

**Minutes of the Full Council Meeting of the Town Council on Thursday 24th
June 2021 at 7.00pm**

Present

St Michael's Ward

Cllr J Bonetta
Cllr L Dolby
Cllr H Hurford
Cllr A McCollum
Cllr J McNally
Cllr D Munge
Cllr A Proszowska
Cllr J Taylor
Cllr J Zarczynski (Chairman)

St Paul's Ward

Cllr P Carrigan
Cllr R Coombs
Cllr K Cloke
Cllr C Gilson
Cllr F Hanratty
Cllr S Keene
Cllr S Sexton

In attendance

Stephen Hill, Town Clerk
Heloise Marlow, Deputy Town Clerk
6 members of the public

21/63 Apologies for absence

Cllr V Howard (personal reasons)
Cllr P Twiss (DCC/EDDC)

21/64 Declarations of Interests

Cllr S Sexton – Personal interest (Item 21/69 b)
Cllr T McCollum -Pecuniary interest (Items 21/82 and 21/90)
Cllr J Taylor- Personal interest (Item 21/82)

21/65 Dispensations

There were no grants of dispensation made by the Town Clerk in relation to the business of this meeting.

21/66 Public Question Time for items on the agenda

Mrs M-A Howe – [click here](#)
Cllr Zarczynski confirmed that the proposal did not include charging after 6pm and that he has spoken to Honiton Primary School apologising for the delay in responding to their correspondence but that he would do so as soon as possible.

21/67 Reports from District and County Councillors

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

Cllr McCollum provided a verbal report as follows:

- The appeal in respect of planning application 20/2410/MFUL -Honiton Cattle Market, Silver Street, Honiton would be heard by an inquiry starting on 19th July 2021. It has been listed for 6 days and attendance is via Microsoft Teams or telephone. Any queries regarding this can be directed to him.
- He is in discussions with Andrew Hancock of EDDC to try and prevent the closure of the Kings Street toilets.
- Most EDDC meetings have either been cancelled or delayed until 19th July 2021.
- Due to a re-shuffle at EDDC he is no longer Chair of the Housing Review Board.

Cllr Zarczynski raised concerns regarding weeds in the town.

21/68 Reports from Honiton Town Council Members with Special Responsibilities

None were provided.

21/69 Correspondence: 27th May – 18th June 2021

a. [Notification of Modification Order](#) – Footpath 27, Honiton – from the A375, Sidmouth Road proceeding generally east south-eastwards along a tarmac path to meet Whitmore Way

Other

b. [Request for renewal of Charity Membership of HCC](#)

c. [ICO letter](#) about Data Breach

d. [Honiton Community Spaces](#) (CUB) – grant funding award January 2021

e. [Minister of State](#) – Platinum Jubilee Civic Honours Competition

f. [Letter from a member of the public](#) requesting that the Council acknowledging the work done by groups and individuals in the town during the Covid19 pandemic and that they will work to ensure future hope for the town.

g. Letters from Honiton Primary School Children regarding recycling of Plastics.

Cllr Coombs referred to the deadline for objections in relation to item a. and requested that a copy of the notice be placed on the HTC noticeboards and website. Members discussed item f:

The Town Clerk confirmed that the Charity Membership of HCC by HTC would be renewed.

No objections were raised to item d.

21/70 Minutes of the Full Council meetings held on the 3rd June 2021 Members RESOLVED to approve for accuracy the minutes of the Full Council meeting held on the 3rd June 2021, as published and circulated. For:15, Against 0, Abstention, 1

Proposed by Cllr Bonetta and seconded by Cllr Cloke.

21/71 Request regarding Community Governance Review

Cllr McNally read out a statement – [click here](#)

The Town Clerk provided a verbal update confirming that EDDC were considering a request by Honiton Forward to withdraw the petition which EDDC considered a prudent step. EDDC have yet to respond to the request to explain why they believe this is a prudent step. The Town Clerk has also been advised that the LGA have offered their assistance.

21/72 Car Park at Beehive

The Town Clerk provided a verbal update that the EDDC Portfolio Holder had requested that a report be brought to Cabinet to consider the position. No timeline has been provided regarding this.

Members discussed the item and made the following points:

- Did EDDC have a conflict of interest in the matter as EDDC gave HTC the car park by way of a land transfer which stated that the car park had to be a fee paying car park with the proceeds going towards the ongoing maintenance of the car park and for the benefit of the community.
- The car park could not benefit just the users of the Beehive which was why it could not be included in the lease with HCC.
- EDDC's response to the report would be brought back to Full Council.

21/73 Market Fees Update

The Town Clerk advised that currently there were no resources in place to implement the charging for market pitches until a market superintendent had been appointed.

21/74 Progress on Appointment of Market Superintendent

The Town Clerk confirmed that the position had been advertised on the Town Council website and in the local press and with the job centre.

21/75 Market H&S Assessment Commission

Cllr Bonetta queried whether this action had been suspended following resolution 21/31 c ii.

Cllr Taylor responded advising that health and safety matters were essential and as such resolution 21/31 c ii did not apply.

Members NOTED the item.

21/76 NALC/DALC advice re Chairman's Resignation

Members NOTED the advice.

Following complaints by other Cllrs, Cllr Taylor was warned by the Chairman to moderate his language and behaviour during the meeting.

21/77 Website go Live
Members NOTED the item.

21/78 Re-organisation of Agenda
Members RESOLVED that item 16 be discussed under Exempt Business.
For, 14, Against 0, Abstentions 2.

Proposed by Cllr Coombs and seconded by Cllr Gilson.

21/79 Q4 2020/21 Financial Report and Earmarked Reserves (EMR)

Cllr Keene queried entry 160 Community Complex in the Q4 2020/21 financial report as to why £59,075.00 had been paid to Honiton Community Complex.

Cllr Carrigan confirmed that this was a re-payment of the PWLB loan taken out by the Council in respect of the construction of the Beehive.

Cllr Sexton referred to Cllr Carrigan's 2020/21 Financial Report which she considered was confusing as it linked the loan repayment to Honiton Community Complex and suggested that the heading in the accounts should be amended so that it did not refer to the Community Complex as the charity do not receive any benefit from these loan repayments.

Cllr Carrigan clarified that his report should have confirmed that in addition to the £15,000.00 COVID grant and the recently agreed annual service charge payment of £10,000.00, he should have referred to the District Valuer's valuation of the Beehive at £46,000 rather than the PLWB loan.

a) Members NOTED the Q4 2020/21 financial report.

b) Members NOTED the reconciliation of accounts to end March 2021 – Current, Nationwide and Savings Account

Members discussed the schedule of Earmarked Reserves

Members RESOLVED to approve the schedule of Earmarked Reserves.

For: Carrigan, Coombs, Dolby, Gilson, McNally, Taylor, Zarczynski.

Abstentions: Bonetta, Cloke, Hanratty, Hurford, Keene, McCollum, Munge, Proszowska, Sexton

For 7, Abstentions 9.

Proposed by Cllr Zarczynski and seconded by Cllr Carrigan.

21/80 Internal Audit report
Members NOTED the item.

21/81 AGAR 2020/21
a) Annual Governance Statement 2020/21

1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Members RESOLVED that this was agreed.

For: Carrigan, Coombs, Dolby, Gilson, McNally, Zarczynski.

Abstentions: Bonetta, Cloke, Hanratty, Hurford, Keene, McCollum, Munge, Proszowska, Sexton, Taylor.

Proposed by Cllr McNally and seconded by Cllr Carrigan.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Members RESOLVED that this was agreed.

For: Carrigan, Dolby, Gilson, McNally, Zarczynski.

Abstentions: Bonetta, Cloke, Coombs, Hanratty, Hurford, Keene, McCollum, Munge, Proszowska, Sexton, Taylor

Proposed by Cllr McNally and seconded by Cllr

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

Members RESOLVED that this was agreed.

For: Carrigan, Coombs Dolby, Gilson, McNally, Taylor, Zarczynski.

Abstentions: Bonetta, Cloke, Hanratty, Hurford, Keene, McCollum, Munge, Proszowska, Sexton.

Proposed by Cllr Carrigan and seconded by Cllr Gilson.

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

Members RESOLVED that this was agreed.

For: Carrigan, Coombs Dolby, Gilson, McNally, Taylor, Zarczynski.

Abstentions: Bonetta, Cloke, Hanratty, Hurford, Keene, McCollum, Munge, Proszowska, Sexton.

Proposed by Cllr McNally and seconded by Cllr Gilson.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Members RESOLVED that this was agreed

For: Carrigan, Coombs Dolby, Gilson, McNally, Zarczynski.

Against: Taylor

Abstentions: Bonetta, Cloke, Hanratty, Hurford, Keene, McCollum, Munge, Proszowska, Sexton.

Proposed by Cllr Carrigan and seconded by Cllr McNally.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Members RESOLVED that this was agreed.

For: Carrigan, Coombs Dolby, Gilson, McNally, Taylor, Zarczynski.

Abstentions: Bonetta, Cloke, Hanratty, Hurford, Keene, McCollum, Munge, Proszowska, Sexton.

Proposed by Cllr Carrigan and seconded by Cllr Coombs.

7. We took appropriate action on all matters raised in reports from internal and external audit.

Members RESOLVED that this was agreed.

For: Carrigan, Coombs Dolby, Gilson, McNally, Taylor, Zarczynski.

Abstentions: Bonetta, Cloke, Hanratty, Hurford, Keene, McCollum, Munge, Proszowska, Sexton.

Proposed by Cllr Carrigan and seconded by Cllr Gilson.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

Members RESOLVED that this was agreed.

For: Carrigan, Dolby, Gilson, Taylor, Zarczynski.

Abstentions: Bonetta, Cloke, Coombs, Hanratty, Hurford, Keene, McNally, McCollum, Munge, Proszowska, Sexton

Proposed by Cllr Taylor and seconded by Cllr McNally.

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

Members RESOLVED unanimously that this was not applicable.

Proposed by Cllr Keene and seconded by Cllr Taylor.

b) Members RESOLVED to approve section 2: Accounting Statement 2020/21

For: Carrigan, Coombs, Gilson, McNally, Taylor, Zarczynski.

Abstentions: Bonetta, Cloke, Dolby, Hanratty, Hurford, Keene, McCollum, Munge, Proszowska, Sexton.

Proposed by Cllr Zarczynski and seconded by Cllr Carrigan.

21/82 Delegation of Street Market Operation

Cllr Munge proposed an amendment to the proposed resolution as follows:

In accordance with LGA 1972 s112 (5), Council is asked to **RESOLVE** to appoint *Mr Tom Hedger* as an officer of the Council without remuneration to operate the Street Market when required.

Members discussed the amendment.

Members RESOLVED to appoint Mr Tom Hedger as an officer of the Council without remuneration to operate the Street Market when required.

For: 8, Against 6, Abstentions 2.

Cllr Zarczynski thanked Cllr Taylor for his previous assistance on the market.

21/83 Members RESOLVED unanimously to extend the meeting by 30 minutes.

Proposed by Cllr Cloke and seconded by Cllr Hurford.

21/84 HTC Attendance at Honiton Show

Members RESOLVED unanimously to confirm attendance arrangements by Honiton Town Council at the Honiton Show on 5th and 6th August 2021.

Proposed by Cllr Hurford and seconded by Cllr Hanratty.

21/85 Accounts

Members RESOLVED unanimously to approve the schedule of payments.

Proposed by Cllr Hanratty and seconded by Cllr Hurford.

21/86 Members RESOLVED unanimously to take the following items into Exempt Business

Proposed by Cllr Bonetta and seconded by Cllr Keene.

21/87 Insurance

Members RESOLVED unanimously to approve the recommended insurance renewal.

Proposed by Cllr McNally and seconded by Cllr Hanratty.

21/88 Access to Council's Solicitor and staff

Members discussed the item.

Members RESOLVED against providing EDDC's solicitors with a copy of the Council's legal response to Employment Tribunal case 1406620/2020.

For: 15, Abstention 1.

Proposed by Cllr Sexton and seconded by Cllr Keene.

Members RESOLVED to allow EDDC's solicitors access to Council's employees as part of the investigation into a complaint EDDC has received citing Honiton Town Councillors.

For: Bonetta, Cloke, Hanratty, Hurford, Keene, Munge, Proszowska, Sexton.

Against: Carrigan, Coombs, Dolby, Gilson, McNally, Taylor, Zarczynski.

Abstention: McCollum

For:8, Against: 7, Abstentions:1

Proposed by Cllr Sexton and seconded by Cllr Proszowska.

Cllr McCollum left the room at 21.18pm

21/89 Employment Tribunal (case 1406620/2020)

This item was noted.

21/90 Employment Tribunal (case 1885/2021)

Members RESOLVED to file a Defence to the claim.

For: Carrigan, Coombs, Dolby, Gilson, McNally, Taylor, Zarczynski

Against: Bonetta, Cloke, Hanratty, Hurford, Keene, Proszowska, Sexton

Abstention: Munge

For:7, Against 7, Abstention 1.

The Chairman having the casting vote, voted For.

Proposed by Cllr Zarczynski and seconded by Cllr McNally.

21/91 Employment Tribunal (case 1851/2021)

Members RESOLVED to file a Defence to the claim.

**For: Carrigan, Cloke, Coombs, Dolby, Gilson, Hanratty, Hurford, Keene
McNally, Munge, Proszowska, Sexton, Taylor, Zarczynski**

Abstention: Bonetta

For:14, Against 0, Abstention 1.

Proposed by Cllr Cloke and seconded by Cllr Hanratty.

21/92 Officer Resignation

Members NOTED the resignation of a member of staff from mid-June 2021.

21/93 Complaint

Members NOTED that the Council had received a complaint which would be heard by the Appeals and Complaints Committee at its next meeting.

21/94 To close the meeting.

The meeting was closed at 9.55pm.