

ITON TOWN COUNCIL

Minutes of the Meeting of the Town Council held at the Mackarness Hall, High Street, Honiton on Tuesday 20th March 2018 at 7.00 pm

Present

St Michael's Ward

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

St Paul's Ward

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

In attendance

Mark Tredwin, Honiton Town Clerk
Heloise Marlow, Deputy Town Clerk
Two members of the public

PART A

18/608 The Chairman welcomed Councillors and members of the public.

18/609 To receive apologies for absence

Cllr P Twiss – EDDC & DCC

18/610 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

There were no declarations of interest

18/611 To note the grant of dispensations made by the Town Clerk in relation to the business of this meeting.

The meeting went out of session at 7.05pm

Cllr R Coombs joined the meeting at 7.07pm and confirmed that he had no declarations of interest.

18/612 Public question time on items on the agenda

- **Mr J Burgess** raised general points as follows:

i) As regards contact emails for the two Councillors who do not use email, could he suggest that on the Town Council website provide the Town Council's email address for those councillors. Members of the public could then email those councillors via the Town Council office who would then pass the email on.

ii) At the meeting on the 27th February, Cllr Zarczynski advised that in 2014 when the Council discussed the licensing of the Beehive, it was only proposed that the cafeteria/bar would have a licence. Having consulted the Council minutes from 2014 Mr Burgess was unable to find any reference to this discussion.

iii) Agenda item 9 refers to the Council being the subject of a Public Interest Report. Can Councillors explain what this is and whether it will be published?

iv) Agenda item 14 highlights a £40,000.00 overspend on staffing. Will Councillors agree that the cause of this overspend was the absence of the Town Clerk for many months due to work related stress and the Judicial Review which was brought about as a result of actions by the Council?

Cllr Zarczynski responded to question ii) as follows:

The 2014 minutes will not provide a word by word account of what was discussed but only an outline of the discussions. He has spoken with other Councillors involved who have all agreed that there was no debate regarding the licencing of the whole building. The discussions did only relate to the cafeteria. Had he been aware of the 2003 Act at the time he would not have voted in favour of the cafeteria being licensed. The Town Council has now sought legal advice and has voted to have the Tirard Room delicensed.

The Town Clerk responded to question iii) as follows:

A Public Interest report set out the actions and recommendations which need to be taken following the external auditor's report. It is currently in draft form only but once the final report has been received it will be published.

Cllr Zarczynski responded to question iv) as follows:

It was acknowledged that there has been a £40,000.00 overspend on staffing and that the previous Town Clerk had been absent for some time due to illness. However, he was not prepared to discuss the reasons for that absence or the health matters of a previous member of staff. In view of the Town Clerk's absence a locum had to be employed which did come at a significant cost. Once it was known that the previous Town Clerk would not be returning to work the Council recruited the current staff. Whilst there has been an overspend on this year's budget for staffing, the Council is not over budget overall. The overspend on staffing this year was an unforeseen expense.

The representatives from Baker Estates spoke in relation to item 11 on the Agenda. They explained that the application had been made to avoid confusion regarding the development. The applicant already has consent for 300 dwellings on the site and has recently received approval from EDDC to amend the S106 agreement which now provides for 31% of affordable housing instead of 40% with an off-site contribution in addition. This application has been submitted to accommodate the

request of the EDDC housing officer in relation to the type of housing provided which has led to a reduction from 300 homes to 291. The site layout remains the same but there will be a reduction in the number of flats. 30 plots will change from flats to houses which has resulted in the reduction in the number of dwellings.

It was confirmed that a digital copy of the site layout plan referred to would be provided to the clerk who would then distribute it to Councillors. It was also confirmed that the houses would be sold with the freehold.

The meeting went back into session at 7.15 pm

18/613 The Mayor's announcements

Due to the recent adverse weather, the Civic Service at EDDC which the Mayor was due to attend was cancelled.

18/614 To confirm the accuracy of the minutes of the Full Council meeting held on 27 February 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.

18/615 Reports from District and County Councillors

Cllr P Twiss had not provided a report but had advised that he would provide a full report for the next Council meeting.

18/616 Reports from the Police (recorded crimes and logs)

Members noted the February figures.

The Chairman welcomed PCSO Richard Shelton. In addition to the crime figures provided, PCSO Shelton confirmed that there had been 16 instances of Anti-Social Behaviour compared to 15 during the same period last year. There had recently been an arson attack at the Ruby Club. 3 suspects are to be interviewed shortly. There are also some youths causing trouble around the town. The police are working with the school and other third parties to deal with this.

Cllr Kolek raised a query regarding a youth who had had his moped confiscated. PCSO Shelton confirmed that this was still the case and that it was unlikely the moped would be returned.

Cllr Darrant queried whether the recent arson at the Rugby Club was connected with the arson attacks last year. Members were advised that the two instances were not connected.

18/617 Reports from Councillors with Special Responsibilities

Cllr Jones confirmed that he would be bringing a report to the next Council meeting.

Cllr Kolek thanked members for their nomination to the Hospiscare Committee. Unfortunately, they meet during the day and as such she will not be able accept the position. As such the position remains vacant.

Cllr Coombs advised that a development in Honiton Town Centre could lead to the Riverside Walk being extended. Also, a reminder that used long life light bulbs could be recycled at the Town Council offices.

18/618 Update Report

The Town Clerk reiterated that he was waiting to receive the final report from the external auditor but was able to confirm that the Town Council had already addressed some of the issues raised.

Cllr McNally asked if the Town Clerk could clarify further what was a Public Interest Report. The Town Clerk confirmed that this is issued when the external auditor has issues relating to the accounts. They need to look into these in depth and may ask questions or for further documents. Thereafter any information deemed to be in the public interest will be published in a report. The Town Clerk has been advised that most of the concerns raised relate to governance issues relating to the accounts of 2016/17. Further information has been provided by Councillors and the internal auditor.

PART A MATTERS FOR DECISION

18/619 To receive the minutes of the Planning Committee held on the 6th March 2018.

The minutes were received and noted.

18/620 Members to respond to a reserved matters application relating to the Hayne Lane development, Gittisham – ref 18/0454/MRES

Members noted the report provided and resolved unanimously to raise no objections to the application in line with Gittisham Parish Council whilst maintaining their request that Old Elm Road be opened up to non-emergency vehicles.

18/621 To receive minutes of the Neighbourhood Plan meeting held on 28th February 2018

The minutes were received and noted.

Cllr Coombs advised that a member of the Steering Group had suggested that the Community Engagement Forum should be revived. A representative from each community group could then be asked to join the Steering Group which would lead to further community engagement.

Reports

18/622 List of payments

The following schedule of payments was approved:

Schedule of payments at 28th February 2018

Honiton Town Council - Payments Schedule Month 11					
Receipt Ref	Name of Payer			Amount Received	Transaction Detail
500519	Banked:	01/02/2018	£ 224.00		
500519	Market Income			£ 156.00	Stalls - 23-01-18
500519	Market Income			£ 68.00	Stalls - 27-01-18
500434	Banked:	08/02/2018	£ 495.00		
500434	Market Income			£ 296.00	Mkt Stalls
500434	Market Income			£ 4.00	Mkt Parking
500434	Market Income			£ 195.00	Mkt Stalls
500435	Banked:	17/02/2018	£ 298.00		
500435	Market Income			£ 244.00	Market Income
500435	Market Income			£ 52.00	Mkt Stalls
500435	Market Income			£ 2.00	Mkt parking
500436	Banked:	24/02/2018	£ 400.00		
500436	Market Income			£ 42.00	Mkt stalls
500436	Market Income			£ 352.00	Mkt Stalls
500436	Market Income			£ 6.00	Mkt Parking
500437	Banked:	27/02/2018	£ 504.00		
500437	Market Income			£ 177.00	Mkt stalls
500437	Market Income			£ 323.00	Mkt stalls
500437	Market Income			£ 4.00	Mkt Parking
		Receipts	£ 1,921.00		

Payments					
Date	Payee Name	Total Amount	Probable VAT £	Probable net £	Transaction Detail
02/02/2018	Core Office	£ 281.52	£ 46.92	£ 234.60	ICT Support
05/02/2018	EE & T-Mobile	£ 20.90		£ 20.90	Market Mobile
22/02/2018	Honiton PCC	£ 45.00		£ 45.00	Room Hire Mackarness Hall
26/02/2018	Cllr J McNally	£ 52.72		£ 52.72	Stationery and pen
26/02/2018	Mike Harding Lighting Solution	£ 2,244.00	£ 374.00	£ 1,870.00	Removal Christmas lights
26/02/2018	Tony McCollum	£ 48.99		£ 48.99	Market Sack Trolley

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26/02/2018	National Allot Society	£ 66.00	£ 11.00	£ 55.00	Membership renewal
26/02/2018	Viridor	£ 137.50	£ 22.92	£ 114.58	Market refuse collection
26/02/2018	Honiton Community Complex	£ 50.00		£ 50.00	Room hire - 06-02-18
26/02/2018	Honiton Community Complex	£ 100.00		£ 100.00	Room hire Inv 1518
26/02/2018	Local Government Resource Cent	£ 3,240.00	£ 540.00	£ 2,700.00	Interim Clerk services
26/02/2018	Honiton Community Complex	£ 50.00		£ 50.00	Room hire Inv 1802
26/02/2018	H Marlow	£ 5.08		£ 5.08	Tea/Stationery
26/02/2018	Top to Bottom Cleaning	£ 162.00	£ 27.00	£ 135.00	Office cleaning
26/02/2018	Devon County Council	£ 1,000.00		£ 1,000.00	Honiton Together Dragons
26/02/2018	East Devon District Council	£ 3,637.92	£ 7.80	£ 3,591.14	December Payroll
				£ 38.98	Dec payroll admin
26/02/2018	Core Office	£ 226.92	£ 37.82	£ 189.10	ICT Support - October
26/02/2018	Mrs. C. Bowles	£ 5.67		£ 5.67	Stationery and coffee
26/02/2018	Honiton Community Complex	£ 50.00		£ 50.00	Room hire inv 1845
26/02/2018	East Devon District Council	£ 9,046.72	£ 7.80	£ 8,999.94	February Payroll
				£ 38.98	February Payroll admin
26/02/2018	Honiton Community Complex	£ 50.00		£ 50.00	Room hire Inv 1848
26/02/2018	G Pritchett	£ 480.00		£ 480.00	CUB Business Plan
26/02/2018	BT	£ 397.86	£ 66.31	£ 331.55	Phone and internet
28/02/2018	Lloyds bank	£ 44.24		£ 44.24	Service chg Dec-
Total Payments for Feb		£ 21,443.04	£ 1,141.57	£ 20,301.47	

18/623 Budget performance 1 April 2017 to February 2018

The report was noted and the Town Clerk reported that he hoped he would be able to provide an end of year report at the next full Council meeting on the 9th April.

18/624 Interim Audit Report

The Town Clerk explained the Internal Auditor's report which had been previously circulated. As regards the reconciliation of the Mayor's fund and the stated monies remaining, the internal auditor had not taken into account two invoices which had

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been paid with money relating to the restoration of the portrait of Juanita Maxwell Phillips and the purchase of school awards gift tokens. As a result of this there was no surplus left and the books do balance.

Members **RESOLVED** unanimously to

- a) Note the internal auditor's report and the management responses.
- b) Instruct officers to extend the existing provision of internal audit services for a further two years.

Proposed by Cllr Taylor and seconded by Cllr McNally.

18/625 General Data Protection Regulations

The report was received and discussed. It was confirmed that the Town Clerk would require training on the new regulations and if necessary Councillors could also receive training.

Members **RESOLVED** unanimously to appoint Mr K Rose of IAC Audit and Consultancy Ltd as the Data Protection Officer for Honiton Town Council on a three-year appointment basis to ensure continuity.

Proposed by Cllr McNally and seconded by Cllr Brown.

18/626 Asset Register

The Town Clerk confirmed that he would be reviewing the current asset register to ensure that it was up to date. In the meantime, the Asset Register was noted.

18/627 Risk Register

The report was discussed,

Members **RESOLVED** unanimously to:

- a) Agree that the current risk assessment requires reviewing.
- b) Instruct officers to investigate alternative risk management methodologies including those specifically directed at councils.
- c) Instruct officers to update the risk management register and bring the result to a Full Council meeting by September 2018.

Proposed by Cllr Taylor and seconded by Cllr Jones.

18/628 Honiton Town Floral Displays 2018

Councillors confirmed that they were happy to accept the recommendations in the report and as such the matter did not need to go into Part B.

Members **RESOLVED** by a majority of 13 to 2 to

- a) Delegate officers to appoint the supplier which provides the best value for money

- b) To appoint Justin Selway of JPS Garden Services as the contractor responsible for the installation and ongoing maintenance, who has undertaken this in previous years.

Proposed by Cllr Brown and seconded by Cllr Kolek.

It was noted that previously the contractor had been asked to provide poppies in all displays except on Sidmouth Road and this request would be reiterated. He would also be requested to use a purple/white/green colour scheme to commemorate the suffragette movement.

Cllr Howard reiterated concerns about visibility being obscured during the growing season by HTC's planter on the High Street refuge.

The Town Clerk advised that he had been contacted by the Royal British Legion regarding the 100 year commemoration of the First World War and whether the Council would be interested in purchasing any of the "fallen" which they are making. These are 5-foot-high outlines and is a nationwide scheme. The Town Clerk will bring a report on this to the next meeting.

18/629 To close the meeting

The meeting was closed at 8.20pm.