

**Minutes of the Full Council Meeting of the Town Council on Monday 11th April
2022 at 7.00pm**

Present

St Michael's Ward

Cllr L Beigan
Cllr J Bonetta
Cllr J Brown
Cllr R Fowles
Cllr T Howard
Cllr T McCollum
Cllr C Maunder
Cllr D Munge
Cllr A Proszowska

St Paul's Ward

Cllr K Cloke
Cllr R Coombs
Cllr J Furneaux-Gotch
Cllr D Hulin
Cllr S Keene
Cllr S Sexton

In attendance

Stephen Hill, Town Clerk
Heloise Marlow, Deputy Town Clerk
3 members of the public (in person)
7 members of the public (via zoom)

21/412 Apologies for absence

Cllr H Hurford - Personal
Cllr C Kolek - Personal
Cllr P Twiss EDDC/DCC

21/413 Declarations of Interests

Cllr J Bonetta – Personal Interest (Items 21/426, 21/429, 21/437)
Cllr J Brown - Personal Interest (Item 21/426)
Cllr T McCollum – Personal Interest (Items 21/429, 21/433, 21/440)
Cllr S Sexton – Personal Interest (Items 21/422, 21/429, 21/433, 21/435, 21/437, 21/438)

21/414 Dispensations

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

21/415 Public Question Time for items on the agenda

There were no public questions.

21/416 Reports from District and County Councillors

A written report ([attached](#)) was provided by Cllr Twiss.
Cllr Bonetta provided a verbal report and confirmed that he would provide a written copy for the minutes ([see attached](#)).

Cllr Proszowska queried how many Ukrainian refugees has now arrived in Devon? Cllr Bonetta confirmed that he did not have that information but would include it in his written report.

21/417 Reports from Honiton Town Council Members with Special Responsibilities and/or on Outside Bodies

Cllr Proszowska presented her report on the Chamber of Commerce – [see attached.](#)

Cllr McCollum advised that he had yet to attend a Charter Day Committee meeting as these had clashed with Full Council meetings.

Cllr Bonetta advised in Cllr Kolek's absence that the Fair Trade fortnight had been a great success and that the Fair Trade Honiton Steering Group were working with local businesses and EDDC towards making Honiton a Fair Trade town. He highlighted a forthcoming competition with the Co-op.

Cllr Brown provided a report on the East Devon Line Forum – [see attached.](#)

Cllr Sexton advised that she had attended a meeting of the Honiton Hospital and Community League of Friends. The in patient beds at Honiton Hospital were due to be reinstated on a temporary basis to ease the demands on the R D& E at a cost of between £2/3million. However, the beds have not been opened due to a shortage of staff which was considered. Members expressed concerns regarding this and Cllr Sexton confirmed that she would update Members with any further information she received.

The Royal Devon and Exeter NHS Foundation Trust are merging with Northern Devon Healthcare NHS Trust to become the Royal Devon University Healthcare NHS Foundation Trust.

There was to be a presentation by Headlight on mental health support for young people – grant of £10k – referrals from Honiton Community College. Cllr Sexton had suggested that Headlight might want to apply for an HTC grant.

Volunteers for All were running training sessions on defibrillators which was open to all including minors – this was free training but registration for the event was required.

21/418 Reports and Recommendations from Working Groups

Cllr Cloke presented a report from the Queen's Jubilee Working Group – [see attached.](#) She confirmed that the date of the next meeting was to be arranged as was the issuing of the press release.

Cllr McCollum presented a report from the Christmas Lights Working Group – [see attached.](#)

Members RESOLVED unanimously that the existing Christmas lights be collected and checked for repair and for a costing to be provided for repairs and/or replacement in accordance with clause 11.1 a iii and 11.1.d of the Council's Financial Regulations with the requirement for competitive tendering in respect of the work being waived.

Proposed by Cllr Proszowska and seconded by Cllr Cloke.

Cllr Proszowska presented a report from the Market Working Group – [see attached](#). She confirmed that the market superintendent has also been present at the meeting with the NMTF.

Cllr McCollum confirmed that this had been a very useful meeting and that HTC would now be able to access the SW trader's database.

Unfortunately, the young trader's semi-final had had to be cancelled due to Covid 19, although it was hoped that this could be re-arranged. The meeting also highlighted then national difficulties faced by town markets.

21/419 Correspondence: 10th March 2022 – 6th April 2022

Members **NOTED** the item.

Cllr Keene suggested that it was not sufficient for a police officer to patrol the High Street on one day to monitor parking near the police station. He welcomed the School Speed Watch date at Awliscombe Primary School.

21/420 Minutes of the Full Council Meetings held on 14th March 2022
Members RESOLVED to approve the minutes of the Full Council meeting on the 14th March 2022.

Proposed by Cllr Bonetta and seconded by Cllr Proszowska.

For: 13, Against 0, Abstentions 2.

21/421 Minutes of Previous Meetings

Members **NOTED** the item.

Cllr Bonetta confirmed that the two roles identified by the HR Committee were now being advertised.

21/422 Membership on Committees/Working Groups/Special Responsibilities/Representation on Outside Bodies
Members RESOLVED unanimously the following membership:

Cllr T McCollum – Allotments Working Group

Cllrs J Brown and D Hulin – Honiton Community Complex

Cllr L Beigan – Special Responsibility for Young People & Education

Proposed by Cllr Cloke and seconded by Cllr Bonetta.

Members RESOLVED unanimously for Cllr T Howard and Cllr J Bonetta to represent the Town Council at the HCC Charity Members meeting on the 12th April 2022.

Proposed by Cllr Sexton and seconded by Cllr Proszowska.

21/423 Yes 1 Event update

Cllr Munge presented his report – [see attached](#).

Cllr Proszowska praised the well organised event but queried whether it was just for businesses or also individuals – homeowners only or renters?

Cllr Munge confirmed that the presentations were for all including renters. The criteria is the income of the person living in the property for grants – if a Council tenant – approach the Council.

Cllr McCollum advised that any Council tenant should speak to EDDC first and that EDDC were carrying out a survey of their social housing over the next 15/18 months with action planned in 2 years time using 15 surveyors. Cllr Sexton reminded those present of the weekly surgeries in the Library.

21/424 Date for Annual Town Meeting

The Town Clerk advised that the JLA was available on the 28th April, 5th May and 12th May. At this meeting the Chair of the Council and the Chairs of Committees would present their reports.

Members RESOLVED unanimously to hold the Annual Town Meeting on 28th April 2022 at 7pm at the Beehive.

Proposed by Cllr Bonetta and seconded by Cllr Sexton.

21/425 Casual Vacancy: Co-option

The Town Clerk confirmed that there was a vacancy in the St Paul's Ward which could be filled by co-option.

Members RESOLVED unanimously to proceed with the process to co-opt a new Councillor for the Council.

Proposed by Cllr McCollum and seconded by Cllr Keene.

21/426 Luppitt Neighbourhood Plan

Members RESOLVED unanimously to delegate authority to the Planning Committee to make any Town Council consultation comments on the Regulation 16 submitted Plan by 6th May 2022.

Proposed by Cllr McCollum and seconded by Cllr Brown.

21/427 Recasting of 22/23 Revenue Budget

Members **NOTED** the decisions of the Strategy Committee 9th March 2022 (21/64/SC) re the revenue budget 22/23 to request each Committee to consider any changes to the budget not least arising from emerging budgetary pressures and report to Finance & Policy Committee.

21/428 Work Programme Prioritisation

Members discussed the following:

- P3 footpath inspections were an annual requirement.
- The Beehive/HCC would be added to the Priority list.
- Where possible items would be moved from medium term projects to long term projects and from long term projects to longer term projects.
- Where projects have already been commenced, these should proceed.
- The list will evolve over time once feedback from the Committees had been received.

Members **NOTED** the decision of the Strategy Committee 9th March 2022 re work programme 22/23 (21/65/SC).

- 21/429 Beehive LED Lighting Honiton Community Complex (HCC)**
The Town Clerk advised that the bid submitted by HCC included lighting at the Beehive, which may be subject to legislation change in 2023. Members **NOTED** the item.
- 21/430 AGAR 2019/20 and 2020/21 Conclusion of External Audits**
Members **NOTED** the Notice of Conclusions of Audit AGAR 2019/20 including costs and AGAR 2020/21, published and available for inspection.
The Town Clerk confirmed that the points raised in the audits would be dealt with by the next Audit. These were considered minor points which would be corrected.
Members RESOLVED unanimously to publish the “Notice”, the AGAR (Sections 1, 2 & 3) and if requested the External Auditor final report and certificate.
Proposed by Cllr Bonetta and seconded by Cllr Proszowska.
- 21/431 Draft Asset Register 21/22**
Cllr McCollum advised that the Fern seat was currently stored in the Council container and that he would be providing a new costing for the Christmas Lights.
Cllr Coombs advised that there were 2 Antique chairs in the Council offices rather than just one. He queried whether leases signed by the Council should be included and the Town Clerk confirmed that this could be resolved at the May AGM.
Members RESOLVED to approve the asset register 21/22
Proposed by Cllr Howard and seconded by Cllr Sexton
For: 14, Against 0, Abstentions 1.
- 21/432 Bank Signatories**
Cllr Sexton advised that due to the current position with HCC it would not be appropriate for her to continue as a bank signatory.
Members RESOLVED unanimously for Cllr McCollum and Cllr Keene to be bank signatories to authorise payments.
Proposed by Cllr Cloke and seconded by Cllr Proszowska.
- Cllr McCollum and the Town Clerk left the meeting at 20.21pm
- 21/433 Accounts**
The Deputy Clerk confirmed that the payments to EDDC for £711.08 and £636.23 related to business rates.

Members queried the payment to Banks Construction Ltd which referred to the removal of a fallen tree at Bramble Hill; that would not be the responsibility of the Town Council. Members queried whether the tree had been sited at Roundball Wood which would be the responsibility of the Town Council.

Members RESOLVED unanimously to approve the schedule of payments except for item HTC 20081.

Proposed by Cllr Howard and seconded by Jake Bonetta

Cllr McCollum and the Town Clerk returned to the meeting at 20.31pm

Members RESOLVED unanimously for the Town Clerk to confirm the work carried out by Banks Construction Ltd and to approve payment if the tree was at Roundball Wood.

Proposed by Cllr Howard and seconded by Cllr Keene.

21/434 Exempt Business

Members RESOLVED unanimously to take the following items into Exempt Business.

Proposed by Cllr McCollum and seconded by Cllr Bonetta.

Cllr Sexton advised that due to her personal interests in items 24, 25 and 26 she would be stepping down as Chair of the meeting for those items and proposed that Cllr Bonetta be appointed to Chair the meeting for those items.

Members RESOLVED to appoint Cllr Bonetta as Chair for items 24,25 and 26.

Proposed by Cllr Sexton and seconded by Cllr Howard

For 14, Against 0, Abstentions 1.

21/435 AGAR 2019/20 and 2020/21 Conclusion of External Audits

Cllr Coombs spoke as the only Cllr now on the Council who was a Cllr at the time. He advised that Members had followed legal advice prior to proceeding and queried whether details regarding the matter would be made public if Members resolved not to pursue any claim against any legal or professional advisor acting for the Council in relation to the construction of the Beehive?

The Town Clerk confirmed that such a resolution would enable all legal advice received and Members confidential discussion to be made public.

Members RESOLVED not to pursue any claim against any legal or professional advisor acting for the Council in relation to the construction of the Beehive.

Proposed by Cllr Cloke and seconded by Cllr Proszowska.

For: 14, Against 0, Abstentions 1.

21/436 Members RESOLVED unanimously to extend the meeting until 9.30pm.

21/437 **Beehive Management**
Members discussed the item and made various Resolutions.

21/438 **Beehive Hearing Loops and Audio**
The Town Clerk confirmed that the monies would come from reserves as there was no budget heading for this item. The proposal was affordable. Members discussed the following:

- Should monies be spent on the Beehive whilst its long term future is being considered?
- Current hearing loops don't work and are not fit for purpose.
- HTC has a legal obligation to provide facilities so that the disabled can use the building.
- Can the existing facilities be repaired/improved rather than replaced? The Town Clerk advised that the three possible suppliers had all advised that repair of the existing equipment was not feasible as it was not fit for purpose.
- How many visitors to the building use the hearing loop?

Members RESOLVED to appoint a preferred supplier (RAS) for provision of hearing loops/audio equipment at the Beehive.
Proposed by Cllr Proszowska and seconded by Cllr McCollum
For:13, Against 1, Abstentions 1.

Members RESOLVED to set aside an Earmarked Reserve for hearing loop/audio equipment at £15,000.00.
Proposed by Cllr McCollum and seconded by Cllr Hulin.
For: 13, Against 1, Abstentions 1.

21/439 Members RESOLVED unanimously to extend the meeting until 10pm.

Cllr McCollum left the meeting at 21.36pm
Cllr Sexton resumed as Chair of the meeting.

21/440 **Employment Tribunal (case 1851/2021)**
Members **NOTED** the item and made various Resolutions.

Cllr McCollum returned to the meeting at 21.45pm

21/441 Roundball Wood: Lease

It was noted that the quote did not include drainage works at Woodhill View and it was agreed that a further meeting should be arranged with the member of public affected.

Members RESOLVED unanimously not to issue Notice of a Break in the Lease of Roundball Wood from Coombe Estate.

Proposed by Cllr Cloke and seconded by Cllr Proszowska.

Members RESOLVED unanimously to accept the quote from J Hewitt Maintenance Services dated 7th April 2022.

Proposed by Cllr Cloke and seconded by Cllr Proszowska.

21/442 Annual Leave

Members RESOLVED to approve carry over (to be taken by the end of October 2022) of annual leave not taken in 2021/22 and/or to reimburse.

Proposed by Cllr Bonetta and seconded by Cllr Proszowska
For 13, Against 2, Abstentions 0.

Members RESOLVED to delegate to the Town Clerk (in consultation with the Chairman and Chairman of HR Committee, Vice Chairman and Chairman of Finance & Policy Committee) to agree number of hours of carry over leave and/or reimbursement.

Proposed by Cllr Fowles and seconded by Cllr Hulin.
For 13, Against 2, Abstentions 0.

21/443 To close the meeting

The meeting closed at 10.10pm.