

**Minutes of the Full Council Meeting of the Town Council on Monday 12<sup>th</sup> June  
2023 at 7.00pm**

**Present**

**St Michael's Ward**

Cllr J Brown  
Cllr J Fotheringham  
Cllr H Hurford  
Cllr N Ingham  
Cllr T McCollum  
Cllr L Passmore-Smart  
Cllr R Sexton  
Cllr S Thorne  
Cllr L Wakefield (19.08)

**St Paul's Ward**

Cllr K Cloke  
Cllr S Craddock  
Cllr R Coombs  
Cllr C Kolek (19.08)  
Cllr S Sexton

**In attendance**

Stephen Hill, Town Clerk  
Heloise Marlow, Deputy Town Clerk  
2 members of the public  
Cllr P Twiss

**23/46 Apologies for absence**

Cllr D Hulin (personal)  
Cllr S Keene (personal)  
Cllr C Maunder (personal)  
Cllr A Pearsall (personal)

**Members RESOLVED unanimously to approve the apologies received**

Proposed by Cllr S Sexton and seconded by Cllr McCollum

**23/47 Declarations of Interests**

Cllr S Sexton – Pecuniary Interest (Items 23/67, 23/71, 23/72, 23/73 and 23/74). Cllr S Sexton confirmed that she would leave the meeting during the discussion of these items.

Cllr R Sexton - Pecuniary Interest (Items 23/67, 23/71, 23/72, 23/73 and 23/74). Cllr R Sexton confirmed that he would leave the meeting during the discussion of these items.

Cllr J Brown – Pecuniary Interest (Items 23/67, 23/71, 23/72, 23/73 and 23/74).

Cllr R Coombs – Personal Interest (Items 23/49 and 23/74). Cllr Coombs advised that he would not take part in the discussion or vote on item 23/74.

**23/48 Dispensations**

The Clerk confirmed that he had granted Cllr J Brown a dispensation in relation to items 23/67, 23/71, 23/72, 23/73 and 23/74 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. The Clerk confirmed that he had granted Cllrs S and

R Sexton a dispensation in relation to item 23/67 which allowed Cllrs S and R Sexton to remain in the meeting whilst this agenda item was being discussed but would prevent them from discussing the item and voting.

**23/49 Public Question Time for items on the agenda**

The Clerk confirmed that a public question had been received which would be discussed under item 23/53 of the agenda.

**23/50 Reports from District and County Councillors**

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

Cllr Ingham advised that he had been in touch with Janna Sanders of the “Stop the Meters” campaign group run by Tavistock BID to discuss the concerns regarding on street parking meters. She had advised that Cllr Stuart Hughes has assured her that there would be a public consultation- but Cllr Twiss’ report does not refer to a consultation. Will there be a public consultation and if so when? Cllr Twiss advised that his report was to provide Members with advance notice of the proposal which did not just relate to parking meters. DCC will be carrying out a limited consultation with key stakeholders in the autumn of 2023.

**23/51 Reports from Honiton Town Council Members with Special Responsibilities and/or on Outside Bodies**

Cllr Hurford advised that an explanation of Members’ duties and responsibilities with regards to Outside Bodies and Special Responsibilities would be included in one of the Councillor training sessions.

Cllr Sexton

- attended her first TRIP meeting as a Trustee. TRIP would be moving into 122/140 High Street at the end of June and will be providing cost of living hubs.
- Charter Day Committee were organising a window display in shops to be judged by Cllr H Hurford and charity boxes.
- Reminded Members of the Civic Reception for the Mezidon-Canon visit on Friday 28<sup>th</sup> July 2023.

Cllr Brown had attended a Friends of Honiton Station meeting. The planters are due to be replanted for Station in Bloom with judging on the 26<sup>th</sup> July 2023. Honiton Dementia Alliance are installing a planter and Friends of Honiton Station are working with local schools and the Thelma Hulbert Gallery to deliver an artwork project on the bridge panels.

**23/52 Reports and Recommendations from Working Groups and Meetings. Members NOTED the Maintenance Working Group Minutes.**

The Town Clerk confirmed that the Maintenance List would evolve and can be changed/ added to. The current version is Version 1.

**Members RESOLVED unanimously to approve the Maintenance List V1 5.6.23.**

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

**Members RESOLVED unanimously to approve the Maintenance Working Group Terms of Reference.**

**Proposed by Cllr Cloke and seconded by Cllr Craddock.**

**23/53 Correspondence: 6<sup>th</sup> May 2023 – 6<sup>th</sup> June 2023**

Members received a presentation from Mr R Pryor regarding a Honiton Tourist Information Centre.

- In August 2019 HTC debated having a TIC
- Sidmouth TIC has guides and discount cards which cannot be obtained online together with maps and leaflets.
- Honiton Library distributed the maps received after the Honiton TIC closed down and ran out very quickly.
- Honiton is a major town in East Devon and should have a TIC to promote the town.
- Obsolete signage to a Honiton TIC still exists.

Cllr Hurford advised that HTC were part of an Innovation and Resilience Fund project with Sidmouth Town Council and others, and this aimed to provide an online tourist information desk. Mr Pryor's request would be referred to the Town Management Committee for further discussion.

Cllr Cloke advised that the Town Management Committee had previously discussed the Museum acting as a Honiton TIC.

The Clerk confirmed that the Strategy Committee will review the existing work program and advise on new work program.

The letter from Dr Jeeves will be passed to the Finance & Policy Committee and to EDDC/DCC.

Members **NOTED** the correspondence received.

**23/54 Minutes of the Full Council Meeting held on 15<sup>th</sup> May 2023.**

**Members RESOLVED to approve the minutes of the Full Council meeting on the 15<sup>th</sup> May 2023 subject to adding that a letter would be sent to the Friends of the Glen regarding applying for a grant under item 23/10.**

**Proposed by Cllr Fotheringham and seconded by Cllr S Sexton.**

For 13, Against 0, Abstention 1.

**23/56 Minutes of Previous Meetings**

Members **NOTED** the minutes of the Planning Committee 31 May 2023 and Finance & Policy Committee 30 May 2023. Members could not note the minutes of the Town Management Committee meeting 5 June 2023 as they were not available at the meeting.

**23/57 Membership of Committees and Working Groups**

Cllr Coombs requested to join the Town Management Committee, the Green and Open Spaces Committee, the Allotments Working Group and the Footpaths Working Group.

Cllr Fotheringham was replaced by Cllr McCollum as the Council's representative for TRIP.

Members received a request from Dr Ian Jeeves to join the Footpaths Working Group.

Mr Ian Morrison requested to join the Footpaths Working Group and Market Working Group.

Cllr Nick Ingham agreed to be the HTC representative for the IRF Coast to Country project. However, he was unable to attend the 9am meeting on Tuesday 13<sup>th</sup> June in Sidmouth. Cllr S Thorne agreed to attend in his place.

**Members RESOLVED unanimously to approve the above changes.**

**Proposed by Cllr S Sexton and seconded by Cllr Kolek.**

**23/58 Q4 2022/23 Financial Report**

Members **NOTED** the

- a) 2022/23 financial report and
- b) reconciliation of accounts to end March 2023 – Current, Nationwide & Savings Account

**23/59 Internal Audit Report**

Members **NOTED** the Internal Audit 22/23 report and the Council's actions and that the Internal Auditor had provided the AGAR Annual Internal Audit Report 2022/23.

**23/60 Annual Governance & Accountability Report (AGAR) 2022/23**

The Town Clerk provided an explanation of the AGAR to Members.

**a) Annual Governance & Accountability Report 2022/23**

- 1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

7. We took appropriate action on all matters raised in reports from internal and external audit.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

**Members RESOLVED to approve Section 1: Annual Governance Statement 2022/23.**

**Proposed by Cllr S Sexton and seconded by Cllr Cloke**

For 7, Against 0, Abstentions 7.

**b) Members RESOLVED to approve Section 2: Accounting Statement 2022/23.**

**Proposed by Cllr McCollum and seconded by Cllr S Sexton**

For 8, Against 0, Abstentions 6.

**23/61 Regular Payments**

**Members RESOLVED unanimously to approve the Regular Payments 2023/24**

**Proposed by Cllr McCollum and seconded by Cllr Hurford**

**23/62 Devon County Council (East Devon HATOC) (Traffic Regulations)**

**Amendment Order and Local Waiting Restriction Programme 2023/24**

Cllr Twiss advised that the work to introduce No Waiting At Any Time on a specified length of Streamers Meadows had been completed. The work was required due to safety concerns.

a) Members **NOTED** the consultation on the DCC proposal to make an Order under the Road Traffic Regulation Act 1984 to introduce No Waiting At Any Time on a specified length of Streamers Meadow.

The Town Clerk explained that HTC could provide comments to DCC with regards to local parking restrictions. These would be provided to Cllr Twiss in the autumn of 2023 who would then take them to HATOC in early 2024.

Cllr Twiss confirmed that most requests are for double yellow lines.

**b) Members RESOLVED unanimously to delegate to the Town Clerk to provide comments to the DCC Honiton Division Member on the Request List for the Local Waiting Restrictions Programme 2023/24 in consultation with the Chairman of the Town Management Committee.**

**Proposed by Cllr S Sexton and seconded by Cllr Cloke.**



Cllr Twiss spoke about the proposal to introduce parking meters on Honiton High Street.

- It is not a money-making exercise.
  - It will not kill off the High Street
  - DCC does not have the resources to enforce the current restrictions.
  - It will provide more control over parking issues.
  - 1<sup>st</sup> 30 minutes will be free.
  - Restrictions have been limited to between Silver Street and Dowell Street.
  - It will increase the churn of vehicles and therefore footfall.
  - Paid for parking is not new.
  - No evidence that it will harm the High Street
  - It will lead to better enforcement.
  - No change to the current restrictions – max 2 hours.
  - Cheaper than an EDDC car park.
  - Any profit will be used go to Highways to support public transport/bus shelters.
  - All Honiton bus routes are subsidised by DCC.
  - DCC Economy Unit will write to HTC about the consultation in the autumn.
- Cllr Hurford suggested that there be a separate meeting with Cllr Twiss to discuss the proposal in more detail.

### **23/63 Mobile Library Consultation**

Cllr Twiss advised that DCC had run a consultation in May 2023. This had been well signposted. DCC are not planning to replace the service. It was too expensive and there was little demand.

**Members RESOLVED unanimously to provide their comments on the consultation to the Town Clerk to enable a Council response to be provided to the consultation.**

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

Cllr N Ingham left the meeting at 08.26 and returned at 08.27.

### **23/64 Stand at Honiton Show**

**Members RESOLVED to share its stand at the Honiton Show with Honiton Community Complex**

**Proposed by Cllr S Sexton and seconded by Cllr Kolek.**

For 6, Against 5, Abstentions 3.

### **23/65 Honiton Town Council News Bulletin**

Cllr Cloke spoke in favour of a regular newsletter to inform the public about Council decisions after meetings.

Cllr R Sexton also spoke in favour of a regular newsletter arguing that not everyone could access the information provided on the website. He suggested that the newsletter should also be circulated via the press/media.

Members discussed how regular the newsletter should be and whether it should be bi-monthly, monthly or quarterly.

**Members RESOLVED to agree to the introduction of a regular Council news bulletin; the details of which are delegated to the Strategy Committee**

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

**23/66 Hearing System, Beehive**

**a) Members RESOLVED to approve as its preference to provide neck loop system at the JLA auditorium at its Beehive building.**

**Proposed by Cllr Hurford and seconded by Cllr McCollum**  
For 11, Against 0, Abstentions 3

**b) Members RESOLVED to approve as its preference to provide neck loop system at the Tirard room as its Beehive building.**

**Proposed by Cllr Kolek and seconded by Cllr Cloke**  
For 12, Against 0, Abstentions 2

**23/67 Room Hire Rates and New Service Charge, Beehive**

Room Hire Rates:

Cllr Hurford noted:

- the Council had to ensure best value for money.
- HTC is different to the other room hirers.
- HTC has to safeguard public money and there are other venues where HTC could hold meetings.

Cllr Cloke spoke against HTC having to pay for room hire at all.

**a) Members RESOLVED not to approve the new room hire rate and for the Town Clerk to provide HCC with Cllr comments regarding the proposed increase.**

**Proposed by Cllr Kolek and seconded by Cllr Cloke**

For 10, Against 0, Abstentions 4

New Service Charge:

Cllr Fotheringham queried whether this would incur legal costs. The Town Clerk advised that HTC had not incurred any legal costs when the service agreement was varied and so did not anticipate any legal costs if this change was agreed.

**b) Members RESOLVED to approve the new Service Charge**

**Proposed by Cllr Kolek and seconded by Cllr Craddock**

For 6, Against 0, Abstentions 8.

**23/68 Accounts**

Cllr McCollum advised that item HTC 20512 was incorrect. The correct description was "lawnmower" and the price was £640.89.

**Members RESOLVED to approve the schedule of accounts for May 2023 payments as amended above.**

**Proposed by Cllr McCollum and seconded by Cllr Cloke**  
For 11, Against 0, Abstentions 3.

- 23/69 Members RESOLVED to extend the meeting to 10pm**  
**Proposed by Cllr Cloke and seconded by Cllr McCollum**  
For 12, Against 2, Abstentions 0

Cllr R and S Sexton left the meeting at 21.00pm

- 23/70 Exempt Business**  
**Members RESOLVED unanimously to take the following items into exempt business.**  
**Proposed by Cllr Cloke and seconded by Cllr McCollum**

- 23/71 Underwriting of Honiton Community Complex (HCC) Costs**  
Members received an with an update from the Councillor who attended the Review Meeting on 30/5/23 as follows:  
**Members RESOLVED to defer the item to Full Council on 10<sup>th</sup> July 2023.**  
**Proposed by Cllr McCollum and seconded by Cllr Fotheringham**  
For 9, Against 1, Abstentions 2.

- 23/72 Honiton Community Complex (HCC) Costs**  
Members **NOTED** HCC's net operating loss April 2023.

- 23/73 Hearing System, Beehive**  
**a) Members RESOLVED to appoint a contractor for the provision of a Hearing system in the JLA.**  
**Proposed by Cllr Kolek and seconded by Cllr McCollum**  
For 11, Against 0, Abstentions 1  
**b) Members RESOLVED to appoint a contractor for the provision of a hearing system in the Tirard Room.**  
**Proposed by Cllr Kolek and seconded by Cllr McCollum**  
For 11, Against 0, Abstentions 1.

- 23/74 Cleaning Contract**  
**Members RESOLVED to appoint a contractor for cleaning of its Offices at the Beehive.**  
**Proposed by Cllr McCollum and seconded by Cllr Passmore-Smart.**  
For 10, Against 0, Abstentions 2.

- 23/75 To close the meeting**  
The meeting closed at 9.35pm.