

## HONITON TOWN COUNCIL

### Minutes of the Meeting of the Town Council held at the Town Council offices, The Beehive, Dowell Street, Honiton on Monday 12<sup>th</sup> June 2017 at 7.00pm

#### Present

##### St Michael's Ward

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

##### St Paul's Ward

Cllr Roy Coombs  
Cllr Terry Darrant  
Cllr Vera Howard  
Cllr Mike Jones  
Cllr Caroline Kolek  
Cllr Duncan Sheridan-Shaw

#### In Attendance

Cllr Jenny Brown – East Devon District Council  
6 members of the public  
Sarah Jenkins – Deputy Town Clerk

Students from Honiton Community College were presented with awards for outstanding achievement prior to the start of the meeting.

#### 17/392 To receive apologies for absence

Cllr Brown (S); Cllr Edwards (P); Cllr Hopkins (P); Cllr Twiss – EDDC & DCC,  
Cllr Allen – EDDC

#### 17/393 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

None received.

#### 17/394 To receive and resolve as a correct record the minutes of the Town Council meeting held on 8<sup>th</sup> May 2017 and the extraordinary meeting held on 15<sup>th</sup> May 2017

A copy of the minutes of both meetings had been circulated in advance. A member of the public had written to request that their question of 8<sup>th</sup> May, regarding upholding the principles of public life, be included verbatim in the minutes of that meeting. The request was discussed. Cllr Howard proposed that the minutes should remain as drafted with no amendments. This was seconded by Cllr Coombs. The minutes of the meeting held on 8<sup>th</sup> May 2017 were approved (1 abstention).

The minutes of the meeting held on 15<sup>th</sup> May 2017 were approved.

#### 17/395 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 report on the development of allotments and to agree the actions to be taken to progress 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).

Agenda item 19. (To receive, consider and approve the minutes of the Employment Committee meeting held on 24<sup>th</sup> May 2017). 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).

*The meeting went out of session*

**17/396 To receive the Police Report**

A written report had been received and would be circulated and published on the website.

**17/397 To receive reports from District and County Ward Members**

Cllr Jenny Brown reported that work on signage for Honiton Railway Station was continuing. Leaflets will be needed for blue plaque walks which are being planned and this will also require liaison with the Museum. Work on the new Apple Trail was also continuing.

Cllr McNally requested that thanks be passed on to EDDC staff for excellent service regarding delivery of a new recycling box.

The Chairman thanked Cllr Jenny Brown for attending the meeting.

*Cllr J Brown left the meeting at 7.17pm*

**17/398 Public question time on items on the agenda – adjournment for 15 minutes**

The Chairman advised that several questions had been received and that the Town Council will reply to the members of the public and publish the responses. It was noted that questions should be on items on the agenda only.

The Deputy Town Clerk read the questions.

A member of the public addressed the meeting to seek clarification on the amount which the Town Council had paid in legal fees and the amount recovered from Cllr Taylor following the Judicial Review.

Cllr Kolek confirmed that the Town Council had delegated authority to the Employment Committee working with former Cllr Perkins to progress the Judicial Review and that legal advice had been followed at every stage of the process.

The Chairman advised that the Judicial Review costs would be published once all the information had been received and collated.

*The meeting went back into session*

**PART A MATTERS FOR DECISION****17/399 To note the resignations from the Town Council of Mrs Jackie Wadsworth and Mr Graham Smith**

The resignations of Mrs Wadsworth and Mr Smith on 15<sup>th</sup> May 2017 were noted.

**17/400 Mayor's Announcements and Questions for the Mayor**

There were no questions. The Mayor advised that he had received several invitations and would report back in due course. There are currently internal matters which require attention.

**17/401 To receive, consider and approve the minutes of the Finance Committee held on 5<sup>th</sup> June 2017 and to resolve the following recommendations from the Finance Committee:**

1. That the Annual Governance Statement be approved with the recommended footnotes advising the external auditor of the actions taken by the Town Council and the financial situation of the Council following the Judicial Review and the settlement of the Midas account
2. That the draft unaudited financial statements be accepted subject to any changes recommended by the internal auditor
3. That the draft Statement on Internal Control as amended be approved

4. That a working group be set up to review the Financial Regulations and that the members of the working group be Cllr Coombs, Cllr McNally and Cllr Taylor
5. That the £1,000 grant agreed for the financial year 2016/17 be paid to Honiton Youth Club
6. That a donation of £50 be made to Honiton Community College for participation in the Three Peaks Challenge
7. That no work be undertaken on the New Street bus shelter due to current financial constraints
8. That a working group be set up to review the Beehive room hire rates and service charge paid by the Town Council
9. That arrangements be put in place to appoint a locum to cover staff absence

A copy of the minutes had been circulated in advance.

Cllr Howard proposed that the minutes of the Finance Committee held on 5<sup>th</sup> June 2017 be approved as a correct record and that all of the recommendations be approved. This was seconded by Cllr Darrant and **WAS RESOLVED**.

**17/402 To receive the minutes of the Neighbourhood Plan Steering Group meeting held on 26<sup>th</sup> April 2017**

A copy of the minutes had been circulated in advance and it was agreed unanimously to receive the minutes.

**17/403 To appoint two Council appointed Directors to the Board of Honiton Community Complex Ltd (The Beehive) – *item brought forward from the previous meeting***

It was noted that Mr R Nix had not formally resigned and that the Town Council could not appoint a replacement until a resignation had been received.

The meeting went out of session to allow Mr Nix to outline the duties of a Director.

The meeting went back into session and as there were no volunteers to fill the vacancy, it was agreed to carry this item forward until after the election of the six new Town Councillors.

**17/404 To appoint additional members to the Allotments Working Group**

Cllr Coombs advised that the Town Council has a statutory duty to provide the allotments and the project needs to be progressed ready for the next growing season. It was agreed to appoint Cllr Taylor to the working group.

*A member of the public left the meeting at 8pm*

**17/405 To resolve to amend Standing Orders to state that the Town Clerk/Deputy Town Clerk shall first agree the agenda for meetings of the Council with the Mayor and shall first agree the agenda for a committee or sub-committee with the appropriate Chairperson prior to publication of the agenda**

It was noted that the proposed amendment would be included under section 3.b.i of the current Standing Orders. Cllr Taylor proposed that Standing Orders be amended to state that the Town Clerk/Deputy Town Clerk shall first agree the agenda for meetings of the Council with the Mayor, or in the absence of the Mayor, the Deputy Mayor and shall first agree the agenda for a committee or sub-committee with the appropriate Chairperson prior to publication of the agenda. This was seconded by Cllr McNally and **WAS RESOLVED** unanimously.

**17/406 To appoint a Lead Warden for Roundball Wood**

A report by the Deputy Town Clerk had been circulated in advance. The Deputy Town Clerk was instructed to write to Mr Boggon to thank him for his work as Lead Warden. As there were no volunteers for the post it was agreed to carry this item forward to the next meeting.

**17/407 To receive a report on the Gissage Riverside Walk footbridges project and to agree further actions to be taken**

A report prepared by Cllr Coombs had been circulated in advance. It was agreed to send the report to the press. The Chairman proposed that Cllr Coombs be given delegated authority to contact East Devon District Council to request the re-instatement of the footbridge at Oaklea and that the report be used as evidence to support the request. This was seconded by Cllr Howard and **WAS RESOLVED** unanimously.

**17/408 To note correspondence received and to resolve any matters arising**Devon County Council

1. Connect Me newsletter May 2017

East Devon District Council

2. Letter of thanks from the Chairman, Cllr Andrew Moulding
3. Update from Cllr Paul Diviani

Other

4. DALC newsletter 1 June 2017
5. NALC bulletins – 18, 19 & 20
6. NALC DIS bulletin 909
7. Local Councils update issue 207
8. Blackdown Hills Natural Futures newsletter May 2017
9. Email from 1st Honiton Scouts regarding cleaning of the War Memorial 21 June @ 6.45pm
10. Information regarding WW1 Beacons of Light 11<sup>th</sup> November 2018
11. Email from local resident regarding steps and cobbles at bus stops (*Note: the office has replied to the request for information and the resident has asked for their concerns to be brought to the Council's attention*)
12. Email on behalf of residents of Kings Gardens re anti-social behaviour
13. Letter from Seafarers UK regarding Merchant Navy Day 3<sup>rd</sup> September

Item 11. – the email from a local resident was read. It was agreed to contact Devon County Council to request that an additional bus stop be installed nearer to the High Street junction with New Street. A copy of the letter would be sent to the resident.

Late correspondence

The Deputy Town Clerk reported that a quotation for a professional valuation of the portrait of Juanita Maxwell-Phillips had been received. It was agreed that two additional quotations be obtained.

**17/409 To receive reports from Members with Special Responsibilities**Cllr Caroline Kolek

Cllr Kolek advised that she had attended a tourism meeting with Cllr Jenny Brown and the Deputy Town Clerk.

A meeting of the Friends of Honiton Railway Station would be held on 15<sup>th</sup> June.

Cllr Kolek had attended a meeting of the Dementia Friendly Steering Group who would be represented at Honiton Show.

The portrait of Juanita Maxwell-Phillips had been fully restored and was waiting to be hung. The final position of the portrait was yet to be agreed. It was agreed that Cllr Kolek and Cllr Zarczynski would suggest a suitable position in the Beehive.

Cllr Duncan Sheridan-Shaw

Cllr Sheridan-Shaw had attended an art exhibition at the Beehive.

The Charter Day evening picnic would be held at the Millennium Green on 22<sup>nd</sup> July.

Cllr Terry Darrant

Cllr Darrant reported that approximately 40 stalls had been booked for Charter Day on Allhallows Field and Northcote Lane. Volunteers were welcome to assist with putting up signs nearer the date.

Regarding heritage buildings, Cllr Darrant advised that he was in correspondence with the owners of the former Dolphin Hotel.

Cllr Roy Coombs

Cllr Coombs reported that he had attended the EDDC recycling event.

Cllr Coombs also advised that the number of members of the Glen volunteer group is falling. A Glen heritage open day would be held again in September with publicity due out in July.

Regarding Himalayan Balsam, Cllr Coombs reported that there was no funding available for its removal. There was concern that the seeds are spreading from Tunnel Lane into Lower Northcote Road.

The Chairman thanked the members of the public for attending.

Members of the public left the meeting at 8.55pm

PART B MATTERS FOR DECISION

**17/410 To receive a report on the development of allotments and to agree the actions to be taken to progress the project**

A report prepared by the consultant had been circulated in advance.

Cllr Zarczynski proposed that the Allotments working group be given delegated power to proceed with the project and that a third quotation be obtained from a landscape architect. This was seconded by Cllr Kolek and **WAS RESOLVED**.

**17/411 To receive, consider and approve the minutes of the Employment Committee meeting held on 24<sup>th</sup> May 2017**

The minutes of the Employment Committee meeting held on 24<sup>th</sup> May 2017 had been circulated in advance.

Cllr Zarczynski reported that he and the Deputy Town Clerk had attended a meeting with South West Councils to obtain advice on the current staffing situation.

It was agreed that the Beehive Directors be requested to make an appointment should they wish to meet with Town Council staff and that the offer of the use of the Town Council office by Beehive staff would be rescinded.

It was agreed to suspend Standing Orders to allow the meeting to extend past 10.00pm.

It was reported that a locum Clerk had been contacted to cover both the Town Clerk's ongoing absence and the vacancy following the Deputy Town Clerk's resignation. Cllr Zarczynski proposed that the Town Council proceeds with arranging a locum clerk to cover staff absences. This was seconded by Cllr Taylor and was agreed.

**17/412 To close the meeting**

The meeting was closed at 10.05pm.