

**Minutes of the Full Council Meeting of the Town Council on Wednesday 22nd
February 2023 at 7.00pm**

Present

St Michael's Ward

Cllr J Brown
Cllr H Hurford
Cllr C Maunder
Cllr T McCollum
Cllr A Proszowska

St Paul's Ward

Cllr J Furneaux-Gotch
Cllr D Hulin
Cllr C Kolek
Cllr A Pearsall
Cllr S Sexton

In attendance

Stephen Hill, Town Clerk
Heloise Marlow, Deputy Town Clerk
1 member of the public
3 members of the public (via zoom)
Cllr R Coombs (via Zoom)
Cllr S Keene (via Zoom)
Cllr R Fowles (via Zoom)
Mr B Rawlings, Market Superintendent

22/280 Apologies for absence

Cllr J Bonetta
Cllr K Cloke
Cllr R Coombs
Cllr R Fowles
Cllr S Keene
Cllr P Twiss (DCC/EDDC)

22/281 Declarations of Interests

Cllr J Brown – Pecuniary Interest (Items 22/296, 22/301, 22/304, 22/305 and 22/306)

Cllr T McCollum – Personal Interest (Items 22/295, 22/297, 22/298)

Cllr S Sexton – Personal Interest (Items 22/296, 22/301, 22/304, 22/305 and 22/306). Cllr Sexton confirmed that she would also leave the meeting during the discussion of items 22/304, 22/305 and 22/306)

Cllr D Hulin – Personal Interest (Item 22/296, 22/301, 22/304, 22/305 and 22/306)

22/282 Dispensations

The Town Clerk confirmed that he had granted Cllr J Brown a dispensation in relation to items 22/304, 22/305 and 22/306 which allowed Cllr Brown to remain in the meeting whilst these agenda items were being discussed and which allowed Cllr Brown to debate the items but would prevent her from voting.

22/283 Public Question Time for items on the agenda

The [attached questions](#) were received from Mr P Carrigan.

Cllr Sexton advised that it would be improper to answer the question in a public meeting and instead a written response would be provided in the next few days.

Cllr Kolek commented that she was delighted that ex-Cllr Carrigan was so concerned about the spending of public money now, but a shame that he didn't do so when Cllrs wasted £1,000s of public money in support of a legal claim against Bailey Partnership.

22/284 Reports from District and County Councillors

Cllr Twiss provided the [attached report](#)

Cllr McCollum provided the following report:

- Voter ID Now required No ID Can't vote.
- Local plan sites to wait while Government clarifies flexibility of housing targets.
- Lace Walk car park design consultants have now been appointed to review the car park and its facilities.
- EV Charging points installation started but roll out is slower than expected due to waiting time for chargers or meters.
- Asylum Accommodation – “Exeter Hampton by Hilton” 392 capacity as from February 2023

22/285 Reports from Honiton Town Council Members with Special Responsibilities and/or on Outside Bodies

Cllr Fowles (via Zoom) advised that neither he nor Cllr Bonetta has been able to attend the TRIP meeting. However, the minutes stated that TRIP were looking for an accountant to challenge their accounts on a voluntary basis. There was evidence locally that the services of TRIP were not well known and as such a leaflet drop was being arranged.

Cllr Sexton and Cllr Fowles also visited The Beacon Community Centre in Exeter who also were not aware of TRIP's services so TRIP's details were provided.

Cllr Kolek advised that Fairtrade Fortnight was starting on 27th February 2023.

Cllr Sexton advised that she had attended the following:

- King's Coronation Working Group.
- Twinning meeting – an invitation has been sent to the Mayor of Mezidon-Canon to visit Honiton and this visit may take place in late July over the Charter Day weekend. A civic reception has been provisionally booked for Friday 28th July 2023 to celebrate 50 years of twinning.

- League of Friends meeting
- Cost of living meeting – CAB is planning a conference at the Beehive on 1st March 2023 and further funding has been agreed for the Honiton Primary schools.
- Honiton Health matters meeting – conference planned for Friday 24th March 2023.

22/286 Reports and Recommendations from Working Groups and Meetings.

Cllr Proszowska confirmed that the ramp off the High Street had been installed and thanked all Cllrs but especially Cllrs McCollum and Keene for their assistance in completing the project.

Cllr McCollum highlighted a loose paving slab at the top of the ramp which would be investigated and if necessary, reported to the contractor.

22/287 Correspondence: 5th January 2023 – 17th February 2023

Members **NOTED** the following regarding correspondence received:

1. Sophie Robinson - [Skip Licence Application - High Street](#)
The market superintendent confirmed that he had agreed arrangements which would minimise the impact of the skip on the market.
2. Mrs K Retter – [Thanks for Millennium Green grant](#)
Noted
3. Honiton resident – [request for a public seat](#)
Members agreed to refer the request to the Town Management Committee.
4. Mayor of Gronau-Leine – [seasonal greetings](#)
Noted
5. Mayor of Mezidon-Canon – [proposed 50th twinning anniversary visit](#)
Members noted that host families will be needed.
6. Devon & Cornwall Police – [February newsletter for Neighbourhood Watch supporters](#)
Noted.
7. Jane White – [comments regarding Honiton Street Market](#)
Members noted the correspondence and response provided by the Town Clerk.
8. Devon & Cornwall Police – [Honiton Town Newsletter \(February\)](#)
Noted.

22/288 Minutes of the Full Council Meeting held on 9 January 2023 and the Extra-Ordinary Full Council Meeting held on 17 January 2023.

Members RESOLVED to approve the minutes of the Full Council meeting on the 9 January 2023

Proposed by Cllr McCollum and seconded by Cllr Kolek.

For 6, Against 0, Abstention 4.

Members RESOLVED to approve the minutes of the Extra-Ordinary Full Council Meeting held on 17 January 2023.

Proposed by Cllr Proszowska and seconded by Cllr Kolek
For 8, Against 0, Abstentions 2

22/289 Minutes of Previous Meetings
Members **NOTED** the item.

22/290 Membership of Committees and Working Groups

Cllr Proszowska resigned as the Council representative for the Chamber of Commerce and the CUB.

Cllr Fowles resigned as one of the Council representatives for Honiton United Charities.

Cllr Furneaux-Gotch confirmed that Cllr McCollum and himself were members of the Chamber of Commerce Committee and would therefore be able to keep open the channels of communication between the Council and the Chamber of Commerce until the AGM in April 2023.

Members RESOLVED unanimously to approve the above changes.

Proposed by Cllr McCollum and seconded by Cllr Pearsall.

22/291 Annual Calendar of Meetings 2023/24

Members RESOLVED unanimously to approve the Annual Calendar of Meetings 2023/24

Proposed by Cllr Kolek and seconded by Cllr Sexton.

22/292 Market Handbook (Charges) and Risk Assessment

Members RESOLVED unanimously to approve the revised Market Handbook.

Proposed by Cllr Kolek and seconded by Cllr McCollum

Members RESOLVED unanimously to approve the updated Risk Assessment.

Proposed by Cllr McCollum and seconded by Cllr Brown.

Members discussed the following:

- The changes to the charges will take effect from 1/4/23.
- From 1/4/23 all market traders will have the same pitch charge.
- The new charges are set out in the Handbook.
- Should traders have to pay the new increased charges in view of the recent changes to the location of pitches?
- The new charges are not an increase as charges were reduced due to the pandemic; no increase summer 2023 and increase winter 2023.

The charges from 1/4/23 were in force before the pandemic.

Cllr Fowles (via Zoom) advised that the version of the handbook attached to the agenda was not the latest version as further amendments had been

made. Therefore, the Decision above is based on incorrect version and should be reconsidered.

Members RESOLVED unanimously to have a vote on any amendments to the Market Handbook approved at the Full Council meeting in March 2023.

Proposed by Cllr Pearsall and seconded by Cllr Furneaux-Gotch.

22/293 Recommendations from Town Management Committee

a) Members RESOLVED unanimously that the Market Superintendent undertake appropriate risk assessment training.

Proposed by Cllr McCollum and seconded by Cllr Furneaux-Gotch

b) Cllr McCollum advised that there was a need for Chapter 8 training regarding community events. He had located a company who could provide 1 day training in Honiton at a cost of £110 plus VAT per attendee with a minimum number of 8 attendees. These could include the market superintendent and the proposed Town & Market assistant orderly, Councillors and volunteers. The cost covered the day's training and certificate which is valid for 5 years. He confirmed that HTC had previously paid for the Chapter 8 training of volunteers.

Members RESOLVED unanimously that further Chapter 8 training be provided.

Proposed by Cllr McCollum and seconded by Cllr Furneaux-Gotch.

c) The Town Clerk confirmed that a first response kit had already been purchased for the market.

d) Members RESOLVED unanimously that from 31st March 2023 the market charges are as follows:

- **Winter 23/24 regular pitch £8, casual pitch £10**
- **Summer 2024 regular pitch £12 casual pitch £14**

Proposed by Cllr Kolek and seconded by Cllrs Proszowska.

22/294 King's Coronation Event

The Town Clerk advised that Members had previously resolved to lead on the proposed Coronation event. Correspondence had been received from EDDC which had been forwarded to the Coronation Working Group. The Town Clerk's advice was that the Council could continue to lead on the King's Coronation event and comply with Purdah.

Members RESOLVED unanimously to continue to lead on the Coronation celebrations at Allhallows.

Proposed by Cllr Brown and seconded by Cllr Pearsall.

22/295 EDDC Street Trading Consultation

Members **NOTED** that HTC would not respond to EDDC's street trading consultation as street trading on market days only is bound by the Charter Market.

22/296 Beehive Flag

Cllr Fowles queried whether HCC required planning permission for the proposed flag.

Members RESOLVED to approve the provision of a temporary flag to promote the café at the Beehive, subject to HCC having the necessary permissions being in place, if required.

Proposed by Cllr McCollum and seconded by Cllr Furneaux-Gotch

For 8, Against 0, Abstentions 2

22/297 Support for Royal British Legion (RBL) Initiative

Members RESOLVED unanimously to support the RBL initiative to maintain the EDDC flowerbed at New Street.

Proposed by Cllr McCollum and seconded by Cllr Proszowska.

22/298 Roundball Wood

The Town Clerk advised that EDDC had stated that it would not release the £12.5K S106 monies for the works required as HTC needed to follow the EDDC guidance and undertake a consultation process.

Cllr Proszowska suggested that the works were required for health and safety reasons.

Members NOTED works being undertaken to improve safety at Roundball Wood Nature Reserve and RESOLVED that the Council promote EDDC's allocation of £12.5k S106 contributions to this project.

Proposed by Cllr Proszowska and seconded by Cllr Brown.

For 9, Against 1, Abstentions 0.

22/299 Recruitment Campaign Local Elections May 2023

Cllr Sexton confirmed that posters had been created to advertise the forthcoming local elections and Cllr nominations and that two meetings were being organised to provide information regarding the elections and the role of a Town Councillor. These would provide members of the public with an opportunity to meet current councillors. The first meeting will be on 2nd March 2023 at Combe Raleigh Village Hall when prospective Cllrs can meet existing Cllrs. The meeting is open to all, and Honiton Town Council officers will be in attendance. Cllr Sexton was asked to give an interview to Nub News and the Honiton Village News. Due to purdah these interviews will now be given by the Town Clerk. The second meeting will be at the Beehive in Honiton on a Saturday between 2pm and 4pm before 23rd March 2023.

Cllr Hurford suggested that Honiton Town Council should review how it runs its meetings. Those who are self-employed or employed can find it difficult to attend meetings.

Cllr McCollum advised that new ID requirements had been introduced for voting at the local elections in May 2023. The Town Clerk confirmed that

Honiton Town Council would promote the new requirements together with the last date for postal votes to be registered which is the 17th April 2023.

Members RESOLVED unanimously to implement a recruitment campaign for Councillor nominations for the local elections May 2023.

Proposed by Cllr Hulin and seconded by Cllr McCollum

22/300 Training Induction Programme

Cllr Sexton highlighted the key training which would take place after the elections with other training taking place at a later date. As the Code of Conduct training was so important, especially following the Council's adoption of the Respect and Civility Pledge, she proposed that this training take place within 3 months of the elections.

Members RESOLVED unanimously to approve the introduction of the training induction programme for Councillors elected in May 2023.

Proposed by Cllr Brown and seconded by Cllr Hulin

22/301 Accounts

The Town Clerk highlighted that a room rates rebate had been obtained in the sum of £7,921.84. The costs of obtaining this rebate by LH Property Auditors Ltd was £3327.17. A VAT refund had been received in the sum of £17,805.40.

Members RESOLVED to approve the schedule of accounts for January 2023 payments.

Proposed by Cllr Hurford and seconded by Cllr Proszowska.

For 8, Against 0, Abstentions 2.

22/302 Exempt Business

Members RESOLVED unanimously to take the following items into exempt business.

Proposed by Cllr McCollum and seconded by Cllr Kolek.

22/303 Councillor Absence

Members discussed the item.

APPROVE the reasons for the 6-month absence of a Councillor

Proposed by Cllr Proszowska and seconded by Cllr Kolek.

For 1, Against 8, Abstentions 1.

The motion failed.

Cllr Sexton left the meeting at 8.48pm and Cllr Hurford took over as Chair of the Meeting.

22/304 Honiton Community Complex (HCC): Business Plan

Members RESOLVED to provide HCC with the comments on the Business Plan as set out in the report.

Proposed by Cllr Furneaux-Gotch and seconded by Cllr McCollum

For: 8, Against 0, Abstentions 1

22/305 Honiton Community Complex (HCC): Draft Underwriting Agreement
Members RESOLVED to approve the draft financial safety net
mechanism Underwriting Agreement with HCC from 1st April 2023.
Proposed by Cllr Kolek and seconded by Cllr Hurford.
For 4, Against 3, Abstentions 2.

22/306 Underwriting of Honiton Community Complex (HCC) Costs
Members NOTED the item.

22/307 To close the meeting
The meeting closed at 9.10pm.