Honiton Community Complex Charity

17/473 To receive and resolve as a correct record the minutes of the Town Council meeting held on 29th August 2017

A copy of the minutes of the meeting had been circulated in advance. The minutes were **approved** and signed as a correct record, with one spelling correction.

17/474 The Council resolved the following:

That under Section 100(A) (4) of the Local Government Act 1972 the public (including the press) be excluded from the meeting for the following agenda items:

Agenda Item 20. To receive a report from the meeting with Bailey Partnership held on 15th September

Reason: Sensitive Commercial information is likely to be discussed which if disclosed at this stage might undermine the Council's position and on balance the public interest is in discussing this in private session. (Part B)

Agenda Item 21. To receive a report from the Beehive Overview Committee

Reason: Sensitive Commercial information is likely to be discussed which if disclosed at this stage might undermine the Council's position and on balance the public interest is in discussing this in private session. (Part B)

Agenda Item 22. To receive a report from the acting Town Clerk following his organisational review.

Reason: Exempt information relating to employees is likely to be disclosed and on balance the public interest is in discussing this item in private session. (Part B)

It was **unanimously resolved** to move these items to Part B

Signed Chair

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The meeting went out of session at 7.06pm

17/475 Public question time on items on the agenda – adjournment for 15 minutes

No questions had been notified, but the Mayor agreed to take the following:

A member of the public enquired about the status of the Community Engagement Forum which has not been meeting due to the absence of the Town Clerk. It had previously been resolved that that this Forum would sit well within the new Communications Advisory Committee; it was **agreed** that the Acting Town Clerk would follow this up.

On behalf of a member of the community who was interested in co-option to the Council, Cllr Kolek asked if it was necessary for a Councillor's address to be published on the website. The Acting Town Clerk advised that the law states that Councillors have to be accessible, but that a solution would be to have an address c/o the Town Council Office so that mail could be forwarded.

The meeting went back into session at 7.15pm

17/476 Mayors Announcements

The Mayor reported that he has received a number of invitations and will update the Council after he has attended the events.

17/477 To receive reports from District and County Councillors

Cllr Dean Barrow reported that the new EDDC building is moving ahead rapidly and is on budget and on time: it should be operating in Honiton by December 2018. Cllr Twiss added that a Town Card is being produced which will encourage staff to use High Street shops and businesses.

Cllr Phil Twiss commented on a superb presentation he had attended in Exmouth concerning its Neighbourhood Plan, which is well worth looking at.

He explained that the closed Community Hospital beds still remain a viable cog in the healthcare machine; the population is aging and volunteering communities are becoming more important. He noted that 15 concerns regarding Public Health have been listed. There followed some discussion on the issue of Honiton Hospital beds closure reaching Jeremy Hunt, and Cllr Diviani's position on this.

Cllr Mike Allen talked about rural areas getting a raw deal in health issues and mentioned that Honiton Gym Club, which is relevant to health and wellbeing of young people, is very successful.

Cllr Allen offered to assist in moving along the Honiton Neighbourhood Plan process by looking at the previous Town Plan and updating useful statistics. EDDC Cllr Mark Williamson is also willing to assist.

He commented that the Mayor's statement on Council transparency was excellent and that he looked forward to hearing reports of long outstanding issues being resolved.

The Mayor expressed his disappointment that the surface of Lower Brand Lane has still not been dealt with.

The District Councillors left the meeting at 7.35pm

PART A MATTERS FOR DECISION

*It was **agreed** to move Item 17 up the agenda; proposed Cllr Zarczynski; seconded by Cllr Brown. The meeting then went out of session at 7.37pm to receive a presentation concerning Honiton Hospital.*

17/478 To receive a report from Honiton Hospital League of Friends and consider the motion that this council expresses its serious concern that Honiton Hospital beds have been closed and pledges to support the campaign to save the hospital.

Three members of the League of Friends Steering group attended: **Mr Stephen Craddock** reported on a Health Scrutiny Committee meeting that he had recently attended where a presentation by the CCG stated that £500 million has to be saved over the next five years at a rate of £100 million a year. This could result in 2,500 staff being made redundant. Mr Craddock urged the Council to support efforts to bring in additional services to keep Honiton Hospital viable.

Mrs Heather Penwarden ([see attached report](#)) spoke about the services that had been recently closed, but also listed the services that are still running on the site. Mrs Penwarden spoke about what the League of Friends has done so far, the issues it is reviewing and the next steps. She stressed that if we don't use the hospital we will lose it and that the community needs to work together for common causes.

It was suggested that the Council could include commitment to the hospital in its Neighbourhood Plan.

It was **resolved** that Cllr Kolek would act as a link between the Council and the League of Friends.

The speakers were thanked and the meeting went back into session at 7.54pm

17/479 To consider applications from members of the community seeking to be considered for co-option as councillors and to decide a course of action in the event that there are outstanding vacancies

No applications have been received. As the timescale for replying had been tight it was **agreed** that the vacancies would be publicised again in a month's time and that candidates could also be considered as they arose.

17/480 To consider the future of the Youth Centre following discussions between Cllrs Brown and Jones and representatives of the Community College and Devon County Council (ref minute 17/466)

Cllr Jones recapped the position regarding the lease of the building which is up for renewal. He explained that the building is used by a variety of local groups and has good facilities. Cllr Brown emphasised that he was grateful that the School Academy had stepped in as a temporary measure for the last few years but that Council ownership would be more sustainable and that the lease would be owned by the town community.

Cllrs Jones and Brown therefore encouraged the Town Council to bid for the lease; a meeting to be held on 28th September should help to clarify possible issues such as costings and building management.

It was **unanimously resolved** that the Council would support moving on with this project; Proposed by Cllr Jones, seconded by Cllr Taylor.

17/481 To consider a quotation provided to the Mayor, to provide signage for the Town Council following agreement of designs (ref minute 17/447)

The Mayor outlined the reasons for the signage that has been suggested and explained that these are amended signs and costings from the previous meeting. It was agreed that the Changing Places sign should be located on the poles that are already in place across the road.

Acceptance of the quotation was **agreed**; proposed by Cllr Jones; seconded by Cllr McNally with 1 vote against.

17/482 To receive a report and endorse the work of the Allotments working group and to approve a proposed lease arrangement with Combe Estate to provide allotments

The Mayor reminded the Council members that provision of allotments is a statutory duty of a Town Council. The paper had been circulated and all recommendations were **unanimously agreed**; proposed by Cllr Brown; seconded by Cllr Kolek

Planning**17/483 To receive the minutes of the Planning Committee meeting held on 19 September 2017 and to endorse its decisions.**

The draft minutes were received and noted. Cllr Coombs pointed out that the Planning Committee has delegated powers and it was therefore **agreed** to insert the word *draft* and omit the word *endorse*.

Finance**17/484 To authorise payments in accordance with the Schedule**

The following Schedules of payments were **unanimously agreed**; proposed by Cllr McNally; seconded by Cllr Howard.

Schedule of payments at 11th September 2017

Invoice date	Payee	Description	Amount inc. VAT	Cheque no / DD
05 September 2017	Land Registry	Land search	4.00	7025
21 August 2017	Festive Lighting Co.	Christmas decoration (from Parishes Together funding)	1,458.00	7026
27 August 2017	BT	Phone and broadband	173.48	DD
01 September 2017	A Dimond & Co.	Stationery	13.10	7028
28 September 2017	Rialtus Business Solutions	Omega software support annual fee	294.00	7029
07 September 2017	LGRC Associates Ltd	Interim Clerk services and accounting support fee	9,271.32	7030
		Charter Day payments		
08 August 2017	Gary Elliot	Expenses for Amycrofters entertainment	75.00	7027

Schedule of Payments at 25th September 2017

Invoice date	Payee	Description	Amount inc. VAT	Cheque no / DD
21 August 2017	J. Alder	Market Assistant work	1,088.00	7031
31 August 2017	Viridor Waste Management	Market waste collection	129.40	7032
31 August 2017	Top to Bottom Cleaning Services	Office cleaning	388.80	7033
11 September 2017	East Devon District Council	Staff payroll	5,715.48	7034
11 September 2017	Core Office IT	IT support monthly fee	216.00	7035
12 September 2017	T C Testing (A J Chown)	PAT Testing of electrical appliances	67.65	7036

17/485 To consider the second tranche of grant applications for the current financial year

Cllrs Brown and Jones had met with MIND Exeter who are coming back to Honiton on an outreach basis and would like help to fund IT. It was **agreed** to invite Mr Gary Wakeham from

Signed Chair

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MIND to a Council meeting to give more information about the request. Other requests will also be considered at the next meeting.

17/486 To receive a report on financial expenditure versus budget to 31st August 2017

The Acting Town Clerk had produced a summary of the Council's finance so far this year and reported that the cash resources are healthy. It was agreed that individual budget lines would be looked at in a month's time.

The report was received and noted.

Policy

17/487 Review of Standing Orders. It was recommended that the Council adopts new standing orders based on model standing orders and proposals made by the Policy Committee

Standing Orders were discussed at the last meeting and the Acting Town Clerk has amalgamated amendments suggested by the Chair of the Policy Committee into the Model Standing Orders.

Cllr Edwards spoke about revisions and commented on the importance of councillor training. It was **unanimously resolved** to accept the recommendations; proposed by Cllr Taylor; seconded by Cllr Edwards.

Councillor Motions

17/488 Cllr Zarczynski. That due to security concerns the locks be changed on the town council offices with keys provided to staff and the cleaning company only. A spare key be placed in an accessible glass box so that it can be obtained in an emergency

Cllr Zarczynski outlined his concerns about office security and said that the costs would only amount to approximately £100.

Approval of the motion was proposed by Cllr Zarczynski; seconded by Cllr McNally and **agreed** with 1 vote against.

Correspondence

17/489 To note correspondence received and to resolve any matters arising.

CORRESPONDENCE RECEIVED FROM 28th AUG TO 20th SEP 2017

Devon County Council

1. News from DCC - Education
2. News from DCC - Business and Economy

East Devon District Council

3. Agenda Extra Ordinary Meeting 13 Sep 2017 7.00pm – Closure of businesses
4. Agenda Extra Ordinary Meeting 13 Sep 2017 6.00pm – Vote of no confidence in the

leader

Other

5. NALC Newsletter August 2017
6. NALC Chief Executive's Bulletin 31
7. NALC Chief Executive's Bulletin 32
8. NALC Annual Conference 2017
9. DALC latest news
10. DALC – Book your place at AGM, Conference and Exhibition 2017
11. DALC – email – Parish Councils Health & Well-Being meeting invitation
12. **Letter from Mr Nix – Achieve the best outcome for the Council & Community**

Complex

13. Email from Paul Diviani – Stonehenge Tunnel
14. Email from Paul Diviani - Information synopsis Health Care
15. Campaign to Protect Rural England – Landscape Issues in your Neighbourhood Plan
16. Devon Voice – Newsletter Spring 2017
17. Minutes of the Honiton Local Action Group Meeting 7th September 2017
18. Local Councils Update September 2017
19. Clerks & Councils Direct

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20. NHS Northern, Eastern and Western Devon – news September 2017

The letter from Mr Nix was noted.

Cllr Coombs highlighted the importance of the CRPE landscape report with reference to the Neighbourhood Plan process.

The Mayor thanked the members of the public for attending and the meeting went out of session for a 5 minute break at 9.00pm

The meeting came back into session at 9.05pm and it was agreed to re-order the agenda to take item 21 last.

PART B MATTERS FOR DECISION

17/489 To receive a report from the meeting with Bailey Partnership held on 15th September

The report of the meeting on 15th September was received and the follow on actions were noted and endorsed.

17/490 To receive a report from the Acting Town Clerk following his organisational review.

It was **unanimously resolved**:

- 1) That the Town Clerk position be confirmed as a full time position (SCP 39-42) and that the Town Clerk should remain the Responsible Finance Officer.
- 2) That the Deputy Town Clerk position be confirmed as a 24 hours per week role and that the job description should be revised to include a responsibility for updating the financial records and an ability to deputise as RFO. (SCP 26-29)
- 3) That the contracts for the Assistant Clerk positions should be revised to provide a unified contract with identical terms and conditions for both post holders. (SCP 15-17) The current commitment of 4 hours per day on two posts (one 12 hours and one of 8 hours) is adequate.
- 4) That the Market Manager's role should be confirmed at 30 hours per week (SCP26-29)
- 5) That a new arrangement for providing holiday cover for the Market Manager should be implemented to replace the current sub contract arrangement.

17/491 To receive a report from the Beehive Overview Committee

Councillors expressed a concern that one member might have a conflict of interests in this item. The Acting Town Clerk was asked to advise and referred to the Council's Code of Conduct document which is clear on the matter of confidentiality.

Councillors having a disclosable pecuniary interest should leave the room and not participate. Councillors with other personal interests should ensure that they are perceived to act appropriately.

The Acting Town Clerk underlined that councillors should take appropriate action on their own behalf, and that no other person could require a member to declare an interest.

Since no Councillor took action at this point, it was **agreed** that the report would not be tabled and that the Overview Committee would receive delegated powers to proceed.

17/492 To close the meeting

The meeting was closed at 9.22pm.