

**Minutes of the Full Council Meeting of the Town Council on Monday 13<sup>th</sup> June  
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 A Proszowska

**St Paul's Ward**

Cllr K Cloke  
Cllr J Furneaux-Gotch  
Cllr D Hulin  
Cllr C Kolek  
Cllr S Keene  
Cllr S Sexton

**In attendance**

Stephen Hill, Town Clerk  
Heloise Marlow, Deputy Town Clerk  
Cllr P Twiss (DCC/EDDC)  
3 members of the public (in person)  
4 members of the public (via zoom)

**22/40 Apologies for absence**

Cllr H Hurford (Purdah – Government election)  
Cllr C Maunder (personal)  
Cllr R Coombs (personal)

**22/41 Declarations of Interests**

Cllr J Bonetta – Personal Interest (Items 22/57, 22/62, 22/65, 22/67)  
Cllr J Brown – Pecuniary Interest (Items 22/47, 22/61, 22/63, 22/65, 22/67)  
Cllr T McCollum – Personal Interest (Items 22/57, 22/72 – Cllr McCollum confirmed that he would leave the meeting for this item)  
Cllr S Sexton – Personal Interest (Items 22/47, 22/61, 22/63, 22/65, 22/67, and 22/71 - Cllr Sexton confirmed that she would also leave the meeting during the discussion of those items).

**22/42 Dispensations**

The Town Clerk confirmed that he had granted Cllr J Brown a dispensation in relation to items 22/61, 22/63, 22/65 and 22/67 which allowed Cllr Brown to remain in the meeting whilst these agenda items were being discussed and which allowed Cllr Brown to debate the item but would prevent her from voting.

**22/43 Public Question Time for items on the agenda**

The Town Clerk asked the attached questions on behalf of Mr J Burgess.  
The Chairman provided the [attached response](#).

**22/44 Reports from District and County Councillors**

Cllr Twiss provided the [attached report](#).

Cllr Cloke thanked Cllr Twiss for the locality grant provided in respect of the Queen's Jubilee events.

Cllr Twiss confirmed that he was also providing a grant to celebrate the 50 year anniversary of the arrival in 1972 of Ugandan refugees which would contribute to a permanent exhibition at Honiton Museum in September.

Cllr Twiss left the meeting at 7.10pm

Cllr Bonetta provided the [attached report](#).

**22/45 Reports from Honiton Town Council Members with Special Responsibilities and/or on Outside Bodies**

Cllr Sexton confirmed that she had attended a coffee morning with the Scouts who are fundraising for a new roof. On 22<sup>nd</sup> June the scouts will be assisting with the cleaning of the war memorial.

Cllr Sexton also highlighted the fundraising efforts of 14 year old Luke Twaddle who has been invited to represent Honiton at the 2023 Scout Jamboree in South Korea.

Cllr Sexton also thanked the Queen's Jubilee Working Group comprised of Cllr K Cloke, other Cllrs, ex Cllrs and members of the public and staff for all their hard work.

Cllr Kolek advised that the Fair Trade Steering Group would have an information table on the 22<sup>nd</sup> June at the Honiton market.

Cllr Brown reported that a new coffee shop was opening at Honiton Train station.

Cllr McCollum reported that Town Management Committee meetings had moved from Thursdays to Monday evenings – the next meeting would be on Monday 4<sup>th</sup> July.

Cllr Proszowska reported that the flags in the town had been organised by the Chamber of Commerce who had distributed drinks/refreshments to the volunteers over the Jubilee weekend donated by Waitrose and TRIP. The CUB were meeting next week to discuss further works to the building. They had attracted new users/groups including a repair café which would be opening on Saturday. The Honiton Twin Tigers were having a fundraising disco at the Rugby Club for Josh Smith who had been chosen to represent the club at a competition in Canada.

**22/46 Reports and Recommendations from Working Groups**

Cllr K Cloke presented her report – [see attached](#).

- 22/47 Correspondence: 4<sup>th</sup> May 2022 – 8<sup>th</sup> June 2022**  
Members agreed to refer the letters received from Mr Bailey and Miriam Thomas to the Green & Open Spaces Committee. The Town Clerk confirmed that the letter received from Mr and Mrs Roche had been forwarded to Devon County Council Highways and that Mr Roche had been advised accordingly.
- 22/48 Minutes of the Full Council Meetings held on 9<sup>th</sup> May 2022**  
**Members RESOLVED to approve the minutes of the Full Council meeting on the 9<sup>th</sup> May 2022.**  
**Proposed by Cllr McCollum and seconded by Cllr Keene.**  
For 10, Against 0, Abstentions 3.
- 22/49 Minutes of Previous Meetings**  
Members **NOTED** the item.
- 22/50 Co-option to Honiton Town Council**  
Mr Andrew Pearsall gave his presentation.  
**Members RESOLVED to vote by secret ballot.**  
**Proposed by Cllr Sexton and seconded by Cllr Cloke**  
For 12, Against 1, Abstentions 0
- Members RESOLVED unanimously to co-opt Mr Andrew Pearsall to the vacancy in St Paul's Ward**  
Cllr Pearshall signed the Declaration of Office and joined Members.
- 22/51 Membership of Committees and Working Groups**  
a) **Members RESOLVED that Cllr Furneaux-Gotch be appointed to the Strategy Committee**  
**Proposed by Cllr McCollum and seconded by Cllr Bonetta**  
For 13, Against 0, Abstentions 1  
b) Members discussed the draft Terms of Reference for the Beehive Working Group. It was proposed that the first paragraph be amended to:  
The Beehive Working Group is open to any Members of the Council to join, provided their membership has been agreed by Full Council. It was proposed to remove from the draft Terms of Reference the following line  
“ The Working Group may also recommend to Full Council (for its decision) that non-Councillors may be members.”  
**Members RESOLVED the appointment of Cllr Fowles, Furneaux-Gotch, Keene, Howard, Hulin McCollum, Proszowska and Bonetta to the Beehive Working Group and to approve the Terms of Reference (as amended).**  
**Proposed by Cllr McCollum and seconded by Cllr Bonetta**  
For 13, Against 0, Abstentions 1.

- 22/52 Q4 2021/22 Financial Report**  
Members **NOTED** the;  
a) Q4 2021/22 financial report and  
b) Reconciliation of accounts to end March 2022 – Current, Nationwide & Savings Account.
- 22/53 Internal Audit report**  
Members **NOTED** the internal audit report.
- 22/54 AGAR 2021/22**  
Members **NOTED** the dates for the period of Exercise of Public Rights as commencing on 20<sup>th</sup> June 2022 and ending on 29<sup>th</sup> July 2022.  
a) **Members RESOLVED to approve Section 1: Annual Governance Statement 2021/22**  
**Proposed by Cllr Howard and seconded by Cllr Kolek.**  
For 13, Against 0, Abstentions 1.  
b) **Members RESOLVED to approve Section 2: Accounting Statement 2021/22**  
**Proposed by Cllr Howard and seconded by Cllr McCollum**  
For 13, Against 0, Abstentions 1.
- 22/55 Delegation of Street Market Operation**  
Members discussed the item, and it was confirmed that any Cllr working as a Council officer on the market would need to undergo Chapter 8 training.  
**Members RESOLVED to appoint Councillors as officers of the Council without remuneration to operate the Street Market when required.**  
**Proposed by Cllr Keene and seconded by Cllr Kolek**  
For 13, Against 0, Abstentions 1
- 22/56 Street Market Health & Safety Report**  
**Members RECEIVED the Street Market Health and Safety Report and RESOLVED to delegate to the Market Working Group to prepare a draft mitigation plan including co-ordination of traffic management with DCC and the Police.**  
**Proposed by Cllr Sexton and seconded by Cllr Kolek**  
For 13, Against 0, Abstentions 1.
- 22/57 Planning Appeal**  
Members discussed the item.  
**Members RESOLVED unanimously to appoint Cllrs Cloke, Hulin and Fowles to attend the Appeal Hearing commencing on 28<sup>th</sup> June 2022.**  
**Proposed by Cllr Proszowska and seconded by Cllr Howard.**

- 22/58 Consultation on County Wide Parking**  
**Members RESOLVED to provide the Town Clerk with their comments who would collate and submit the comments to DCC on behalf of Members.**  
Proposed by Cllr McCollum and seconded by Cllr Brown  
For 13, Against 0, Abstentions 1.
- 22/59 Green & Open Spaces Committee**  
**Members RESOLVED that a public consultation process be instigated relating to possible changes to Public Spaces Protection Orders and delegated this to HTC officers in consultation with Members of the Green & Open Spaces Committee.**  
Proposed by Cllr Sexton and seconded by Cllr Cloke  
For 13, Against 0, Abstentions 1.
- Members RESOLVED to defer to the next Full Council meeting the draft resolutions relating to P3 Footpath inspections and the use of Honiton Green Spaces Logo to provide more time for further information and costings to be provided.**  
Proposed by Cllr Sexton and seconded by Cllr Cloke.  
For 13, Against 0, Abstentions 1.
- Cllr Sexton left the meeting at 20.16pm
- 22/60 Members RESOLVED unanimously to appoint Cllr Fowles to chair the meeting for items 21,22,23,24,25, 26 and 30**  
Proposed by Cllr McCollum and seconded by Cllr Keene.
- 22/61 Review Meeting, draft Terms of Reference**  
The draft Terms of Reference were discussed, and it was proposed that they be amended as follows:
- Frequency of meetings: Monthly*  
*3. The Chairperson will prepare an Agenda for meetings and those will be provided within 3 clear days of the Meeting.*
- Members RESOLVED to approve the HTC/HCC Review Meeting Terms of Refence as amended.**  
Proposed by Cllr Howard and seconded by Cllr McCollum  
For: 11, Against 0, Abstentions 2.
- 22/62 Beehive Management**  
Cllr J Brown presented her report
- HCC were currently interviewing for new Directors.

- Duncan Sheridan-Shaw has resigned as a Director for personal reasons.
- A staff meeting and a board meeting had been arranged for Tuesday 14<sup>th</sup> June 2022.
- Two new Directors have been appointed.

Cllr Fowles presented his report

- The Beehive Working Group had met twice and identified a list of actions.
- Additional members were required to provide additional support.
- Four work streams with actions to be completed had been drafted and it was proposed to take these to the public at the end of July.
- The Clerk, Cllrs Howard and Fowles had met with Jonathan Ling a Director at Stratton Creber to discuss the valuation of the Beehive. He had advised that grant assistance and tax breaks could be available depending on the future use of the building. He would provide the Town Council with a report in early July.

Cllr Howard presented her report on the HCC/HTC review meeting on the 1<sup>st</sup> June 2022.

- There would be a rotating Chair for the meetings
- HCC had been happy with the recent press release and had nothing to add.
- The draft TOR's had been discussed.
- HCC had suggested that there be an HCC representative on the Beehive working group.
- The audio demonstration was booked for the 22<sup>nd</sup> July 2022 to which Cllrs and users were invited.
- Cllr Brown had offered to assist HCC with their service contracts.

22/63

### Accounts

**Members RESOLVED to approve the Schedule of Payments with the exception of HTC20166.**

**Proposed by Cllr Howard and seconded by Cllr McCollum.**

For 11, Against 0, Abstentions 2.

Members discussed the service provided by Amberon over the Jubilee Weekend.

**Members RESOLVED to send a complaint to Amberon.**

**Proposed by Cllr McCollum and seconded by Cllr Howard**

For 11, Against 0, Abstentions 2.



- 22/64 **Exempt Business**  
**Members RESOLVED unanimously to take the following items into exempt business.**  
Proposed by Cllr Howard and seconded by Cllr Keene
- 22/65 **Beehive Management, Honiton Community Complex**  
**Members RESOLVED to underwrite Honiton Community Complex's variable net costs of operating the Beehive at an estimated £5k pm for a further 3 months rolling period (7 June 2022 – 7 September 2022) and maximum of 12 months from 7 March 2022.**  
Proposed by Cllr Kolek and seconded by Cllr McCollum  
For 8, Against 3, Abstentions 2.
- 22/66 **Extension of meeting**  
**Members RESOLVED to extend the meeting to 10pm.**  
Proposed by Cllr Bonetta and seconded by Cllr Proszowska.  
For 12, Against 1, Abstentions 0.
- 22/67 **Underwriting of Honiton Community Complex (HCC) Costs**  
**Members RESOLVED to approve the financial contribution to HCC's net operating costs April 2022.**  
Proposed by Cllr Howard and seconded by Cllr McCollum  
For 7, Against 4, Abstentions 2.
- Cllr Sexton returned to the meeting at 21.20pm
- 22/68 **Data Protection Officer (DPO)**  
The Town Clerk confirmed that the proposed consultant was Hope & May and that it was a statutory requirement to have a DPO. Fees would only be incurred if the service was required.  
**Members RESOLVED to approve the appointment of consultant to act as the Council's DPO.**  
Proposed by Cllr Cloke and seconded by Cllr Bonetta  
For 13, Against 0, Abstention 1.
- 22/69 **Access Ramp near Lace Walk**  
**Members RESOLVED to appoint C Samsom Ltd for the construction of an access ramp from near the Lace Walk car park to the High Street and to research the provision of grants for the cost of the works prior to commencing work.**  
Proposed by Cllr Proszowska and seconded by Cllr Kolek.  
For 13, Against 0, Abstentions 1.
- 22/70 **Officer Appointments**  
**Members RESOLVED not to offer a permanent contract to the temporary market assistant.**

**Proposed by Cllr McCollum and seconded by Cllr Proszowska.**  
For 13, Against 0, Abstentions 1.

Cllrs McCollum, Kolek and Bonetta left the meeting at 9.35pm

**22/71 Internal Audit (IAC) Report**  
Members **NOTED** the report.

**22/72 Employment Tribunal (case 1851/2021)**  
Members **NOTED** the item and made a confidential Resolution.

**22/73 To close the meeting**  
The meeting closed at 9.40pm.