

## HONITON TOWN COUNCIL

### Minutes of the Meeting of the Town Council held at the Town Council offices, The Beehive, Dowell Street, Honiton on Monday 10<sup>th</sup> April 2017

#### Present

##### St Michael's Ward

Cllr Ashley Delasalle  
Cllr Sheila Edwards  
Cllr Jill McNally  
Cllr David Perkins  
Cllr John Taylor  
Cllr John Zarczyński

##### St Paul's Ward

Cllr Henry Brown  
Cllr Roy Coombs  
Cllr Terry Darrant  
Cllr Peter Halse  
Cllr Vera Howard  
Cllr Caroline Kolek (Chairperson)  
Cllr Duncan Sheridan-Shaw  
Cllr Graham Smith

#### In Attendance

Cllr Dean Barrow – East Devon District Council  
Cllr Jenny Brown – East Devon District Council  
Cllr John O'Leary – East Devon District Council  
4 members of the public  
1 member of the press  
Sarah Jenkins – Deputy Town Clerk

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

The meeting started at 7.06pm.

#### 17/339 To receive apologies for absence

Apologies were received from Cllr Luke Harvey-Ingram (A/L), Cllr Ken Hopkins (S), Cllr Mike Jones (A/L), Cllr Jackie Wadsworth (P), Cllr Phil Twiss (EDDC), Cllr Sara Randall-Johnson (DCC), Cllr Paul Diviani (DCC)

#### 17/340 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

Cllr Smith – undertakes maintenance work for the Beehive - personal  
Cllr Perkins – Director of Honiton Community Complex Ltd -personal  
Cllr Delasalle – Honiton Street Market trader - personal

#### 17/341 To receive and resolve as a correct record the minutes of the Town Council meeting held on 13<sup>th</sup> March 2017

Cllr Smith proposed that the minutes of the meeting held on 13<sup>th</sup> March 2017 be approved as a correct record of the meeting. This was seconded by Cllr McNally.

Cllr Taylor advised that minute 17/323 of the meeting held on 13<sup>th</sup> March should record the fact that minute 17/319 on page 916 had two inaccuracies as it was stated that Cllr Taylor had made two proposals when he had made none. Subject to this amendment, it **WAS RESOLVED** to approve the minutes of the Town Council meeting held on 13<sup>th</sup> March 2017 as a correct record.

#### 17/342 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 18. (To receive a proposal to progress the setting up of allotments and to agree to appoint an external consultant to assist with the project). Exempt information relating to a

contract with another party is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part B) and

Agenda item 19. (To receive Notice of Arbitration regarding the build costs for Honiton Community Complex and to agree the action to be taken). Exempt information relating to a contract with another party is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part B)

*The Chairperson declared the meeting out of session*

**17/343 To receive the Police Report**

A written report had been received and was read by the Chairperson.

*Cllr Howard joined the meeting at 7.18pm*

**17/344 To receive reports from District and County Ward Members**

The Chairperson advised that Cllr Sara Randall-Johnson and Cllr Paul Diviani were not standing for re-election for the Feniton and Honiton Ward in the forthcoming County Council elections. On behalf of the Town Council the Mayor thanked both Councillors for their work and commitment in representing Honiton. As neither Councillor was present, it was agreed that a letter of thanks be sent.

Cllr John O'Leary – East Devon District Council

Cllr O'Leary reported that £5,000 is available for artwork for the town from the S.106 funds following the Premier Inn development. It was agreed that further discussions would be held as to an appropriate piece of artwork for Honiton.

Cllr Jenny Brown – East Devon District Council

Cllr Brown advised that the franchise for the railway line had been awarded to First Group but that this would not affect the Community Rail Partnership.

Plans are in place for a branded walk ('The Apple Walk') from Taunton cricket ground to Sidmouth cricket ground.

Cllr Dean Barrow – East Devon District Council

Cllr Barrow reported that the development on the former British Legion site has been registered as part of Northcote Lane and it will not be possible for the development to be named to reflect the history of the British Legion on the site.

There was no further information following Cllr Twiss' meeting with representatives of St Michael's Church regarding the graveyard.

Cllr Jenny Brown offered to assist the Deputy Town Clerk with progressing the plans for tourism and the TIC following the award of the Parishes Together funding. The offer of help was gratefully received.

*The Chairperson thanked Ward Members for their reports. Ward Members left the meeting at 7.26pm*

**17/345 Public Question Time on items on the agenda**

The Chairperson reported that one letter had been received. The letter, which confirmed that the Risk Register was available on the Town Council's website, was read out by the resident. The Mayor agreed with the points raised and thanked the member of the public for their letter.

*Cllr Brown joined the meeting at 7.29pm*

*The Chairperson declared the meeting back in session.*

**PART A****17/346 Mayor's Announcements and Questions for the Mayor**

The Mayor advised that she had attended the following events on behalf of the Town Council:

- 16<sup>th</sup> March Honiton Community College Cyclathon
- 17<sup>th</sup> March East Devon District Council Chairs Civic Dinner
- 18<sup>th</sup> March Honiton Railway Station planters – The Mayor thanked Cllr Graham Smith for his assistance
- 24<sup>th</sup> March Jazz night at Awliscombe as part of Villages in Action
- 7<sup>th</sup> April The Accidental Vegan Café – unofficial opening

The Mayor had received a request from UNICEF for support for their campaign for unaccompanied refugee children with families in the UK. It was agreed that the Mayor would write to the MP in support of the campaign.

The frame and portrait of Juanita Maxwell Phillips are currently being restored. It is thought that the portrait is by the artist John Lavery. It was agreed that Cllr Kolek would receive the restored portrait on behalf of the Town Council.

Cllr Kolek proposed that a full valuation for insurance purposes be obtained. This was seconded by Cllr McNally and **WAS RESOLVED**.

There were no questions for the Mayor.

**17/347 To receive the Internal Audit Report dated 2<sup>nd</sup> March 2017 and to agree the Town Council's responses as per the recommendations made by the temporary Responsible Financial Officer**

The Internal Audit Report with recommended responses had been circulated prior to the meeting.

The temporary RFO advised that the report highlighted internal control weaknesses which needed to be addressed. The Finance Committee would review the Financial Regulations at the meeting on 24<sup>th</sup> April.

In discussing the Internal Audit Report, the following points were made:

- An external provider could be appointed to maintain the accounts – it was agreed that this would be considered by the Finance Committee
- Greater control of street market cash receipts is needed
- A nil receipt should be issued to traders for a free week
- The Town Council should ensure that there is always cover to operate the finance IT system
- The finance IT system is easy to operate and staff training should be straightforward

Cllr Darrant proposed that the recommendations from the temporary RFO to address the points raised by the Internal Auditor be approved. This was seconded by Cllr Brown and **WAS RESOLVED** (Cllr Perkins as temporary RFO did not vote. All those voting, voted in favour).

**17/348 To receive a report from the Finance Review Working Group on the Community Complex build costs**

Cllrs Kolek, Coombs and Halse had been appointed to the working group. Reports are being prepared by Cllrs Perkins and Zarczynski and a final collated report will be agreed by the working group for presentation to the Town Council.

**17/349 To receive an update on the invoiced costs to date for the Judicial Review**

A report showing the total invoiced legal costs to date of £61,870.14 excluding VAT had been circulated in advance. The report was received and noted.

**17/350 To note the proposal for a judicial review of the decision by New Devon CCG to close medical beds at Honiton Hospital and to agree (non-financial) support for the proposal**

The Mayor had attended the Red Line event opposing the closure of medical beds. A lawyer had been appointed to assess the case for proceeding with a judicial review and a decision on whether to proceed would be made following legal advice. A Crowdfunding website had been set up to fund this stage of the process.

Cllr Kolek proposed that the Town Council supports the principle of the judicial review. This was seconded by Cllr Zarczynski and **WAS RESOLVED**.

**17/351 To receive and approve the minutes of the Policy Committee meeting held on 27<sup>th</sup> March 2017**

The minutes had been circulated in advance. Cllr Zarczynski proposed that the minutes be approved as a correct record of the meeting. This was seconded by Cllr Perkins and **WAS RESOLVED**.

*The member of the press left the meeting at 8.10pm*

**17/352 To note the minutes of the Neighbourhood Plan Steering Group meeting held on 22<sup>nd</sup> February 2017**

The minutes of the meeting had been circulated in advance and were noted.

**17/353 To appoint Cllr Sheila Edwards to the Community Engagement Forum**

Cllr Smith proposed that Cllr Edwards be appointed to the Community Engagement Forum. This was seconded by Cllr Sheridan-Shaw and **WAS RESOLVED**.

**17/354 To receive reports from Members with special responsibilities**

Cllr Delasalle

The Deputy Mayor had attended the Abbeyfield conference.

Cllr Edwards

Cllr Edwards had attended the South West regional conference of local council associations and had prepared a report for Councillors.

Cllr Edwards was concerned to note that the Minister for Local Government, Marcus Jones MP, had expressed support for referendum principles to be extended to parish councils.

Cllr Perkins

Work by Cllr Smith to replace the fascia at the rear of the Beehive had been completed.

Cllr Coombs

District Council contractors had resolved problems with street lighting at The Glen.

A site meeting with South West Water at Turks Head Lane had identified the Environment Agency as having responsibility to rectify the ongoing drainage problem.

Cllr Smith

The Street Market Overview Sub-Committee had discussed the EDDC consultation on street trading and would be making a response.

The Town Floral Display working group would be meeting to discuss quotations for this year's flower baskets and troughs in the High Street and on town entrance signs.

The annual meeting of the Dementia Action Alliance would be held on 28<sup>th</sup> April at 6pm at the Beehive.

Funds raised at the Community College Cyclathon would go to the Devon Air Ambulance.

Cllr Smith praised Cllr Darrant for his work on the Charter Day Committee.

Cllr Sheridan-Shaw

The response to the Chamber of Commerce Pickleshack event had been very good with the funds raised going towards Christmas lights. The Chamber had further events planned.

The Tesco monthly book sale had raised £344 for the work to improve Honiton Railway Station. An official handover would be held.

Cllr Howard

The annual meeting of the Twinning Association would be held on 20<sup>th</sup> April at the Beehive and all are invited.

Cllr Halse

Cllr Halse paid tribute to the excellent work done by TRIP Community Transport.

The Chairperson thanked all Members for their reports.

**17/355 To note correspondence received and to resolve any matters arising (late correspondence to be tabled at the meeting)**

Cllr Edwards queried whether a response had been provided to items of Correspondence which had been marked with an asterisk and considered at the previous meeting. The Mayor confirmed that a response to all such items would be given.

The Mayor also confirmed that she had met with Neil Parish MP regarding the Town Council's concerns over the Honiton MIND facility which had now closed. The Mayor would email Neil Parish to request an update.

Correspondence

Devon County Council

1. Notice of Election of County Councillors – Thursday 4 May
2. Trading Standards newsletter issue 22
3. Pinpoint community services in Devon
4. DCC bulletin March 2017
5. Cllr Diviani – March 2017 Education report

East Devon District Council

6. Details of fixed rate home improvement loan scheme
7. Copy of letter to householders regarding All Hallows open space and playing fields
8. The Knowledge issues 42, 43, 44

Other

9. NALC news issue 903 March 2017
10. Healthy People newsletter February 2017
11. Invitation to Councillors to Honiton Festival of Imagination – 5 & 6 May
12. Honiton Surgery newsletter 2017 no. 1
13. East and Mid Devon Community Safety Partnership – minutes of LAG meeting 9 March
14. Twinning Association – notice of annual general meeting 20 April 2017 at the Beehive
15. Police and Crime Commissioner report March 2017
16. Rural Economy Spotlight March 2017
17. Update on South Western rail franchise
18. Consultation on A358 upgrade
19. NALC bulletins 10, 11, 12

Item 11. – the Deputy Town Clerk read the invitation to all Councillors to attend the Festival of Imagination. Any Councillors wishing to attend and be escorted are requested to notify the office.

Late CorrespondenceDevon County Council

- a. County Council election – Statement of Persons Nominated
- b. County Council election – Notice of election agents' names and offices

Other

- c. Lloyds Bank – notice of receipt of application for Deputy Town Clerk and temporary RFO to register for online banking – view only access
- d. Honiton Senior Voice open meeting – Brexit What Next? – 28<sup>th</sup> April at 2pm at Methodist Hall
- e. Email from Honiton Chamber of Commerce regarding EDDC consultation on draft Street Trading Policy
- f. NALC – DIS – issue 905 April 2017
- g. Email from Twinning Association with details of two possible visits summer 2017 – request for hosts for visitors from Gronau and Mezidon
- h. DALC newsletter 4 April

Item g. – the Deputy Town Clerk advised that the Twinning Association had requested anyone willing to host visitors from Gronau and Mezidon to contact them.

The Chairperson thanked the members of the public for attending.

*The public left the meeting. The meeting was adjourned for a temporary break and re-convened at 8.38pm*

**PART B****17/356 To receive a proposal to progress the setting up of allotments and to agree to appoint an external consultant to assist with the project**

A proposal to progress the setting up of allotments had been circulated in advance.

Concerns regarding highway safety issues, the permissive path and kissing gates were noted.

It was agreed that Cllr Coombs and Cllr Darrant would be involved in the project on a formal basis.

Cllr Kolek proposed that the external consultant be appointed as per the written proposal to assist with the setting up of the allotment site. This was seconded by Cllr Zarczynski and **WAS RESOLVED** unanimously.

**17/357 To receive Notice of Arbitration regarding the build costs for Honiton Community Complex and to agree the action to be taken**

The Deputy Town Clerk outlined the background to the Notice of Arbitration. Information regarding the final account for the build costs for the Community Complex was tabled. The temporary RFO advised that an offer had been received to settle the final account by 30<sup>th</sup> April 2017.

Cllr Kolek proposed that the Finance Review working group be given delegated authority to receive further supporting paperwork and to communicate the Town Council's response to the offer before the deadline. This was seconded by Cllr Smith and **WAS RESOLVED** (1 abstention; all those voting voted in favour).

*Cllr Smith left the meeting at 9.32pm*

Cllr Zarczynski proposed that the offer to settle the final account be agreed. This was seconded by Cllr Edwards and **WAS RESOLVED** (1 abstention; all those voting voted in favour).

**17/358 To close the meeting**

The meeting was closed at 9.35pm.