

**Minutes of the Full Council Meeting of the Town Council on Tuesday 31st
August 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 K Cloke
Cllr R Coombs
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

21/135 Apologies for absence

None

21/136 Declarations of Interests

Cllr T McCollum – Personal Interest (Item 21/145) Pecuniary Interest (Item 21/156)
Cllr J Bonetta – Personal Interest (Item 21/145)
Cllr S Keene – Pecuniary Interest (Item 21/153)

21/137 Dispensations

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

21/138 Public Question Time for items on the agenda

There were no public questions.

21/139 Reports from District and County Councillors

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

21/140 Reports from Honiton Town Council Members with Special Responsibilities

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

21/141 Reports from Working Groups

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

21/142 Planning Appeal (Honiton Cattle Market, Silver Street): Appeal 3270077

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

21/143 Correspondence: 5th August – 25th August 2021

None received.

21/144 Minutes of the Full Council Meeting held on 9th August 2021

Members RESOLVED unanimously to approve for accuracy the minutes of the Full Council Meeting held on the 9th August 2021 with one amendment to item 21/131 to add Cllr Coombs to the list of Cllrs who had voted against the motion.

Proposed by Cllr Proszowska and seconded by Cllr Hanratty

21/145 Public Toilets consultation from EDDC

Members discussed the proposed resolutions as set out:

- Option a) would require Members to provide their comments at the meeting whilst option b) would allow Members to provide their comments after the meeting to the Town Clerk who would then compose a response on behalf of the Council.
- All Members should be provided with the opportunity to provide the Town Clerk with their comments rather than restricting it to a consultation with 3 Members.
- The Town Clerk would then provide Members with a draft HTC response to be approved at the Full Council meeting on the 13th September.
- Option b) was preferable as there was insufficient time at the meeting to debate the issues.
- The running of public toilets by Councils is a national issue and consideration should be given to what other Councils are doing.

Members RESOLVED unanimously to delegate authority to the Town Clerk to provide comments by 1st October 2021 on the East Devon District Council consultation, in consultation with all Members to be brought back to Full Council for approval.

Proposed by Cllr Zarczynski and seconded by McCollum.

21/146 Standing Orders

Cllr Sexton presented a report on the work carried out by the Review Working Group on HTC's Standing Orders. These had been amended in consultation with the Town Clerk and in line with the new NALC draft Standing Orders.

Cllr Taylor queried SO 15 b iv – did HTC have a minute book? The Town Clerk confirmed that this SO was covered by the publishing of the minutes on the TC website.

Cllr McNally queried SO 3 i – the current SO allowed Members to remain seated when speaking unless requested to stand by the Chairman. The proposed SO was too formal.

Members RESOLVED to approve the attached revised Standing Orders subject to SO3 i retaining the original wording.

For: 14, Against 0, Abstentions 2.

21/147 Market Working Group

Members discussed the merits of setting up a Market Working Group;

- The Town Clerk must remain the line manager of the Market Superintendent.
- Would a Market Working Group lead to the removal of the line management of the Market Superintendent by the Town Clerk?
- Should the market traders be allowed onto the Working Group?
- Would a Market Working Group be of assistance to the Market Superintendent and allow HTC to develop the market by taking a strategic lead on issues?
- Any recommendations from the Market Working Group would have to be approved by Full Council.
- Guidance provided by the working group should not usurp the line management of the Market Superintendent by the Town Clerk.

Members RESOLVED to establish a Market Working Group (to create oversight of the Market management and guidance to the Town Clerk as to the development of the Street Market.

Proposed by Cllr Cloke and seconded by Cllr Hanratty.

For: 9, Against 7, Abstentions 0.

Members RESOLVED to appoint Cllrs Proszowska, Keene, Munge, Hanratty and Bonetta to the Market Working Group.

Proposed by Cllr Zarczynski and seconded by Cllr Sexton.

For:10, Against 0, Abstentions 6.

21/148 Membership of Committees

The following appointments were approved:

Finance and Policy Committee

Cllrs Coombs, Hanratty, Hurford, Keene, Munge, Sexton

Proposed by Cllr Bonetta and seconded by Cllr Proszowska

For: 14, Against 0, Abstentions 2

Green & Open Spaces Committee

Cllrs Bonetta, Cloke, Coombs, Hanratty, Hurford, Keene, Munge, Proszowska

Proposed by Cllr McCollum and seconded by Cllr Sexton

For: 11, Against 0, Abstentions 5

Town Management Committee

Cllrs Bonetta, Cloke, Coombs, Hanratty, McCollum, Munge, Proszowska

Proposed by Cllr Hurford and seconded by Cllr Cloke

For: 10, Against 0, Abstentions 6

Planning Committee

Cllrs Coombs, Hanratty, Hurford, Munge, Proszowska, Sexton

Proposed by Cllr Keene and seconded by Cllr Bonetta

For 10; Against 0; Abstentions 6.

21/149 Temporary Suspension of Committees

Members RESOLVED unanimously to remove the temporary suspension of Committees which was implemented in line with Resolution 21/42 iii: Focus on Governance Structure.

Proposed by Cllr Bonetta and seconded by Cllr McCollum

21/150 Outside Bodies

Members discussed the item.

Members RESOLVED to add the following to the existing list of Outside Bodies

- **Honiton Glen Conservation Group**

- **Dementia**
- **Fair Trade Steering Group**
- **Primary Care Mental Health**
- **Friends of Honiton College**

Proposed by Cllr Proszowska and seconded by Cllr McCollum
For: 15, Against 0, Abstentions 1.

21/151 Special Responsibilities

Cllr Hurford confirmed that the Review Working Group had considered the existing list of special responsibilities and were proposing that these should be either amalgamated or renamed as follows:

- Environment
- Economy
- Health and Social Care
- Crime and Anti-social behaviour
- Young people and education
- Arts, Culture and Heritage

Cllr Coombs, Taylor, and McNally spoke in favour of an additional separate special responsibility for footpaths which otherwise would fall under Environment.

Cllr Bonetta spoke against a separate special responsibility for footpaths but suggested that the special responsibility could be named "Environment and Footpaths".

Cllr McNally proposed, and Cllr Coombs seconded a motion to RESOLVE a separate special responsibility for footpaths.

For: 7, Against 8, Abstentions 1.

The motion failed.

Members RESOLVED to have a special responsibility named "Environment and Footpaths".

Proposed by Cllr Hanratty and seconded by Cllr Bonetta.

For: 9, Against 7, Abstentions 0.

Members RESOLVED to add a special responsibility for Sport.

Proposed by Cllr Munge and seconded by Cllr McCollum

For: 15, Against 0, Abstentions 1.

Members RESOLVED the following special responsibilities:

- **Environment and Footpaths**

- Economy
- Health and Social Care
- Crime and Anti-social behaviour
- Young people and education
- Arts, Culture and Heritage
- Sport

Proposed by Cllr Hurford and seconded by Cllr Bonetta
For: 9, Against 7, Abstentions 0

21/152 Internal Audit

Cllr Taylor queried whether as the matter was contractual whether it should be in Part B. Cllr Zarczynski advised that this was not necessary.

Cllr Munge queried whether with option b, IAC required the 3 year payment in advance. The Town Clerk confirmed that this was not the case.

Members RESOLVED unanimously to approve the appointment of IAC Audit & Consultancy Ltd (IAC) for Internal Audit services for 3 years from and including 2021/22 at a 5% discount.

Proposed by Cllr McNally and seconded by Cllr Coombs.

21/153 Accounts

Cllr Keene left the room at 20.40pm

Members RESOLVED unanimously to approve the schedule of payments.

Proposed by Cllr Bonetta and seconded by Cllr Proszowska

Cllr Keene returned to the room at 20.42pm.

21/154 Exempt Business

Members RESOLVED unanimously to take the following items into exempt business

Proposed by Cllr Bonetta and seconded by Cllr Cloke

21/155 Employment Tribunal (case 1406620/2020)

Members RESOLVED unanimously to extend the meeting by 15 minutes.

Proposed by Cllr McNally and seconded by Cllr Taylor

Members RESOLVED to extend the meeting until 9.30pm.

Members RESOLVED matters relating to the case
Members RESOLVED unanimously to extend the meeting to 10pm.
Proposed by Cllr Taylor and seconded by Cllr McNally.

21/156 Employment Tribunal (case 1885/2021)

Cllr McCollum left the room at 21.40pm.

Members NOTED the update report received from the Town Clerk

Cllr McCollum returned to the room at 21.42pm.

21/157 Employment Tribunal (case 1851/2021)

Members NOTED the update report received from the Town Clerk

21/158 Honiton Street Market Health & Safety (H&S)

Members RESOLVED to defer the award of the contract for a Honiton Street Market Health and Safety assessment to the Market Working Group for a review as to the need for such an assessment, such review to be brought back to Full Council.

Proposed by Cllr Keene and seconded by Cllr Bonetta.
For: 9, Against 7, Abstentions 0.

21/159 Grounds Maintenance Contract

Members RESOLVED to enter into post tender negotiations for the award of 3 year contracts for:

- a) **Improvements to Roundball Wood and maintenance of the Battishorne Way allotment site to Banks Construction as preferred contractor; and**
- b) **For the provision of hanging baskets and other minor maintenance/improvement work to J Hewitt Maintenance Services as preferred contractor.**

Proposed by Cllr Taylor and seconded by Cllr Hanratty.
For 15, Against 0, Abstentions 1.

21/160 Town Clerk Hours of Work

Members RESOLVED to defer this item to the Full Council meeting on the 13th September 2021.

Proposed by Cllr Zarczynski and seconded by Cllr Sexton
For: 8, Against 7, Abstentions 1.

21/161 To close the meeting.

The meeting was closed at 10.00pm.