

**Minutes of the Full Council Meeting of the Town Council on Monday 13th March
2023 at 7.00pm**

Present

St Michael's Ward

Cllr J Bonetta
Cllr R Fowles
Cllr C Maunder
Cllr T McCollum

St Paul's Ward

Cllr K Cloke
Cllr J Furneaux-Gotch
Cllr S Keene
Cllr C Kolek
Cllr A Pearsall
Cllr S Sexton

In attendance

Stephen Hill, Town Clerk
Heloise Marlow, Deputy Town Clerk
2 members of the public
1 member of the public (via zoom)
Cllr R Coombs (via Zoom)
Mr B Rawlings, Market Superintendent
Cllr P Twiss (DCC/EDDC)

22/308 Apologies for absence

Cllr J Brown (personal)
Cllr R Coombs (personal)
Cllr D Hulin (personal)
Cllr H Hurford (personal)
Cllr A Proszowska (personal)

22/309 Declarations of Interests

Cllr J Bonetta – Personal Interest (22/321, 22/333, and 22/334)
Cllr T McCollum – Personal Interest (Items 22/321)
Cllr S Sexton – Personal Interest (Items 22/326, 22/333 and 22/334). Cllr
Sexton confirmed that she would also leave the meeting during the
discussion of items 22/333 and 22/334)

22/310 Dispensations

None granted

22/311 Public Question Time for items on the agenda

Further questions ([attached](#)) 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 which would be posted on the Town Council's website.

22/312 Reports from District and County Councillors

Cllr Twiss provided the [attached reports](#) and added the following information verbally:

- His second report related to on street parking.
- No decisions had yet been taken.
- The policy was evolving.
- An impact assessment was attached.
- This was not a money making exercise.
- It won't kill off the High Street
- It will encourage more footfall to the High Street
- It will make enforcement easier.
- Discussions are taking place with Mike Brown from Highways regarding the location of the restrictions.
- There will be no impact on the market.
- Currently Honiton bus services are subsidised by DCC to the sum of £800k per year.

Cllr Cloke raised the following:

- What other locations in East Devon operate a 30-minute free parking ticket scheme?
- Many shoppers only park for 5 minutes on the High Street – they won't want to stop to get a ticket for a free ½ hour so will not visit the High Street.
- Have DCC consulted with the existing shop owners?
- Why has it taken Devon County Council 4 months to advise HTC of this policy?
- Most of the cars parked on the High Street are owned by residents.

Cllr Twiss advised that a Devon County Council consultation with local businesses is likely to take place in the summer of 2023: the policy aims to encourage a churn of long-term parking and easier enforcement.

Cllr Sexton suggested that having had no time to consider the policy, Members should not pre-judge it. She looked forward to DCC working with HTC on the public consultation.

Cllr Twiss left the meeting at 7.13pm

Cllr McCollum provided the [attached report](#)

Cllr Bonetta provided the [attached report](#)

22/313 Reports from Honiton Town Council Members with Special Responsibilities and/or on Outside Bodies

Cllr Cloke confirmed that the King's Coronation Working Group were progressing with the organisation of the event which would involve local bands, food vendors, the hiring of marquees. A £2000 grant had been obtained from the National Lottery.

Cllr Bonetta advised that the East Devon Citizens Advice fun day on the 1st March had been well attended and very successful with representatives from Richard Foord MP's office in attendance.

Cllr McCollum confirmed that Chapter 8 training had been arranged for Saturday 22nd April – full details to follow. He was chasing Devon County Council for an update regarding the Clapper Lane pedestrian crossing and had been assured that he would receive the report by the end of the week. The rest of the Christmas Lights would be removed in 2 weeks' time (at an additional cost of £100).

Cllr Sexton advised that she had attended:

- Cost of living meetings – the library had advised that its warm space was being well attended.
- East Devon Citizens Advice Day (with Cllr Maunder)
- Beehive Open Day (with various Cllrs)

Cllr Sexton advised that as Vice Chair of the Honiton Surgery patient group, a survey was being carried out regarding the surgery's services, staff, premises. The results will be discussed at a patients open evening in June with a view to taking steps to improve services. The date will be shared once set.

22/314 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.

22/315 Correspondence: 18th February 2023 – 8th March 2023

Members **NOTED** the correspondence received:

22/316 Minutes of the Full Council Meeting held on 22nd February 2023.
Members RESOLVED to approve the minutes of the Full Council meeting on the 22nd February 2023

Proposed by Cllr Pearsall and seconded by Cllr Kolek.

For 7, Against 0, Abstention 3.

22/317 Minutes of Previous Meetings

Members **NOTED** the item.

22/318 Membership of Committees and Working Groups

Cllr Bonetta resigned as one of the Councillor representatives for TRIP.

Cllr Maunder was proposed to represent the Council at the HCC/HTC review meetings.

Members RESOLVED to approve the above changes.

Proposed by Cllr Kolek and seconded by Cllr Cloke.

For 9, Against 0, Abstentions 1.

22/319 Code of Conduct

Cllr Sexton referred to the Town Clerk's report. The draft Code of Conduct was based on the model recommended by the Local Government Association.

Cllr Fowles queried whether the best practice recommendations would be adopted as part of the Code of Conduct and the Town Clerk confirmed that this would be the case.

Cllr Sexton advised that she had asked the Town Clerk to arrange training with the Monitoring Officer at EDDC on the Code of Conduct after the elections in May. EDDC's new Monitoring Officer would be in post from the end of March 2023.

Cllr Bonetta queried whether the Town Clerk had received advice from EDDC with regards to whether other training would be mandatory.

The Town Clerk had yet to receive a definitive answer but currently the Code of Conduct allows for mandatory training on the Code of Conduct with other training being advisory only.

Members RESOLVED unanimously to approve the Code of Conduct Proposed by Cllr Keene and seconded by Cllr Furneaux-Gotch.

22/320 Councillors for Maintenance Working Group

Cllr Cloke advised that the Green and Open Spaces Committee had discussed a working group to assist with general maintenance, flowerbeds and public areas around the town. The focus would be on gardening.

Members of the Working Group would need to be Chapter 8 trained and could consist of Councillors and public volunteers.

Members RESOLVED unanimously to appoint Cllr Cloke and McCollum to the Maintenance Working Group

Proposed by Cllr Pearsall and seconded by Cllr Keene.

22/321 Community Ownership Fund and UKSPF (Shared Prosperity Fund)

The Town Clerk suggested that Cllrs might be aware of community groups who would wish to apply for funding under the two schemes.

EDDC are carrying out a feasibility study under the UK SPF scheme regarding the Lace Walk car park and its facilities. EDDC are looking at how the car park could be improved and how to increase footfall to the Town.

Cllr Kolek queried the costs of employing the consultant appointed.

Cllr Bonetta advised that he did not have that information. The study was part of a larger funding pot (£2.6million) that EDDC had received from national government, and which was being used with regard to various projects covering culture, leisure and tourism. EDDC will also be launching another round of the Innovation and Resilience Fund and reviewing

voluntary services. He confirmed that he would endeavour to bring a breakdown of the funding to HTC's next full council meeting. The funding has to be spent by April 2023.

The Town Clerk confirmed that he would also ask EDDC for a breakdown as to how the monies will be spent.

Members **NOTED** the item.

22/322 Candidate Recruitment Campaign

Cllr Sexton confirmed that two meetings had taken place (Combe Raleigh Village Hall and at the Beehive). Anyone wishing to stand for election including existing Councillors need to submit nomination papers. The contact at EDDC is Jill Humphries.

Members **NOTED** the item.

22/323 Pre-Election Period (Purdah)

The Town Clerk confirmed that the pre-election period would start on 27th March. Further details would be sent to Members via email.

Members **NOTED** that the pre-election period (Purdah) commences 27 March 2023.

22/324 Honiton Show

Members RESOLVED unanimously to attend the Honiton Show – 3rd August 2023.

Proposed by Cllr Sexton and seconded by Cllr Keene.

Members discussed the request received from Operation Rudolph that they share the HTC stand at the Honiton Show. The following points were made:

- Sharing the stand with a Charity would adversely impact on the Council's ability to promote itself.
- How would the stand be shared in practice?
- Would the charity be fundraising or just providing information and promoting volunteering?

APPROVE the sharing of the HTC stand at the Honiton Show with Operation Rudolph

Proposed by Cllr Sexton and seconded by Cllr Fowles.

For 4, Against 5, Abstentions 1.

The motion failed.

22/325 Market Handbook (Charges)

The Town Clerk confirmed that a letter had now been sent to market traders advising them of the changes to the handbook and charges. One trader had responded requesting that Members reconsider their proposal regarding parking charges.

Cllr Bonetta queried the experience of other Councils in the area who have a street market and whether there was a limit on the number of vehicles a

trader could bring to the market; if the vehicle charges were scrapped could the traders be limited to 1 vehicle per stall?

Cllr Kolek suggested that traders could offload their goods and then go and park elsewhere. If a vehicle is part of the pitch, it should be included in the pitch fees.

Cllr McCollum advised that all traders pay for vehicles on their stall. The proposal was to make it fair- previously traders had to pay £2 for each vehicle on the market. Most other markets do not allow vehicles.

Cllr Pearsall reminded members that the handbook had been agreed at the last meeting and that this item related solely to any subsequent amendments.

Cllr Fowles queried whether traders were using their vehicles for storage.

Cllr McCollum advised that traders were not allowed to keep stock in their vehicles unless the vehicle was part of the stand.

Members RESOLVED unanimously to approve:

a. **Revised Market Handbook**

b. **New charges from 1 April 2023; and**

c. **Consistent application of parking charges from 1 April 2023.**

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

22/326 Asset Register

The Town Clerk presented his report.

Cllr Keene queried whether the Jubilee beacon which is going to the Museum was being donated or loaned. If loaned, should it be added to the asset register?

It was noted that the beacon would be loaned to the Museum.

Members RESOLVED to approve that some assets be formally donated to the lessee (HCC), and therefore removed from the Council's Asset Register, subject to Honiton Community Complex agreeing to return those Assets to the Town Council at no cost should it no longer be the lessee of the Beehive.

Proposed by Cllr Furneaux-Gotch and seconded by Cllr McCollum

For 9, Against 0, Abstentions 1.

Members RESOLVED that the attached draft revised February 2023 Honiton Town Council Asset Register be approved.

Proposed by Cllr Bonetta and seconded by Cllr Pearsall.

For 9, Against 0, Abstentions 1

22/327 Financial Regulations

The Town Clerk presented his report.

Members RESOLVED unanimously to approve the Financial Regulations.

Proposed by Cllr Kolek and seconded by Cllr McCollum

- 22/328 Accounts**
Members RESOLVED unanimously to approve the schedule of accounts for February 2023 payments.
Proposed by Cllr Bonetta and seconded by Cllr Fowles.
- 22/329 Exempt Business**
Members RESOLVED unanimously to take the following items into exempt business.
Proposed by Cllr Bonetta and seconded by Cllr McCollum
- 22/330 Appointment of Town Orderly & Market Assistant**
Members RESOLVED unanimously to offer the appointment to the role of Town Orderly and Market Assistant to Mr Gary Martin on the recommendation of the interview panel.
Proposed by Cllr Keene and seconded by Cllr Kolek.
- 22/331 Annual Leave**
Members RESOLVED unanimously to accept the amendment.
Proposed by Cllr Bonetta and seconded by Cllr Keene.
Members RESOLVED unanimously to approve carry over to 2023/24 (to be taken by end August 2023) of annual leave not taken in 2022/23 and/or to reimburse.
Proposed by Cllr Bonetta and seconded by Cllr Pearsall.
Members RESOLVED unanimously 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 to carry over leave and/or reimbursement.
Proposed by Cllr Pearsall and seconded by Cllr Bonetta.
- 22/332 Members RESOLVED to elect Cllr Kolek to chair the remainder of the meeting.**
Proposed by Cllr Bonetta and seconded by Cllr Keene.
For 9, Against 0, Abstentions 1.
- Cllr Sexton left the meeting at 8.28pm
- 22/333 Honiton Community Complex (HCC): Term of Underwriting Agreement**
Members RESOLVED to agree a term for the financial safety net underwriting agreement of 12 months from 1 April 2023
Proposed by Cllr Fowles and seconded by Cllr Bonetta.
For 6, Against 2, Abstentions 1.
- 22/334 Underwriting of Honiton Community Complex (HCC) Costs**
1. **Members RESOLVED to accept the profit of HCC's net variable operating costs from 1 November 2022 to 30 November 2022 at**

**£1,628 and from 1 December 2022 to 31 December 2022 at £322
(subject to HCC's invoice).**

Proposed by Cllr Bonetta and seconded by Cllr Pearsall

For 8, Against 1, Abstentions 0.

2. Members RESOLVED unanimously to agree the 50/50 share of any net profit from HCC's profit & loss account to be applied from 7 February 2022 to 31 March 2023.

Proposed by Cllr Bonetta and seconded by Cllr Fowles.

3. Members RESOLVED unanimously that this 50/50 profit share equates to £975 income for HTC for November and December 2022 and retrospectively to £1693 income to HTC for May and June 2022.

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

22/335 To close the meeting

The meeting closed at 8.45pm.