

HONITON TOWN COUNCIL

**Minutes of the Meeting of the Town Council held at the Town Council Offices,
The Beehive, Dowell Street, Honiton on Monday 11th June 2018 at 7.10 pm**

Present

St Michael's Ward

Cllr Sheila Edwards
Cllr Jill McNally
Cllr N Macve
Cllr John Zarczynski
Cllr Philip Carrigan
Cllr John Taylor

St Paul's Ward

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

In attendance

Mark Tredwin, Honiton Town Clerk
Heloise Marlow, Deputy Town Clerk
Mr R Hanratty
Five members of the public
2 members of the press

PART A

18/667The Chairman welcomed Councillors and members of the public.

18/668 To receive apologies for absence

Cllr Phil Twiss EDDC/DCC
Cllr Dean Barrow EDDC

The Mayor informed the Council that Cllr Martin Linsdell had resigned earlier in the day from the Council for personal reasons.

18/669 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

Cllr Edwards – Item 21 – Member of the Honiton Community Complex charity.

18/670 To note the grant of dispensations made by the Town Clerk in relation to the business of this meeting.

None were made.

The meeting went out of session at 7.15pm

18/671 Public question time on items on the agenda

There were no public questions.

The meeting went back into session at 7.16 pm

18/672 The Mayor's announcements

Cllr Brown advised that he had attended a Blood bikes fundraiser at the Freewheelers hub and the auction at the Thelma Hulbert Gallery with monies raised going to the Admiral Nurse campaign and the Gallery.

18/673 To confirm the accuracy of the minutes of the Full Council meeting held on 14th May 2018

A copy of the minutes of the meeting had been circulated in advance. The minutes were approved unanimously and signed as a correct record.

18/674 Reports from District and County Councillors

No reports were received

18/675 Reports from the Police (recorded crimes and logs)

Members noted the May figures.

18/676 Reports from Councillors with Special Responsibilities

Open Arms East Devon – Report from Councillor Jones

Cllr Jones presented his report and announced that in addition he had now received confirmation that Open Arms East Devon had been accepted by Tesco's under their blue token scheme. Penny Hartnell at EDDC is moving to Housing and will no longer be the Community Officer for Honiton. Open Arms are currently running a raffle with the support again of Tesco's.

18/677 Update Report

The Town Clerk presented his report which was noted. Members discussed the item relating to the purchase of Silent Soldiers and **RESOLVED** unanimously to purchase 10 Silent Soldiers at the revised price of £150.00 each (£1500.00 in total).

Proposed by Cllr McNally and seconded by Cllr Jones.

PART A MATTERS FOR DECISION

18/678 To receive the minutes of the Planning Committee held on the 8th May and 22nd May 2018.

The minutes were received and noted.

18/679 To consider the co-option of a member of the public onto the Town Council to represent the St Michael's Ward

Mr Ray Hanratty gave a brief presentation on his background and reasons for wishing to join the Council. After a secret ballot Mr Hanratty was co-opted onto the Council.

18/680 List of receipts and payments

Cllr Taylor queried the difference between the April and May payroll figures. The Town Clerk confirmed that this was due to a mix of incremental wage increases and overtime.

Cllr Edwards queried whether any progress had been made in relation to the rates. The Town Clerk confirmed that he was still dealing with this.

The Town Clerk confirmed that members would shortly receive the link to the proposed Tourism website.

Members **RESOLVED** unanimously to approve the following schedule of payments for May 2018.

Honiton Town Council - Receipts and Payments Schedule - Month 2 May 2018					
Receipt Ref	Name of Payer	Date Banked			Transaction Detail
500529	Banked:	21/04/2018	£562.00		
500529	Market Income			£79.00	Stalls 10 April 18
500529	Market Income			£483.00	Stalls 17 April
500530	Banked:	24/04/2018	£442.00		
500530	Market Income			£56.00	Stalls 17 April 18
500530	Market Income			£386.00	Stalls 21 April 18
500531	Banked:	01/05/2018	£762.00		
500531	Market Income			£315.00	Stalls 24 April 18
500531	Market Income			£447.00	Stalls 28 April 18
Total Receipts for Month				£ 1,766.00	

Date	Payee Name	£ Total Amount	Probable £ VAT	Probable £ Amount	Transaction Detail
11/05/2018	Voice Over IP	£418.20	£69.70	£348.50	Telephones
11/05/2018	Axminster Printing	£40.00		£40.00	Axminster Printing
11/05/2018	BT	£286.04	£47.67	£238.37	Telephone Broadband April
11/05/2018	Allan Bright & Son	£225.42	£37.57	£187.85	Repairs Roundball Wood
11/05/2018	Top to Bottom Cleaning	£129.60	£21.60	£108.00	April Cleaning
11/05/2018	Viridor	£53.28	£8.88	£44.40	Market waste
11/05/2018	Viridor	£100.72	£16.79	£83.93	Market waste

Signed Chair

9th July 2018

11/05/2018	East Devon District Council	£8,848.53	£7.87	£8,801.30	April Payroll
				£39.36	Payroll Services
11/05/2018	Rialtus Business Solutions	£694.68	£115.78	£578.90	End of year process
11/05/2018	Honiton Community Complex	£50.00		£50.00	Planning Room 08/05/18
17/05/2018	M Tredwin	£31.50		£31.50	Mileage Foot Anstey 2 x 35 Miles
22/05/2018	Task and time	£780.00	£130.00	£650.00	Visit Honiton completion
29/05/2018	Honiton Community Complex	£50.00		£50.00	Room Hire 09/10/17
29/05/2018	Honiton Community Complex	£50.00		£50.00	Planning Room Hire 17/10/17
29/05/2018	Honiton Community Complex	£50.00		£50.00	Full council room 30/10/17
29/05/2018	Honiton Community Complex	£50.00		£50.00	Planning Room 31/10/17
29/05/2018	Honiton Community Complex	£50.00		£50.00	Finance Meeting 13/11/17
29/05/2018	Honiton Community Complex	£50.00		£50.00	Planning Room 21/11/17
29/05/2018	Honiton Community Complex	£50.00		£50.00	Town Council meeting 27/11/17
29/05/2018	Honiton Community Complex	£50.00		£50.00	Interview room hire
29/05/2018	Honiton Community Complex	£50.00		£50.00	Planning room 05/12/17
29/05/2018	Honiton Community Complex	£50.00		£50.00	Interviews 06/12/17
29/05/2018	RBS Software	£591.12	£98.52	£492.60	Rialtus training
29/05/2018	East Devon District Council	£3,722.00		£3,722.00	PTF Thelma Hulbert
29/05/2018	East Devon District Council	£720.00	£120.00	£600.00	Dog and litter collection
29/05/2018	Voice Over IP	£111.44	£18.57	£92.87	Phone call/line rental
29/05/2018	Honiton Community Complex	£50.00		£50.00	Full council Hire 14/05/17
29/05/2018	S Hawkins	£83.57		£83.57	Twining gifts
29/05/2018	M Tredwin	£64.00		£64.00	Food Mayor making
29/05/2018	Core Office	£281.52	£46.92	£234.60	April ICT Support
29/05/2018	East Devon District Council	£720.00		£720.00	Rates Rm1 15-16
29/05/2018	East Devon District Council	£726.00		£726.00	Rates rm1 16-17
29/05/2018	East Devon District Council	£664.05		£664.05	Rates rm1 17-18

29/05/2018	East Devon District Council	£684.00		£684.00	Rates rm1 18-19
29/05/2018	East Devon District Council	£636.00		£636.00	Rates rm2 15-16
29/05/2018	East Devon District Council	£641.30		£641.30	Rates rm2 16-17
29/05/2018	East Devon District Council	£594.15		£594.15	Rates rm2 17-18
29/05/2018	East Devon District Council	£612.00		£612.00	Rates rm2 18-19
29/05/2018	Honiton Community Complex	£100.00		£100.00	Mayor making rooms
29/05/2018	Design Agency	£850.00		£850.00	Set up design Visit Honiton
29/05/2018	Design Agency	£750.00		£750.00	Visit Honiton Fees
29/05/2018	A Dimond & Co	£90.00		£90.00	Stamps
29/05/2018	A Dimond & Co	£59.33	£9.89	£49.44	Stationery
29/05/2018	Honiton Community Complex	£50.00		£50.00	Planning 22-05-18
29/05/2018	S Hawkins	£81.37		£81.37	refreshments Mayor making
29/05/2018	East Devon District Council	£9,324.39	£7.87	£39.36	May Payroll Services charge
				£9,277.16	May Payroll
	Total Payments for Month	£34,364.21	£757.63	£33,606.58	

Proposed by Cllr Zarczynski and seconded by Cllr McNally.

18/681 Internal auditor report for the financial year 2017-2018

The report was received and noted including the £11,953 accrual figure in respect of the Beehive SLA.

Members **RESOLVED** unanimously to hold an Extra-ordinary Full Council Meeting on Tuesday 26th June 2018 to debate the Annual Governance and Accountability Return for 2017/2018.

Proposed by Cllr Kolek and seconded by Cllr Darrant.

18/682 Financial Regulations

The report was received and discussed.

Cllr Howard asked if there were many changes compared to the current Financial Regulations. The Town Clerk confirmed that there were changes in relation to bank signatories. Currently there are too few signatories who use electronic banking and

the proposed changes will allow the banking to be done more efficiently. Under the new regulations a signatory does not have to be the Chair or Vice-Chair of a Committee. Also, the bank reconciliations would now be verified by a non-signatory.

Cllr McNally queried the need for the last sentence in paragraph 12.2 as she felt it was unnecessary in view of paragraph 12.4 which should be re-numbered 12.3.

Cllr Coombs queried paragraph 1.5 as this had been changed from the previous Financial Regulations.

Cllr Taylor queried the reference to available funds in paragraph 3.7. He was of the view that this could mean a loan rather than actual money in the bank.

Cllr McNally queried whether the figures in brackets at paragraph 3.9 were the amounts to be agreed.

The Town Clerk advised that the proposed financial regulations had been drafted in accordance with the NALC guidelines. The figures in brackets at paragraph 3.9 were the proposed figures.

Members **RESOLVED** unanimously to adopt the revised Financial Regulations for 2018 subject to the amendment removing the last sentence in paragraph 12.2.

Proposed by Cllr McNally and seconded by Cllr Taylor (?)

18/683 Committee Restructuring

The report was received and discussed. The following points were discussed:

- Whether the Policy Committee should be amalgamated into either the Finance Committee or Full Council?
- Whether there should be a separate Policy and Finance Committee?
- How many times the Finance committee should meet?
- How would the Committee structure impact staffing arrangements?
- How many times the Policy committee should meet?

Members **RESOLVED** unanimously to have separate Policy Committee and Finance Committee meetings with the Policy Committee meeting bi-annually and the Finance Committee meeting every three months. Both Committees can call additional extraordinary meetings during the year if required.

Proposed by Cllr Brown and seconded by Cllr Sheridan-Shaw.

Members discussed the proposed remit of the new Town Management Committee and it was confirmed by the Town Clerk that this Committee would deal with matters relating to tourism, highways, footpaths and allotments.

Cllr Coombs advised that previously the Community Engagement Forum was set up and clerked by an officer. The currently proposal envisages that a member of the council sets up the Community Engagement Forum and does not propose that the forum is clerked by an officer. The Community Engagement Forum was previously a great success and was clerked by the former Town Clerk. The reinstatement of the CEF has been called for previously by members of the Neighbourhood Plan Steering Group and it is hoped that it will lead to the community engagement needed for the Neighbourhood Plan.

Cllr Brown proposed that the CEF be re-instated for a period of 6 months after which its purpose could be reviewed.

The Town Clerk advised that traditionally a Community Engagement Forum would be run outside a Town Council and would be run by the Community Groups involved. However, if the Forum needs to be clerked by an officer, the Town Clerk will provide clerking although this may involve other work having to be set to one side.

Members **RESOLVED** unanimously to adopt the Committee structure as set out below:

**Honiton Town Council
Committee Structure 2017-2018**

Title	Frequency of meetings	Reporting to	Officers attending
Full Council	Monthly 2 nd Monday of each month		Yes
Policy	Every 6 months	Full Council	Yes
Finance	Every 3 months	Full Council	Yes
Planning	Every 2 weeks	Full Council	Yes
Town Management	Every 4 Months	Full Council	Yes
Human Resources	Every 6 months or as necessary	Full Council	Yes
Sub-Committees and working groups			
Allotments Working Group	As required	Town Management	As required
Neighbourhood plan steering group	As required	Full Council	Yes/as required
Christmas Lights working Group	As required	Town Management	As required
Premises and Finance Review Sub-Committee	Quarterly but more frequently if required	Full Council	Yes/as required
Community Engagement Forum	As agreed by the Forum	Full Council	As required

Proposed by Cllr Kolek and seconded by Cllr Edwards.

Signed Chair

9th July 2018

18/684 Membership of Committees, Committee's Terms of Reference and Members roles within the Council

The report was received and discussed. It was confirmed that the Community Engagement Forum should only have two Council members and the Neighbourhood Plan only 3 Council members.

The following appointments were approved:

Policy Committee

Cllrs Carrigan, Edwards, Taylor, Howard, Jefferson
Mayor and Deputy Mayor as ex officio.

Finance Committee

Cllrs Carrigan, Macve, McNally, Taylor, Zarczynski, Coombs, Darrant, Howard,
Jefferson, Kolek
Mayor and Deputy Mayor as ex officio.

Planning Committee

Cllr Macve, McNally, Zarczynski, Coombs, Darrant, Howard
Mayor and Deputy Mayor as ex officio.

Town Management Committee

Cllrs Macve, McNally, Taylor, Zarczynski, Coombs, Darrant, Howard
Mayor and Deputy Mayor as ex officio.

Human Resources

Cllrs Edwards, Jefferson, Jones, Kolek.
Mayor and Deputy Mayor as ex officio.

Allotments Working Group

Cllrs Taylor, Coombs and Darrant
Mayor and Deputy Mayor as ex officio.

Neighbourhood Plan Steering Group

Cllrs Coombs, Darrant and Kolek.
Mayor and Deputy Mayor as ex officio.

Christmas Lights Working Group

Cllrs Zarczynski, Jefferson, Jones, Kolek
Mayor and Deputy Mayor as ex officio.

Premises and Finance Review Sub-Committee

Cllrs Carrigan, McNally, Taylor, Zarczynski, Coombs, Jefferson, Jones, Kolek
Mayor and Deputy Mayor as ex officio.

Community Engagement Forum

Cllrs Edwards, Coombs
Mayor and Deputy Mayor as ex officio.

Outside Bodies for 2018/19 and Special Responsibilities

Councillors were appointed to Outside Bodies as follows:

- | | |
|-----------------------------------|---|
| a. Allhallows Charity | Cllrs Darrant, McNally |
| b. Chamber of Commerce | Cllr Sheridan-Shaw |
| c. Charter Day | Cllrs Darrant, Brown |
| d. Citizens Advice | Cllr Jefferson |
| e. DALC Larger Councils Cttee | Cllrs Edwards, Taylor |
| f. DALC County Cttee | Cllrs Edwards, Taylor |
| g. Dementia Friendly Town s / g | Cllrs Brown, Kolek, Sheridan-Shaw |
| h. East Devon CSP (LAG) | Cllrs Jones, Zarczynski |
| i. Honiton Festival | 2 vacancies – further information to be requested |
| j. Honiton Together | 2 vacancies |
| k. Honiton United Charities | Cllrs Darrant, Zarczynski, Howard, Jones, McNally, Taylor |
| l. Millennium Green | Cllrs Brown, Sheridan-Shaw |
| m. Senior Citizens Social Cttee | Cllrs Howard, Jones |
| n. Thelma Hulbert Gallery | Cllrs Kolek, Sheridan-Shaw |
| o. Transition Town | 1 vacancy – further information to be requested |
| p. Tree Wardens | Cllrs Coombs, Darrant, Kolek, McNally |
| q. TRIP | Cllrs Taylor, Zarczynski |
| r. Twinning Association | Cllr Howard |
| s. Youth Services Volunteer Group | Cllrs Jones, Sheridan-Shaw |
| t. Honiton Hospital Friends | Cllr Jefferson |
| u. Hospiscare | Cllr Jones |
| v. Honiton Primary School | Cllr Jefferson |

Councillors with special responsibilities were appointed as follows:

- a. Arts and Culture – Cllr Sheridan-Shaw
- b. Crime – Cllr Sheridan-Shaw
- c. Health and Social Care (including domestic abuse, disabilities) – Cllr Jones
- d. Environment (including recycling and waste disposal) and Open Spaces – Cllrs Coombs, Kolek
- e. Sports – Cllr Zarczynski
- f. Education and Young People – Cllrs Brown, Jefferson
- g. Footpaths (including P3) – Cllrs Coombs, Darrant, Taylor, McNally
- h. History and Heritage – Cllrs Darrant, Coombs, Sheridan-Shaw
- i. Tourism (including Friends of Honiton Railway Station) – Cllrs Kolek, Jones

Members **RESOLVED** unanimously to adopt the Terms of Refence proposed for each of the Committees.

Proposed by Cllr Kolek and seconded by Cllr Sheridan-Shaw.

Signed Chair

9th July 2018

Members **RESOLVED** unanimously to approve the following as bank signatories.

Proposed by Cllr Darrant and seconded by Cllr Zarczynski.

Mayor, Deputy Mayor, Cllrs Jefferson, Jones, Zarczynski, Edwards, Town Clerk, Deputy Town Clerk.

18/685 Neighbourhood Plan

The Town Clerk advised Members that since the last meeting no members of the public had put themselves forward as Steering Group members nor had any members of the public voiced any concerns or raised any questions regarding the recommendation which was being put forward.

Cllr Coombs stated that the item had been deferred from the last meeting and that there was no issue regarding Council engagement but that there were issues regarding Community engagement. He was of the view that if the recommendation were to be approved there would be harmful reputational damage to the Council.

Cllr Brown proposed that the item be deferred for a further 6 months during which the Community Engagement Forum will be set up and may act as a conduit for Steering Group members. The matter can be looked at again in 6 months' time.

Cllr Kolek reiterated that the Council had made every effort to engage the community of Honiton with the process.

It was hoped that the apathy shown by the Town would be addressed by the revival of the Community Engagement Forum.

Members **RESOLVED** unanimously to defer the item for a period of 6 months.

Proposed by Cllr Brown and seconded by Cllr Jones.

18/686 Honiton Craft Fair request

The report was discussed, and Cllr Kolek proposed that the stall holders of the craft fair be allowed to use the car park free of charge.

Members **RESOLVED** by a majority to allow the reserved use of the Beehive car-park for stallholders parking at the 10th November 2018 Craft Fair.

Proposed by Cllr Kolek and seconded by Cllr Darrant and carried with a majority of 12:2.

18/687 Footpaths and Open Spaces

The report was discussed, and it was **RESOLVED** unanimously to take the following action:

- A) The Council should apply for the following routes to be added to the Definitive Map and Statement of Public Rights of Way for the Parish of Honiton as public footpaths by the Highway Authority, Devon County Council.
- I. A375 Sidmouth Road to Whitmore Way
 - II. Highfield to Millhead Road public open space or continuing to Millhead Road.
 - III. Millers Way to Davy Play Area public open space or continuing to Bowling Green Lane.
 - IV. Oaklea to A373 Dowell Street.
 - V. High Street to King Street via Kings Mews
 - VI. High Street to King Street via King's Centre
 - VII. Pine Grove to A35T Kings Road
 - VIII. A35T Axminster Road to Springfield Road
- B) The Council should enquire whether Devon County Council requires evidence forms for these routes that have been used by the public for many years.
- C) The Council should request enhanced determination of status as loss would result in inconvenience.
- D) The Council should enquire into the status of the following areas of open space to safeguard public amenities:
- I. Grassland alongside A375 Sidmouth Road to Whitmore Way
 - II. The play area and adjoining open land at Biddington Way

Proposed by Cllr McNally and seconded by Cllr Howard.

The Mayor took the meeting out of session to allow members of the public to address the Council.

The meeting went out of session at 9.10pm

The Councillors were asked what the next steps were now that the resolution had been passed.

Cllr Coombs explained that it was possible to apply to Devon County Council for a definitive map modification order under Schedule 14 of the Wildlife and Countryside Act 1981.

The meeting went back into session at 9.12pm

18/688 River Gissage Walk – Proposed new section from Oaklea to the High Street

The report was noted, and it was **RESOLVED** unanimously that Honiton Town Council enter into negotiations with the Environment Agency and other interested parties with a view to creating additional public access and a footpath link between Oaklea and the High Street beside the Gissage.

Proposed by Cllr McNally and seconded by Cllr Taylor.

The meeting went out of session at 9.15pm to allow Councillors a comfort break.

The meeting went into confidential session at 9.20 p.m.

PART B

18/689 Beehive Café and Kitchen project

The report was received and discussed. The following comments were made:

- Any improvements made to the building by the leaseholder stay with the building once the lease has come to an end.
- The proposal should not be considered until the outstanding financial issues between the leaseholder and the landlord are resolved.
- The proposed improvements would lead to an increase in the service level agreement charges to be paid by the landlord.
- Concerns were expressed that the leaseholder would not be able to obtain the external funding required.
- Agreeing to the proposal would threaten the terms of the existing lease.
- Concerns were expressed as to the nature of the project and whether it would benefit the local community.
- The proposal was premature but could be re-considered at a later date once all financial issues between the leaseholder and the landlord had been resolved.
- The proposal should be environmentally friendly.

It was **RESOLVED** not to give permission to the alterations proposed by Honiton Community Complex to alter the facilities in the Beehive in line with their “Café and Kitchen Proposal” submitted in May 2018.

Proposed by Cllr McNally and seconded by Cllr Jones and carried by a majority of 13 votes with one abstention.

18/690 Community Use Building

The report was received and discussed. The following points were made:

- Was the anticipated reduction offer from Devon County Council realistic?
- Should Honiton Community College be approached formally with an offer to contribute to the cost of the survey carried out so that the information can be shared?
- HTC would not be able to rely on the survey commissioned by HCC for insurance purposes.
- Cllr Jones had spoken with the current tenant United Response who confirmed that they had not plans to move premises and wished to stay in the building. However, they had understood that there were three current bidders for the building. Also, they had reported several maintenance issues to HCC who were currently responsible for repairs. The outstanding repairs were substantial and involved the spiral staircase, heating, wiring and a requirement for double glazing.
- It would be more economic to demolish the building and replace it with a new build.
- Concerns were expressed as to the reasons behind DCC's offer to sell the building to HTC.
- Negotiations with DCC should continue with a view to obtaining a better offer but until then HTC should not commission any surveys on the building.

Members **RESOLVED** unanimously that Mayor Brown and Cllr Jones should continue with negotiations towards getting an offer from Devon County Council to acquire the freehold of the CUB building. Amendments to be made to the business plan and Mayor Brown and Cllr Jones to meet current user groups to formulate a strategy on how HTC would meet their needs as well as the potential for more groups to use the CUB in the future. Mayor Brown and Cllr Jones to review potential costs. Any offer from Devon County Council to take into account the outstanding repairs to the building.

Proposed by John Zarczynski and seconded by Cllr Jones.

18/691 To close the meeting

The meeting was closed at 9.59 pm.