

HONITON TOWN COUNCIL

Minutes of the Full Council Meeting of the Town Council held via Zoom on 8th March 2021 at 7.00 pm.

Present

St Michael's Ward

Cllr J Taylor
Cllr J Zarczynski (Chairman)
Cllr J McNally
Cllr L Dolby

St Paul's Ward

Cllr R Coombs
Cllr C Gilson
Cllr P Carrigan

In attendance

Stephen Hill, Town Clerk
Heloise Marlow, Deputy Town Clerk
Cllr P Twiss EDDC/DCC
21 Members of the public

PART A

20/174 The Chairman welcomed Councillors and members of the public who were attending via ZOOM and confirmed that the meeting would be recorded.

20/175 To receive apologies for absence.

Cllr V Howard (personal reasons).

20/176 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda.

None were received.

20/177 To note the grant of dispensations made by the Town Clerk in relation to the business of this meeting.

None were made.

20/178 Public question time on items on the agenda

[Mr J Bonetta](#)

[Mr J Burgess](#)

The above asked questions.

20/179 To confirm the accuracy of the minutes of the Full Council Meeting held on 8th February 2021.

Members **RESOLVED** unanimously to approve the Minutes.

Proposed by Cllr Carrigan and seconded by Cllr Gilson.

Signed Chair

26th April 2021

20/180 Minutes of Council Committees

Members **NOTED** the draft Minutes of the Finance and Policy Committee meeting on the 22nd February 2021 and the Planning Committee meetings on the 2nd and 16th February 2021.

20/182 Reports from District and County Councillors.

Cllr Twiss provided the following report – [click here](#)

Cllr Taylor queried the possible use of hybrid meetings as used in the House of Commons for future Council meetings.

Cllr Zarczynski expressed his disappointment that EDDC had voted to increase car parking charges, although he accepted that car parking charges were required. In particular he highlighted the introduction of evening car parking charges which he felt would adversely affect the businesses in Honiton.

Cllr Twiss advised that he did not vote to support the increase which is deferred until April 2022. DDC have no plans to increase existing on street parking charges in Honiton.

20/183 Reports from Honiton Town Council Members with Special Responsibilities

Cllr Zarczynski confirmed that correspondence had been received from Mountbatten football and cricket clubs and that a meeting would be arranged to discuss their plans to redevelop the site subject to funding being made available.

CCTV - the deadline for applying for funding to improve the CCTV cameras and their relocation to Exeter was missed last year. However, efforts are being made to see if this funding is still available.

20/184 Correspondence – 3rd February – 3rd March 2021

Members **NOTED** the correspondence below:

East Devon District Council

1. Letter from the Monitoring Officer – Petition for Community Government Review.

Other

2. Letter from a resident of Honiton regarding the Town Council Facebook Page.

20/185 Councillor Gilson's statement

Cllr Gilson issued an apology to Honiton Council in respect of the meeting 13th July 2020.

20/186 Q3 2020/21 Financial Report

Members **NOTED** the Q3 2020/21 financial report.

20/187 Annual Meeting of the Council

Cllr McNally referred to the DALC advice 06/2021 and suggested that the advice be followed.

Cllr Zarczynski suggested that the meeting take place on the 4th May.

Members unanimously **RESOLVED** to hold the Annual Meeting of the Council on 4th May 2021 at 7pm via Zoom.

Proposed by Cllr Carrigan and seconded by Cllr Gilson.

The Town Clerk noted that a member of the public was disrupting the meeting by way of a poster.

Members unanimously **RESOLVED** to exclude the member of the public from the meeting.

Proposed by Cllr Zarczynski and seconded by Cllr McNally.

The member of the public was then removed from the meeting.

20/188 Annual Town Meeting

Cllr Zarczynski suggested the meeting be held on 12th April 2021.

Mrs Sexton was allowed to speak and confirmed that if Members resolved a later date, the JLA could be made available for the meeting.

Members unanimously **RESOLVED** to hold the Annual Town Meeting on 12th April 2021 at 7pm via ZOOM.

Proposed by Cllr Coombs and seconded by Cllr Dolby.

20/189 Recruitment Policy & Procedure

Members unanimously **RESOLVED** to approve the Recruitment Policy and Procedure.

Proposed by Cllr McNally and seconded by Cllr Taylor.

20/190 Consider the Grants Policy and Procedure 2021/22

Members unanimously **RESOLVED** to approve the Grants Award 2021/22 Policy/Procedure.

Proposed by Cllr Gilson and seconded by Cllr Dolby.

20/191 EDDC Local Plan Issues and Options Consultation

Cllrs Coombs and McNally were thanked for their work on drafting the response.

Members unanimously **RESOLVED** to approve the proposed response to EDDC's Local Plan Issues and Options consultation.

Proposed by Cllr Coombs and seconded by Cllr Taylor.

20/192 Application for Registration of Community Asset

Cllr Coombs advised that in his opinion this had been a community asset since 1910.

Members unanimously **RESOLVED** to nominate the Honiton Livestock Market site at Silver Street, Honiton, for addition to the List of Assets of Community Value held by East Devon District Council and to **DELEGATE** the completion of the application to the Town Management Committee.

Proposed by Cllr Coombs and seconded by Cllr Taylor.

20/193 Risk Assessment

Members unanimously **RESOLVED** to approve the Policy, Strategy and Risk Index.

Proposed by Cllr Gilson and seconded by Cllr Carrigan.

20/194 Delegation for Preparation of Risk Assessments

Cllr Taylor confirmed that he had no current qualifications as he was retired but had considerable experience in risk management within organisations as part of his work.

The Clerk confirmed that he had not seen any rules which would prevent Cllr Taylor from voting on this item but would suggest that he does not do so. Cllr Taylor confirmed that he would abstain.

Members **RESOLVED** by 6 votes in favour with 1 abstention to appoint Cllr Taylor as an officer of the Council without remuneration to prepare draft market Risk Assessments for the Council.

Proposed by Cllr Gilson and seconded by Cllr Dolby.

20/195 Earmarked Reserves (EMR)

The Town Clerk confirmed that this was a request to prepare a revised schedule of EMR and suggested that the Finance Committee could be asked to do this, or it could be delegated to the Town Clerk in consultation with specific Members.

Members unanimously **RESOLVED** to delegate to the Town Clerk and one Cllr, as chosen by the Town Clerk, to prepare the schedule of EMR.

Proposed by Cllr Zarczynski and seconded by Cllr Gilson.

20/196 Procedures for Payments in line with Financial Regulations

Members unanimously **RESOLVED** to confirm that Cllr Zarczynski electronically authorises payments with the Deputy Town Clerk and for Cllr Taylor to sign/authorise the Schedule of Payments record and for Cllr Carrigan to sign Reconciliations.

Proposed by Cllr Zarczynski and seconded by Cllr Carrigan.

20/197 Accounts

Members **RESOLVED** unanimously to approve the schedule of payments attached.

Proposed by Cllr Zarczynski and seconded by Cllr Gilson.

Members **RESOLVED** unanimously to take the following items into Part B.

Proposed by Cllr Carrigan and seconded by Cllr Gilson.

PART B

20/198 Honiton Town Council Website

Members unanimously **RESOLVED** to appoint Vision ICT to provide a replacement/upgraded Town Council website.

Proposed by Cllr Taylor and seconded by Cllr Zarczynski.

20/199 Proposal to Honiton Community Complex (HCC)

Members **RECEIVED** an update on the agreement with HCC including the costs of the preparation of a variation to the lease.

Members unanimously **RESOLVED** to authorise £1,000.00 plus VAT payment in line with HTC's indemnity.

Proposed by Cllr Carrigan and seconded by Cllr Taylor.

20/200 Current Staffing Matters

Members **RECEIVED** an update on current staffing matters.

20/201 Appeal Hearing

Members unanimously **RESOLVED** to delegate to the Chairman of the Appeal Hearing to make the Appeal decision on behalf of the Town Council.

Proposed by Cllr Taylor and seconded by Cllr Carrigan.

20/202 Complaint Hearing

Members unanimously **RESOLVED** to delegate to an independent person/organisation authority to hear and decide complaints on behalf of the Town Council.

Proposed by Cllr Carrigan and Cllr Dolby

20/203 To close the meeting.

The meeting was closed at 20.35pm.