

## HONITON TOWN COUNCIL

### Minutes of the Meeting of the Town Council held at the Town Council offices, The Beehive, Dowell Street, Honiton on Monday 13<sup>th</sup> February 2017

#### Present

##### St Michael's Ward

Cllr A Delasalle  
Cllr S Edwards  
Cllr K Hopkins  
Cllr J McNally  
Cllr D Perkins  
Cllr J Taylor  
Cllr J Zarczynski

##### St Paul's Ward

Cllr H Brown  
Cllr R Coombs  
Cllr P Halse  
Cllr V Howard  
Cllr C Kolek (Chairperson)  
Cllr G Smith

#### In Attendance

Cllr Sara Randall-Johnson – Devon County Council  
Cllr Paul Diviani – Devon County Council  
Cllr Jenny Brown – East Devon District Council  
Cllr John O'Leary – East Devon District Council  
Cllr Phil Twiss - East Devon District Council

3 members of the public

2 members of the press

Sarah Jenkins – Deputy Town Clerk

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

#### 17/298 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 agenda item 11.b. (To agree the recommendation from the Finance Committee that during the Town Clerk's absence, Cllr Edwards undertakes inputting of financial data in to the Rialtas system and that Cllr Perkins assists with the production of financial reports, subject to confirmation from DALC that there is no potential conflict of interest). Exempt information relating to an employee is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part B)"

#### 17/299 To receive apologies for absence

Apologies were received from Cllr Harvey-Ingram (P); Cllr Wadsworth (A/L),

#### 17/300 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

Cllr G Smith – ad-hoc maintenance work at Beehive – personal  
Cllr D Perkins – Director of the Beehive Companies – personal  
Cllr A Delasalle – Honiton Street Market Trader – personal

#### 17/301 To receive and resolve as a correct record the minutes of the Town Council meeting held on 9<sup>th</sup> January 2017

Cllr Smith proposed that the minutes of the meeting held on 9<sup>th</sup> January 2017 be received and approved as a correct record of the meeting. This was seconded by Cllr Hopkins.

Cllr Perkins proposed the following amendments to the minutes of 9<sup>th</sup> January 2017.

Minute 17/288 – after the words '*Something was already in the press without Council approval*' to insert the words '*This was based on the press release issued by the Town Clerk without the prior approval of the Employment Committee who had requested sight of the press release before issue*'.

Signed Chair

13<sup>th</sup> March 2017

17/295 (g) – after the words ‘Councillors were asked to review the new information for the Council to confirm that it was satisfied and had obtained the assurances as advised by DALC’ to insert the words ‘The question was raised “were the assurances that DALC had advised Council to obtain put to Griffin for them to respond to?”’

Cllr Zarczynski expressed the view that all press releases should be agreed by the full Town Council.

The amendments proposed by Cllr Perkins were agreed and the minutes, as amended, were approved as a correct record of the meeting held on 9<sup>th</sup> January 2017.

*The Chairperson declared the meeting out of session*

**17/302 To receive the Police Report**

The report was given by Acting Inspector for rural East Devon, Matt Helm, accompanied by PCSO Sue Rowe. A total of 27 crimes had been recorded for the period 15<sup>th</sup> January to 12<sup>th</sup> February, compared with 35 recorded crimes for the same period of 2016.

In response to a question from Cllr Hopkins, it was agreed that the Police would look into the matter of cones outside some businesses on Devonshire Road, Heathpark.

It was reported that there will be a significant reduction in the number of PCSOs, with potentially only one PCSO for Honiton. This will result in less community engagement and some responsibilities being taken on by other agencies.

*Cllr Henry Brown joined the meeting at 7.27pm*

The Chairperson thanked the Police for attending the meeting.

*The Police left the meeting*

**17/303 To receive reports from District and County Ward Members**

Devon County Council

Cllr Randall-Johnson reported that she is now Chapter 8 trained.

Replacement cones for the Street Market had been funded from Cllr Randall-Johnson’s Locality budget.

The proposed yellow lines on Devonshire Road, Heathpark will be discussed at a forthcoming Highways meeting.

Cllr Randall-Johnson reported on the various budgets for services provided by Devon County Council, with a base budget of £459,585,000 being proposed.

Cllr Diviani advised that a grit bin will be provided for Northcote Hill from Locality funding following the recent incident involving the school bus.

East Devon District Council

Cllr O’Leary reported that the Thelma Hulbert Gallery had won the Silver Award in the Access and Inclusivity category at the Southwest Tourism Awards.

Cllr Jenny Brown had met with the Mayor to discuss the community rail line project. Plans are progressing for planters and picture boards at Honiton Station and the project will be officially launched on 18<sup>th</sup> March.

Cllr Twiss reported that the Licensing Committee will meet on 15<sup>th</sup> February and encouraged Members to read the policy on street collections.

The Chairperson thanked the Ward Members for their reports.

*Ward Members left the meeting*

**17/304 Public Question Time on items on the agenda**

There were no public questions.

*The Chairperson declared the meeting back in session.*

**17/305 Mayor's Announcements and Questions for the Mayor**

The Mayor informed the Council that she had met with Cllr Jenny Brown to discuss the community rail line project. The Mayor would be meeting with staff at Deer Park to plan the Mayor's Ball.

There were no questions for the Mayor.

**17/306 To note the Judgment handed down on 30<sup>th</sup> January 2017 by Mr Justice Edis on the Judicial Review Costs – The Queen on the application of Taylor v Honiton Town Council and East Devon District Council**

A copy of the Judgment had been circulated to all Councillors prior to the meeting. The Judgment was noted.

**17/307 To receive and note the minutes of the Employment Committee meeting dated 30<sup>th</sup> January 2017**

A copy of the minutes had been circulated prior to the meeting. The minutes were received and noted.

**17/308 To receive a report on the process for agreeing and recovering costs and to note the draft estimate of the Town Council's costs from 20<sup>th</sup> March 2016**

The report, prepared by the Deputy Town Clerk, had been circulated prior to the meeting. This was received and the draft estimate of the costs from 20<sup>th</sup> March 2016 was noted.

**17/309 To receive and approve the minutes of the Finance Committee held on 30<sup>th</sup> January 2017 and to agree the recommendation from the Finance Committee that a working group be set up to review the following:**

- The last five years' accounts
  - The loan applications and resolutions
  - The Beehive finance project reports and
  - The state of the Town Council's reserves over the past five years
- And that the members of the Working Group should be Cllr Brown, Cllr Perkins and Cllr Zarczynski**

Cllr Perkins proposed that the minutes of the meeting of the Finance Committee held on 30<sup>th</sup> January 2017 be approved. This was seconded by Cllr Smith and **WAS RESOLVED.**

Cllr Zarczynski proposed that a scrutiny committee, as recommended in the SWAP Report, be set up in place of a working group. The Chairperson advised that a working group could meet with more flexibility as it would not be subject to the same conditions regarding notice and public participation which would apply to a committee. Should any significant issues come to light, a committee could be formed at a later date if appropriate.

Cllr Perkins advised that the ground work for the review would be carried out by a working group which would then report to the full Town Council for action. Cllr Halse noted that a full scrutiny committee has a different function.

The Chairperson would like to see the majority of the review completed before 1<sup>st</sup> April.

Cllr McNally advised that the review should be undertaken by an external body.

Cllr Hopkins proposed that a working group be set up to review

- The last five years' accounts

**Signed Chair**

**13<sup>th</sup> March 2017**

- The loan applications and resolutions [for the Beehive build costs]
- The Beehive finance project reports and
- The state of the Town Council's reserves over the past five years and
- That the members of the working group should be Cllr Brown, Cllr Perkins and Cllr Zarczynski

This was seconded by Cllr Perkins and **WAS RESOLVED** (10 for; 2 against; 1 abstention).

**17/310 To agree the process to review Standing Orders**

It was noted that Standing Orders had last been reviewed in 2014. It was unanimously agreed that the Policy Committee undertake a review of Standing Orders.

**17/311 To note the minutes of the Neighbourhood Plan Steering Group dated 14<sup>th</sup> December 2016**

A copy of the minutes had been circulated in advance. The minutes were noted.

**17/312 To note the resignations from the Town Council of Julia Lake, Anne Mountjoy and Kim Smith and to appoint Members to fill vacancies on Committees, Sub-committees, Working Groups and Outside Bodies**

The resignations of Julia Lake, Anne Mountjoy and Kim Smith were noted.

A report setting out the vacancies following these resignations had been circulated prior to the meeting.

It was agreed to appoint Cllr Hopkins as a member of the Emergency Planning Working Group.

**17/313 To receive reports from Members with special responsibilities**

Cllr Delasalle

The organisers of the St Paul's Christmas Tree Festival have requested help with organising a tombola and count of nominations for the best tree for this year's Festival.

Cllr Smith

The Honiton Health and Well-being day will be held at the Beehive on 20<sup>th</sup> May. Volunteers to assist with the 5k race would be welcomed and should contact Cllr Smith for details.

Cllr Hopkins

Honiton United Charities – nothing to report.

Cllr Coombs

Footpath inspections for the current year have been completed.

Problems with the lights in The Glen have been reported.

Cllr Perkins

The start-up loan of £5,000 to the Beehive company has been repaid to the Town Council ahead of schedule. The Beehive recently hosted a sell-out concert by a performer with an international reputation.

Cllr McNally

Due to changes in the structure for delivery of services, and following discussions with Library staff, it was agreed that there is no longer a need for a Councillor to have special responsibility for the Library.

Cllr Zarczynski

Cllr Zarczynski advised that there had been no reports from the Town Council at recent LAG meetings. The Chairperson proposed that Cllr Zarczynski be appointed as an additional Town Council representative on the LAG. This was seconded by Cllr Delasalle and was agreed unanimously.

Cllr Brown

Cllr Brown reported that he had resigned from the Youth Club.

Cllr Howard

Cllr Howard advised that the Twinning Committee had written to the Twin Towns to invite representatives to visit Honiton in the summer.

**17/314 To note correspondence received and to resolve any matters arising (late correspondence to be tabled at the meeting)**

The list of correspondence received from 10<sup>th</sup> January to 7<sup>th</sup> February 2017 had been circulated in advance.

Devon County Council

1. Devon County Council February newsletter

East Devon District Council

2. Cllr Paul Diviani – February report
3. The Knowledge – issues 33, 34, 35, 36

Other

4. Email from resident regarding provision of grit bin at Northcote Hill
5. South West Councils member news January 2017
6. DALC bulletin – January
7. DALC bulletin – February
8. NALC bulletins – 13, 17, 20, 24 and 27 January
9. NALC bulletin – 3 February
10. DALC Larger Councils Sub Committee agenda for meeting 16 February
11. East and Mid Devon Community Safety Partnership – minutes of meeting 26 January
12. Notice of East and Mid Devon Community Safety Partnership annual conference – 5 April 2017 – Broadclyst
13. Devon Communities Together – Village Green issue 145
14. Healthwatch Devon – February bulletin
15. Healthy People – NHS New Devon CCG January newsletter
16. Email regarding defibrillator equipment servicing requirements
17. Email notification from Trading Standards Office regarding Avian Influenza outbreak

Item 4. – the provision of a grit bin at Northcote Hill had been addressed by Devon County Council.

Late correspondence

Late correspondence received from 8<sup>th</sup> to 13<sup>th</sup> February 2017 was tabled at the meeting.

- A. Phone message from local resident regarding closure of MIND – a drop in centre for people suffering from depression / anxiety – centre to be closed at end of March
- B. Electoral review of east Devon – draft recommendations – consultation closing 3<sup>rd</sup> April
- C. Correspondence from local resident regarding recovery of costs following the Judicial Review
- D. Notice of East Devon's Youth Tenant conference 15<sup>th</sup> February
- E. Local elections notice – register to vote by 13 April
- F. NALC bulletin – 10<sup>th</sup> February
- G. The Knowledge – issue 37
- H. NHS Northern, Eastern and Western Devon CCG – Acute Services Review Stakeholder Briefing: Issue1

Item A. – the Deputy Town Clerk reported the phone message regarding the closure of the MIND drop in centre. It was agreed that the Mayor would contact Neil Parish MP's office and report back to the next meeting.

Item B. – the draft recommendations on the electoral review of east Devon would be circulated to members of the working group.

The Chairperson thanked the members of the public and the press for attending.

*The public and the press left the meeting*

**17/315 To agree the recommendation from the Finance Committee that during the Town Clerk's absence, Cllr Edwards undertakes inputting of financial data in to the Rialtas system and Cllr Perkins assists with the production of financial reports, subject to confirmation from DALC that there is no potential conflict of interest**

The advice from DALC, confirming that there is no potential conflict of interest, had been circulated in advance.

Members discussed the options available to the Town Council to ensure that the financial records are kept up to date.

It was agreed that the Mayor would contact South West Councils for advice on this matter to ensure that the Town Council, as an employer, acts properly at all times.

The Mayor proposed that, subject to advice from South West Councils that the Town Council is acting properly as an employer, Cllr Edwards undertakes inputting of financial data in to the Rialtas system and Cllr Perkins assists with the production of financial reports, both on a short term basis. This was seconded by Cllr Brown.

Cllr Zarczynski requested a recorded vote.

		FOR	AGAINST	ABSTAIN
1	Cllr Delasalle	X		
2	Cllr Brown	X		
3	Cllr Coombs	X		
4	Cllr Edwards	X		
5	Cllr Halse	X		
6	Cllr Harvey-Ingram	Not present		
7	Cllr Hopkins	X		
8	Cllr Howard	X		
9	Cllr Kolek	X		
10	Cllr McNally	X		
11	Cllr Perkins			X
12	Cllr G Smith	X		
13	Cllr Taylor		X	
14	Cllr Wadsworth	Not present		
15	Cllr Zarczynski		X	

The motion was carried.

**17/316 To close the meeting**

The meeting was closed at 8.50pm.