

HONITON TOWN COUNCIL

**Minutes of the Meeting of the Town Council held at the Town Council Offices,
The Beehive, Dowell Street, Honiton on Monday 13th May 2019 at 7.00 pm**

Present

St Michael's Ward

Cllr Jill McNally
Cllr N Macve
Cllr John Zarczynski (Chairman)
Cllr Duncan Sheridan-Shaw
Cllr John Taylor
Cllr M Jones

St Paul's Ward

Cllr Terry Darrant
Cllr Vera Howard
Cllr Roy Coombs
Cllr P Carrigan
Cllr C Hattle-Spence
Cllr C Kolek

In attendance

Cllr Phil Twiss EDDC/DCC
Cllr T McCollum EDDC
Mark Tredwin, Honiton Town Clerk
Heloise Marlow, Deputy Town Clerk
7 members of the public
1 member of the press

PART A

19/846 Councillor Sheridan-Shaw welcomed Councillors and members of the public.

19/847 Election of the Town Mayor and the signing of the Declaration of Office

Cllr Macve proposed that Cllr Sheridan-Shaw be elected Town Mayor. Cllr Sheridan-Shaw thanked Cllr Macve for the nomination but declined to accept it citing work commitments.

Cllr Carrigan proposed that Cllr J Zarczynski be elected Town Mayor. This was seconded by Cllr McNally.

There being no other nominations, Cllr Zarczynski was elected Town Mayor by 9 votes in favour with 2 votes against and one abstention.

Cllr Zarczynski signed the Declaration of Office.

19/848 Election of the Deputy Town Mayor and signing of the Declaration of Office

Cllr Zarczynski proposed that Cllr Sheridan-Shaw be elected Deputy Town Mayor. This was seconded by Cllr Darrant.

There being no other nominations, Cllr Sheridan-Shaw was elected Deputy Town Mayor by 10 votes in favour with 2 abstentions.

Cllr Sheridan-Shaw signed the Declaration of Office.

19/849 To receive apologies for absence

Cllr D Barrow – attending another meeting.

19/850 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

There were no declarations of interest

19/851 To note the grant of dispensations made by the Town Clerk in relation to the business of this meeting.

None were made.

19/852 Public question time on items on the agenda

Mr Stephen Kolek asked whether since there were only 12 councillors instead of the required 18, the Council had held exit meetings with the councillors who had left the Council to discuss their reasons why?

Councillor Zarczynski replied that most Councillors who leave the Council provide their reasons at the time. There are many different reasons which include work reasons, personal reasons such as moving away. As such there has never been the need to hold exit meetings.

Mrs Howe stated that the Council will now need to rely on co-option which will be difficult and as such should not dismiss the reasons Councillors have left. The Council should do more to find out why Councillors are leaving and why new Councillors are not coming forward. What can the Council do to attract new members?

Councillor Zarczynski replied that before the elections there had been 3 vacancies for over 18 months and that there had been no interest from the public in joining the Council. Honiton Town Council is not unique. There are other Councils who are in a worse position.

Cllr Taylor advised that in Dorset a third of Parish/Town Councils were not quorate.

The Town Clerk confirmed that many Councils were struggling to find members. Currently there is a general apathy towards elections and politics. It is disappointing but it is not just in Honiton. The Council will be doing what it can to bring new Councillors on board.

19/853 To confirm the accuracy of the minutes of the Full Council meeting held on 8th April 2019

A copy of the minutes of the meeting had been circulated in advance. The minutes were approved by majority with three abstentions and signed as a correct record.

18/854 Reports from District and County Councillors

Cllr P Twiss congratulated the new Town Mayor and Deputy Mayor on their election and introduced his new fellow District Councillor Tony McCollum. He presented the following report:

Cllr Stuart Hughes the DCC Portfolio holder for Highways has kindly prepared the report below for me, where the link to capital works projects is particularly useful in terms of questions you may be asked.

Works Programmes

I am sure you read the capital and revenue highways reports, last month with interest. The additional capital funding from government is most welcome and is allowing a far greater programme than normal. Locations of most of the various capital works coming up this year can be found at

<https://www.devon.gov.uk/roadsandtransport/activeschemes-map/>

There are still some gaps where the works have yet to be confirmed, but at least it gives you an idea of the detail, particularly patching, drainage and footway sites.

Doing What Matters - potholes

The Doing What Matters work continues in highways. You will have read the Scrutiny report regarding the work that is progressing on potholes, but if not here is the link.

<https://democracy.devon.gov.uk/documents/s24553/Maintenance%20for%20Communities.pdf>

The trial has now expanded and is covering most of the County, although some of the inspectors are still in the training and learning stage. Work has also progressed on the live reporting of pothole data, and this can be found at

<https://app.powerbi.com/view?r=eyJrIjoibNzg2ZDBkYmItYWM0MC00OTA3LWFIN2ItODAxYTQ2NGQxNmViliwidCI6IjhhkYTEzNzgzLWNIbjgtNDQzZi1iYjRiLTk5N2Y3N2ZkNWJmYiIsImMiOjh9>

The link to the Pothole repair data shows the work that has been completed and the scheduled work that is coming up in the various areas, and it is this data that helps Skanska plan the number of gangs needed in the coming weeks. The reporting is updated automatically overnight and can be filtered down to electoral division. PIP stands for the public information portal (publicly reported potholes).

Public Health

The Director of Public Health has a statutory duty to write an annual report. This enables the Director of Public Health to make an independent judgement about the state of health of the local population and ensures that the report will be published and in the public domain. Attached to this report is a copy of the 2018-19 report where its theme this time is the mental health and wellbeing of the population.

The key recommendations from the report are as set out below.

- Communities in Devon to adopt a positive approach to mental health, recognising how common mental health issues are among the population.
- Promotion of mental health and wellbeing in schools and educational settings.
- Wider recognition of, and action to address, the inequality that exists for people with serious mental health issues in terms of physical health, employment and housing.
- Recognition of, and action to address the mental ill-health risks associated with poverty, poor housing and lack of decent employment.
- Ensuring that a ‘Health in all policies’ approach embraces mental health as well as physical health.
- Action to prevent, recognise and treat the symptoms of trauma (including as a result of adverse childhood experiences) to prevent inappropriate and/or ineffective use of resources, whether they be health, social care or criminal justice.
- Sufficient expert support available within community settings to complement national and local developments in home-based and community-based care.
- Recognition of the importance of formal and informal caring responsibilities at all ages and information and practical support for carers, particularly in the light of the potential impact of caring on carers’ own mental health and wellbeing.
- Implementation of the recommendations of the fifth annual MBRRACE-UK (‘Mothers and Babies: Reducing Risk through Audits and Confidential Enquiries’) report, particularly those concerning maternal mental health and women from vulnerable groups.
- The Devon Health and Wellbeing Board continues to have mental health as one of its top priorities and to work, as a partnership, to achieve both measurable

improvements in outcomes and also improvement in local authority comparator group rankings over the next five years.

R, D & E

The Care Quality Commission carried out a routine announced inspection at the RD&E carried out in January and February this year. The Hospital has retained an overall CQC rating of '**Good**'. As the DCC appointed R, D & E Governor I think this is a fantastic achievement and reflects well on the quality of the services provided to people and communities in East Devon considering increased pressures on the NHS as a whole.

The report notes areas where there could be improvements but overall this is a tremendous result and a tribute to the hard work and dedication of every member of the RD&E team across all four corners of the Trust.

Some of the highlights in the report include:

- Renal services achieved an Outstanding rating on its first ever inspection. In other areas that were inspected for the first time we also did well:
 - Community Health Services (first inspection since RD&E started managing the services in 2016) – Good
 - Community Adults and Inpatients – Good
 - Honiton Hospital Minor Injuries Unit (first inspection since RD&E started managing the unit in 2016) – Good
 - Castle Place GP Practice, Tiverton (first inspection since the practice joined the RD&E in 2018) – Good
 - Use of Resources (first inspection under the new inspection regime) – Good
- Outpatients and Mardon Neuro-rehabilitation Centre were two areas that were re-inspected, and they moved from Requires Improvement ratings in 2015 to Good thanks to the excellence of care, leadership and commitment of staff. In all the areas re-inspected, the CQC team rated these higher than in 2015:
 - Medicine – Good (although rated overall as Good in 2015, improvement in the safety domain from Requires Improvement in 2015 to Good now).

Community End of Life Care was one of the areas inspected for the first time under RD&E management and this was rated as Requires Improvement.

The CQC inspected the following services: Medicine; Renal; Outpatients; Community Health Services for Adults, Inpatients and End of Life Care; Urgent and Emergency Care; **Honiton Hospital Minor Injuries Unit**; Castle Place GP Practice in Tiverton; and Mardon Neuro-Rehabilitation Centre. Surgery and

Beavers

The DCC Feniton & Honiton Division covers part of the River Otter catchment, where the River Otter Beaver Trail, led by the Devon Wildlife Trust, is now in its fifth and final year. Here is a brief update.

- The beavers are currently thriving, with this winter's survey having identified activity hotspots throughout the river, with at least 7 or 8 family groups present.
- The well-established presence of these beavers in various locations has enabled a significant programme of scientific monitoring to be undertaken through the University of Exeter and others. The results of this will be written-up as a full research report later this year.
- This beaver activity has given rise to some localised issues (i.e. a few cases of trees being damaged in gardens, plus one or two spots where dams have created waterlogging in adjoining fields) but, in virtually every case, the Project Team has ensured that such issues have been quickly dealt with.

The Trial is due to end next spring. Preparations are now well advanced for providing the required information to Defra to enable a government decision to be reached on whether the beavers will be allowed to remain on the River. Critically, this includes a Beaver Management Strategy Framework, which outlines a series of principles and recommended approaches which should be adopted if the beavers are to remain. The intention is to ensure a managed approach to balancing the societal benefits and the localised problems, which will result from the presence of this species within the catchment.

Cllr Kolek asked Cllr Twiss whether in the light of the new legislation relating to refuges for victims of domestic violence EDDC would be providing one.

Cllr Twiss replied that there is already one in Honiton and that both EDDC and DCC have homelessness and housing on their agenda. Cllr Kolek asked if the existing facility would be expanded and Cllr Twiss confirmed that it would be, if required.

Cllr Kolek asked if the EDDC Councillors could report back at the next meeting with details of the action the Council is taking to address climate change. Cllr Twiss confirmed that this would be the remit of Cllrs McCollum and Barrow and that DCC were already complying with their target for 2030.

Cllr McCollum congratulated the new Town Mayor and Deputy Mayor on their election. As a new Councillor he was looking forward to working closely with the Town Council. The first EDDC Council meeting is on the 22nd May so he does not

know which Committees he will be joining but he will keep the Town Council informed.

Cllr P Twiss left the meeting at 7.15pm

19/855 Reports from the Police (recorded crimes and logs)

Members noted the April figures. The Town Clerk referred to the reduction in recorded crimes. Cllr Macve asked whether an explanation had been provided by the police for this. Cllr Zarczynski advised that this would be discussed at the next LAG meeting.

Cllr Darrant asked whether a representative from the police could attend future meetings.

The Town Clerk advised that as there was now only 1 PSCO for Honiton it was clearly a question of time management.

19/856 Reports from Councillors with Special Responsibilities

The Town Clerk confirmed that he had received two reports from Cllr Darrant with regards to the two organisations of which he is a member. These will be brought to the next Council meeting. All Councillors were asked to provide their reports in time for them to be placed on the Agenda for the next meeting.

Cllr Jones advised that he was resigning from the Council with immediate effect. He made the following points:

- As there had been no election the Council had no mandate.
- In 2017 there was a full complement of Councillors (18) – now there are just 12.
- He had concerns regarding the litigation undertaken by the Council.
- The Council has more passion for pursuing litigation than for community projects.
- The Council was heading into a void and losing ties with local groups over historic decisions of the Council.
- He had hoped that in 2018 the Council would start looking forward, but the lack of new Members shows the dim view the town has of the Council leading to his resignation with immediate effect.

Cllr Zarczynski thanked Cllr Jones for his work on the Council and wished him well for the future and on behalf of the Council accepted his resignation.

Cllr Jones left the meeting at 7.25pm

Cllr Zarczynski advised that he wished to address the misleading remarks made by Cllr Jones. During the last year, the Council has addressed historic issues. The Council has a duty to ratepayers and is the custodian of ratepayer's money. The sums in question are significant and in due course a full report will be published. These matters have been ongoing since 2014. The issues are not of the Council's making and he saw no justification in Cllr Jones' statement. If members of the public wish to have more information they can contact the Town Clerk.

Cllr Kolek requested that the meeting be taken out of session to allow the public to take part in the discussion, but this was refused by Cllr Zarczynski. Cllr Kolek advised that she agreed with the points made by Cllr Jones and was leaving the meeting to check on Cllr Jones.

Cllr Kolek left the meeting at 7.30pm.

18/857 Update Report

The Town Clerk presented his report which was noted. The Town Clerk provided an update with regards to the Dowell Street car park. He had met with Andrew Ennis from EDDC. The matter would be brought to full Council in June as an agenda item, but it is anticipated that charges will be introduced from the 1st July 2019.

The Town Clerk also advised that an offer of £3000.00 had been received from HCC in part payment of the insurance costs. Those monies should by now have been paid into the Council's bank account but is not the full amount due. The Town Clerk is pursuing the balance of the monies due which is just under £3000.00.

PART A MATTERS FOR DECISION

19/858 Planning Committee

Members **RESOLVED** by 9 votes in favour with 1 abstention to approve the minutes of the planning committee meetings held on the 16th April and 30th April.

Proposed by Cllr Darrant and seconded by Cllr Coombs.

19/859 To review the Council's Scheme of Delegation to the Town Clerk

The report was received and discussed. Cllr Taylor queried point 2.3. The Town Clerk confirmed that this was a statutory requirement and did not remove the existing rights of Councillors.

Cllr Taylor also queried point 8 which he felt should be removed as it was a contractual matter and should be discussed in Part B.

Cllr Zarczynski advised that there was no need for this to go into Part B. If Cllr Taylor has queries, he should send these into the Town Clerk in writing who could refer the matter to South West Councils.

The Town Clerk advised that the item referred to the job role and not the individual. It sets out the delegation system for Council officers.

Cllr Coombs queried point 7. Previously the Council had been criticised for not having a Deputy RFO. Should the Deputy Clerk be appointed Deputy RFO also?

The Town Clerk advised that item 7 gave the Deputy Clerk all the powers of the Town Clerk and so this was covered.

Members **RESOLVED** by a vote of 7 in favour, 2 against and with 1 abstention to agree the proposed Delegation of Powers scheme.

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

19/860 Committee Structure

The report was received and discussed.

Cllr Zarczynski suggested that Cllr Hattle-Spence might want to attend some committee meetings before deciding which ones he wishes to join.

Cllr Darrant whilst acknowledging that there had not been much interest in relation to the Neighbourhood Plan steering group and the Community Engagement Forum, queried whether both were now being abandoned.

The Town Clerk confirmed that there is a budget allocation for the Neighbourhood Plan, but it is now up to Councillors to decide as part of their proposed goals, future plan and objectives whether this will proceed.

Cllr Taylor referred to 8 members of the public wishing to join the Neighbourhood Plan Steering Group.

Cllr Coombs stated that it had been agreed before the election that it would be for the new Council to decide whether to pursue the Neighbourhood Plan and the Community Engagement Forum further and that there were 7 or 8 members of the public willing to volunteer.

Cllr Zarczynski advised that the Neighbourhood Plan had to be community led. He invited members of the public to come forward if they wanted to be involved.

Cllr Sheridan-Shaw suggested that a new committee be formed to deal with green spaces, parks, footpaths and allotments. These items would be taken away from the Town Management Committee and the new committee would also incorporate the Allotments Working Group.

Members **RESOLVED** by 9 votes in favour with 1 abstention to create a new Green Open Spaces Committee. The Committee would meet every 4 months.

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

Cllr Zarczynski referred to the proposal to amalgamate Policy and Finance Committees. No objections were raised.

Members **RESOLVED** by 9 votes in favour with 1 abstention to amalgamate the Finance and Policy Committees which would now be called the Policy and Finance Committee.

Committee Structure 2019-2020

Title	Frequency of meetings	Reporting to	Officers attending
Full Council	Monthly 2 nd Monday of each month		Yes
Policy and 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
Green and Open Spaces	Every 4 months	Full Council	Yes
Sub-Committees and working groups			
Christmas Lights working Group	As required	Town Management	As required
Premises and Finance Review working group	Quarterly but more frequently if required	Full Council	Yes/as required

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

The following appointments were approved:

Policy and Finance Committee

Cllrs Carrigan, McNally, Taylor, Howard, Coombs.
Mayor and Deputy Mayor as ex officio.

Planning Committee

Cllr Macve, McNally, Coombs, Darrant, Howard, Taylor, Hattle-Spence,
Mayor and Deputy Mayor as ex officio.

Town Management Committee

Cllrs Carrigan, Macve, Coombs, Darrant, Howard, Hattle-Spence
Mayor and Deputy Mayor as ex officio.

Green and Open Spaces Committee

Cllrs McNally, Taylor, Coombs, Darrant, Hattle-Spence
Mayor and Deputy Mayor as ex officio.

Premises and Finance Review Working Group

Cllrs Carrigan, McNally, Taylor, Coombs, Howard
Mayor and Deputy Mayor as ex officio.

Christmas Lights Working Group

Cllr Hattle-Spence.
Mayor and Deputy Mayor as ex officio.

Members **RESOLVED** by 9 votes in favour with 1 abstention to accept the proposed Terms of Reference for each of the committees as attached.

Proposed by Cllr Macve and seconded by Cllr Carrigan

Cllr Macve and Cllr Darrant volunteered to become additional bank signatories.

Members **RESOLVED** unanimously for Cllr Macve and Darrant to be added as bank signatories.

Proposed by Cllr Zarczynski and seconded by Cllr Taylor.

19/861 To appoint Members to Outside Bodies

Outside Bodies for 2019/20 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, Taylor |
| d. Citizens Advice | Vacancy |
| e. DALC Larger Councils Cttee | Town Clerk and Deputy Clerk |
| f. DALC County Cttee | Town Clerk and Deputy Clerk |
| g. Dementia Friendly Town s / g | Cllr Sheridan-Shaw |
| h. East Devon CSP (LAG) | Cllr McNally and Zarczynski |
| i. Honiton Festival | 2 vacancies – further information to be requested |
| j. Honiton Together | 2 vacancies |
| k. Honiton United Charities | Cllrs Darrant, Zarczynski, Howard. McNally, Taylor, Hattle-Spence |
| l. Millennium Green | Cllrs Darrant, Sheridan-Shaw |
| m. Senior Citizens Social Cttee | Disbanded – info to be published in bulletin. |
| n. Thelma Hulbert Gallery | Cllr Sheridan-Shaw |
| o. Tree Wardens | Cllrs Coombs, Darrant, McNally |
| p. TRIP | Cllrs Taylor, Zarczynski |
| q. Twinning Association | Cllr Howard, Zarczynski |

Signed Chair

10th June 2019

- | | |
|-----------------------------------|---------------------------------|
| r. Youth Services Volunteer Group | Cllrs Sheridan-Shaw, Zarczynski |
| s. Honiton Hospital & Community | Cllr Carrigan |
| t. Hospiscare | Cllr Taylor |
| u. Honiton Primary School | Vacancy |
| v. Roundball Wood | Cllr Darrant |

Cllr Coombs asked if Honiton Glen Conservation Group could be added to the list of Outside Bodies. The Town Clerk advised that they need to approach the Council with their request.

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 Zarczynski
- d. Environment (including recycling and waste disposal) and Open Spaces – Cllrs Coombs
- e. Sports – Cllr Zarczynski
- f. Education and Young People – Cllr Sheridan-Shaw
- g. Footpaths (including P3) – Cllrs Coombs, Darrant, Taylor
- h. History and Heritage – Cllrs Darrant, Coombs
- i. Tourism (including Friends of Honiton Railway – Cllr Darrant

Members **RESOLVED** unanimously these appointments.

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

19/862 Budget Performance, 1 April 2018 to 31 March 2019

The Town Clerk confirmed that Rialtus would be undertaking the end of year process on Wednesday 15th May with the internal auditor attending the Council offices the following week. Overall the Council has performed well and most of the budget headings are on target. Income was slightly more than anticipated apart from the market income which was down. However, the Clerk and the Town Development Manager have plans to redress this. Expenditure is generally below budget. The reason for the increase in the salary heading is because it did not include the increased staffing costs incurred.

Cllr McNally queried the over-budget figure for insurance. The Town Clerk confirmed that this was being addressed. A payment of £3000.00 had been offered and the balance was being chased. He confirmed that this was an undisputed debt. The insurance is due for renewal in July and he has advised the payee that if the insurance due is not paid they will have to obtain their own insurance for the year 2019/20.

Cllr Taylor queried the computer maintenance overspend, the promotions underspend and whether the signboards/signs/duplicate keys should be added to the additional town services heading?

Cllr Coombs also queried the computer maintenance overspend.

The Town Clerk advised that the expenditure had been necessary.

Members **RESOLVED** by 9 votes in favour and 1 abstention to authorise the RFO to move the identified underspends in each of the budget headings into the appropriate Earmarked Reserves for 2019-2020 in line as far as possible with the budget setting process that took place at the end of 2018.

Proposed by Cllr Carrigan and seconded by Cllr Zarczynski.

19/863 Community Infrastructure Levy and Section 106 Report

The Town Clerk presented the report and highlighted the following:

- The monies are coming from developments which have taken place in Honiton over the last 8 years.
- The monies will need to be spent on community projects.
- Consultation with the public regarding such projects will take place at the Beehive 5-year anniversary, Honiton Show and via the Council's new Facebook page.
- The Council needs a plan for the next 4 – 8 years.
- Councillors need to complete the pro-forma sent to them in its entirety setting out what they believe the benefits of certain projects would be.
- Members of the public can contact the Town Clerk with suggestions and for details.

Cllr Zarczynski added that any project suggested would need to include costings for that project before it could go to Full Council for discussion.

Cllr Darrant suggest that a working group be set up to consider projects.

Members noted the report.

18/864 To close the meeting

The meeting was closed at 9pm.