

To all Members of Honiton Town Council

A meeting of **Honiton Town Council** to which you are summoned, will be held at The Beehive, Dowell Street, Honiton on **Monday 8th November 2021 commencing at 7.00pm** to transact the following business.

This meeting will be physical face to face without social distancing, which since July 2021 has been re-instigated.

Download this:

<https://us06web.zoom.us/j/88638476673?pwd=N1REbloYUk9tS0tYcVNHT3ZoV1hIUT09>

Meeting ID: 886 3847 6673

Passcode: 488496

Date: 3rd November 2021

Stephen Hill

Stephen Hill
Town Clerk

AGENDA

If members of the public make a representation to the meeting or simply attend, they will be deemed to have consented to being audio recorded. Voting will also take place by a show of hands and the Clerk will indicate that the votes have been counted.

- 1. Apologies for absence**
To **RECEIVE** apologies and **RESOLVE** to approve any reasons for absence.
- 2. Declarations of Interests**
To **RECEIVE** any declarations of interest.

Members are reminded that if they have a Disclosable Pecuniary Interest (DPI) (on their register of interest or otherwise) relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly, if you are or become aware of a DPI in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting, leave and not Vote on the item and register the DPI within 28 days. Similarly, other Personal Interests should be declared at this meeting.

3. **Dispensations**

To **NOTE** the grant of dispensations made by the Town Clerk in relation to the business of this meeting.

4. **Public Question Time for items on the agenda**

Questions relating to items on the agenda may be asked at the meeting, at the discretion of the Mayor or meeting chairman. No more than 3 minutes will be allowed for any person speaking and normally up to a total of 15 minutes will be permitted. The council may respond verbally at the meeting or subsequently in writing.

Members of the public will be allowed to speak at the beginning of the meeting in the usual way. To ensure the smooth running of the meeting, members of the public should provide their questions in writing prior to midday on the day of the meeting. Questions received after midday will not be tabled at the meeting.

5. **Reports from District and County Councillors**

Council is asked to **NOTE** (and may ask questions on) the report/s from District and County Councillors.

6. **Reports from Honiton Town Council Members with Special Responsibilities or on Outside Bodies**

Council is asked to **NOTE** any report/s from Town Councillors with Special Responsibilities or on Outside Bodies.

7. **Reports from Working Groups**

Council is asked to **NOTE** any reports from Town Councillors on Working Groups and to **RESOLVE** to approve any Recommendations from Working Groups, of which Councillors have previously been notified.

8. **Correspondence: 6th October – 3rd November 2021**

Council is asked to **NOTE** that there have been five matters of correspondence (on matters not otherwise included on this Agenda) received by the Council since last Full Council (copies are available at the Council offices).

1. [EDDC](#)
2. The Planning Inspectorate – Footpath from [Springfield Road](#) to Copper Castle, Honiton
3. [Roundball Wood](#)
4. The Planning Inspectorate – [Combehayes Farm](#), The Dairy Barn, Lane to Combehayes Farm, Honiton
5. [DAEL Telecom](#)

9. **Minutes of the Full Council Meeting held on 11 October 2021.**

Council is asked to **RESOLVE** to approve for accuracy the minutes of the Full Council Meeting held on 11th October 2021 as published and circulated with this agenda.

10. Minutes of Finance & Policy Committee and Green & Open Spaces Committee

Minutes of the [Finance & Policy Committee](#) held on 22 February 2021. Council is asked to RESOLVE to approve for accuracy the minutes of the Finance & Policy Committee Meeting held on 22nd February 2021 as published and circulated with this agenda.

Minutes of the [Green & Open Spaces Committee](#) held on 23rd November 2020. Council is asked to RESOLVE to approve for accuracy the minutes of the Green & Open Spaces Committee Meeting held on 23rd November 2020 as published and circulated with this agenda.

11. Minutes of Previous Meetings

Council is asked to **NOTE** the minutes of the [Strategy Committee](#), 4th October 2021, [Green & Open Spaces Committee](#) – 18th October 2021 and [Finance & Policy Committee](#) – 13th October 2021.

12. Terms of Reference

Council is asked to **RESOLVE** to approve the Terms of Reference for the [Finance & Policy Committee](#) and [Green & Open Spaces Committee](#).

13. Recommendations from the Green & Open Spaces Committee

Council is asked to **RESOLVE** to approve the Recommendations from [Green & Open Spaces Committee 18 October 2021](#) regarding Footpath 27 - Whitmore Way, Allhallows Playing Field and P3 Footpath Inspections (including electing Members for a Footpath Working Group).

14. Dowell Street Car Park

Council previously considered and agreed to charge and complete a lease to EDDC with a management agreement, most recently at its Full Council meeting 8 February 2021 (20/157) and thereafter signed and returned the lease and management agreement to EDDC in May 2021; since then, EDDC has not signed the lease or management agreement. Instead, the EDDC's report to Cabinet 3/11/21 asks HTC to confirm its decision.

Council is asked to:

- a) **NOTE** the [report to EDDC Cabinet 3 November 2021](#);
- b) **RESOLVE** to instruct Officers to develop a schedule of parking charges at the Dowell Street car park and that charges can be introduced; and
- c) **RESOLVE** to enter a lease and management agreement with EDDC, necessitating EDDC signing of the lease and management agreement.

15. [Community Governance Review](#) and [Boundary Review](#)

Council is asked to **NOTE** the report to EDDC Cabinet 3 November 2021 and **RESOLVE** to make any comments to EDDC at this stage.

16. Proposal to Support the [Climate & Ecological Emergency Bill](#)

Council is asked to **RESOLVE** to support the Climate & Ecological Emergency Bill.

17. **Climate Change Emergency**

In August 2019, Honiton Town Council, declared a Climate Change Emergency. The Council is asked to **NOTE**:

- a) the attached [report](#) which summarises the Draft Interim Devon Carbon Plan; and
- b) that under the auspices of the Strategy committee, a Working Group is being formed to take this important work forward.

In particular Council is asked to **RESOLVE** to ask the proposed Working Group to determine what costed measures and projects to instigate locally to meet the objectives of the Devon plan, to be brought back to Full Council for approval.

18. **Poverty Steering Group**

This Council notes a recent York University study suggesting that, across the UK this winter, an extra 1 million households will be in fuel poverty. A lot of this can be attributed to rising costs of living, as well as a 15% increase in electricity prices over the year. This Council also notes the large number of support organisations in place throughout the town who are taking action this winter to support those in need across our town.

Therefore, this Council **RESOLVES**:

1. To urgently invite community stakeholders to one meeting (such as food banks, citizens advice organisations, other CICs and charities linked to poverty, as well as East Devon District Council: the Poverty Steering Group), with the aim of them giving guidance and support to residents in need throughout the winter months.
2. For the Town Council to rent a space in Honiton by the end of 2021 to accommodate the meeting, with community stakeholders and Town Councillors to this end.
3. To proactively use its social media presence on Facebook to promote and advertise sources of help for residents of Honiton, from either local or national Governments or other local support organisations.

Motion moved by Councillor Jake Bonetta

Date of submission: 25th October 2021

19. **Grants 2021/22**

Council is asked to **NOTE** that Finance & Policy Committee has requested further information from Grant Applicants, which has been requested by 12 November 2021, after which Finance & Policy Committee will complete its review of Applications and make Recommendations to Full Council.

20. **Budget Setting Timetable**

Council is asked to **NOTE** that budget setting 2022/23 is being considered by each Committee during November 2021 and will draft budget be reported to Finance & Policy Committee 29 November 2021 before recommendations to Full Council in December 2021.

21. Policy Review Prioritisation and Timetable

Council is asked to **NOTE** to all Councillors and Committees are considering the Policy review timetable and Committee leads and Work Programme during November 2021, to be reported back to Finance & Policy Committee.

22. Q2 2021/22 Financial Report

Council is asked to **NOTE** the:

- (a) [Q2 2021/22](#) financial report; and
- (b) reconciliation of accounts to end September 2022 – [Current](#), [Nationwide](#) & [Savings Account](#).

23. Accounts

Council is asked to **RESOLVE** to approve the [schedule of payments](#).

24. Exempt Business

Council is asked to **RESOLVE** that under section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for items of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraph 1 and 8 of schedule 12A to the Local Government Act 1972 (see section 1 and part 1 of schedule 1 to the Local Government (Access to Information) Act 1985, as amended by the Local Government (Access to Information) (Variation) Order 2006.

25. Certificate in Local Council Administration (CiLCA)

Council is asked to **RESOLVE** to agree that the Deputy Town Clerk be enrolled for the CiLCA at circa £400 and offered training at circa £400, with an expectation to obtain CiLCA qualification within 12 months of commencement.

26. Deputy Town Clerk, Secretary of Hot Pennies

Council is asked to **NOTE** that the Deputy Town Clerk intends to be Secretary of the Hot Pennies Committee.

27. Employment Tribunal (case 1406620/2020)

Council will **RECEIVE** an update on the case against Honiton Town Council which has been presented to the Employment Tribunal including approval of the draft risk assessment and update following the issue of the Case Management Order and will be asked to **RESOLVE** matters relating to the case.

28. Employment Tribunal (case 1851/2021)

Council will **RECEIVE** an update on the case against Honiton Town Council which has been presented to the and **NOTE** matters relating to the case.

29. Employment Tribunal (case 1885/2021)

Council will **RECEIVE** an update on the case against Honiton Town Council which has been presented to the Employment Tribunal including approval of the draft risk assessment and update following the issue of the Case Management Order and will be asked to **RESOLVE** matters relating to the case.

30. To close the meeting

Reminder for Members

- You must declare the nature of any disclosable pecuniary interests. (Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners). You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.
- Make sure you say what your interest is as this has to be included in the minutes. (For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer'.)
- If your interest is a disclosable pecuniary interest you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk or Deputy Clerk.
- Confidential information can be viewed at the Town Council Office during public opening hours of 10am – 1pm or by pre-arranged appointment for outside office hours.

PLEASE NOTE THAT MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING AS OBSERVERS

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.

Members of the public exercising their right to speak during Public Question Time may be recorded.

**Copies of this document are available in large print on request
COPIES OF ALL RELEVANT PAPERS MAY BE ACCESSED AT www.honiton.gov.uk
OR VIA THE TOWN COUNCIL OFFICE**