

**Minutes of the Full Council Meeting of the Town Council on Monday 9<sup>th</sup>  
October 2023 at 7.00pm**

**Present**

**St Michael's Ward**

Cllr J Brown  
Cllr J Fotheringham  
Cllr N Ingham  
Cllr T McCollum  
Cllr L Passmore-Smart  
Cllr C Maunder  
Cllr H Hurford (Chairman)  
Cllr R Sexton

**St Paul's Ward**

Cllr S Craddock  
Cllr D Hulin  
Cllr S Keene  
Cllr C Kolek  
Cllr A Pearsall  
Cllr S Sexton

**In attendance**

Stephen Hill, Town Clerk  
Heloise Marlow, Deputy Town Clerk  
4 members of the public  
PCSO D England  
PC K Catton

**23/146 Apologies for absence**

Cllr K Cloke (personal)  
Cllr S Thorne (personal)  
Cllr R Coombs (personal)  
Cllr L Wakefield (personal)  
Cllr P Twiss (DCC)

**23/147 Declarations of Interests**

Cllr J Brown – Pecuniary Interest (Item 23/155 c, 23/156, 23/159, 23/163, 23/168, 23/170).  
Cllr T McCollum – Personal Interest (23/164, Agenda items 21, 24 and 25 - deferred).  
Cllr S Sexton – Pecuniary Interest (23 23/155 c, 23/156, 23/159, 23/163, 23/168, 23/170)  
Cllr R Sexton - Pecuniary Interest (23 23/155 c, 23/156, 23/159, 23/163, 23/168, 23/170)  
Cllr L Passmore-Smart Pecuniary Interest (23/168).  
Cllr S Craddock – Pecuniary Interest (23/168)  
Cllr J Fotheringham – Pecuniary Interest (23/168)  
Cllr N Ingham – Pecuniary Interest (23/168)  
Cllr D Hulin – Pecuniary Interest (23/168)  
Cllr S Keene – Pecuniary Interest (23/168)  
Cllr C Kolek – Personal Interest (23/168)

### 23/148 Dispensations

The Clerk confirmed that he had granted Cllr S Sexton a dispensation in relation to item 23/159 which allowed Cllr S Sexton to remain in the meeting whilst this agenda item was being discussed to debate the item but would prevent her from voting.

### 23/149 Public Question Time for items on the agenda

There were no public questions.

### 23/150 Exempt Business

**Members RESOLVED unanimously to take items 14, 15 and 16 into exempt business.**

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

### 23/151 Presentation from Police

Members **RECEIVED** a presentation from PCSO Darren England and PC Katrina Catton:

- Homelessness in Honiton: Currently there are 4 known homeless persons in Honiton, two of which are engaging with the police and EDDC – NOTE: Cllr J Brown advised that she had just been notified that these individuals had now been accommodated.
  - Battishorne Way Allotments: Cllr McCollum advised that there had been some thefts at the Allotments which had been reported to the police. PC Catton confirmed that she would look into this.
  - Anti-Social Behaviour: PC Catton confirmed that this was ongoing – incidents increased over the summer although there were less incidents in 2023 than 2022. Hotspots included The Glen, Allhallows and Turks Head. 2023 incidents included.
    - car damage in Lace Walk car park – 2 arrests had been made with a referral to the youth rehabilitation scheme.
    - assault - 1 arrest with a referral to the youth rehabilitation scheme.
    - Arson of bins at Allhallows/Bowling Green where there was no CCTV.
- PC Catton encouraged all incidents to be reported.
- Police front office to re-open in February 2024.
  - Regular meetings at Allhallows.

### 23/152 Police Reports

Members **NOTED** the reports from the Police.

### 23/153 Reports from District and County Councillors

Members **NOTED** the [report from Cllr P Twiss](#).  
Cllr McCollum provided the [attached report](#).

Cllr J Brown reported:

- that the Housing Office at EDDC had advised that the 2 rough sleepers at Battishorne Way had been accommodated.
- EDDC Cabinet had instructed consultants to advise on the decarbonisation of 3 EDDC swimming pools – Honiton, Seaton and Sidmouth.

### **23/154 Reports from Honiton Town Council Members with Special Responsibilities and/or on Outside Bodies**

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

Cllr Kolek invited Mr R Pryor to speak. Mr Pryor advised that Honiton had been awarded the status of Fairtrade Town. A celebration was being planned for 2024 and a press release would be issued. He thanked HTC for their support during the application process.

Cllr Brown advised that Friends of Honiton Station were working with Devon Rail Partnership to install artwork at the Station on the bridge and sheds in November 2023. On Tuesday 10<sup>th</sup> October the Station in Bloom awards were being judged and an application was being put forward for the 2024 Community Rail network grant.

Cllr McCollum advised that there was a meeting of the Allhallows Charity on 10/10/23.

Cllr Ingham provided the [attached report](#) re IRF

Cllr Craddock provided the [attached report](#)

Cllr S Sexton advised that she had attended the following meetings:

- Honiton Charter Day Committee AGM
- League of Friends AGM
- TRIP AGM
- HCC Board Meeting and HCC/HTC Review meeting on behalf of HCC.

### **23/155 Reports and Recommendations from Working Groups and Meetings.**

Council **NOTED** the notes of the Market Working Group meeting 21.0.23.

Cllr McCollum reported the following:

- The Hayne Lane S106 Working Group had met with a number of sports clubs who have suffered from a lack of investment and grants.
- He had attended with Cllr Hurford a meeting with EDDC and Richard Foord MP as HTC are working with EDDC to address the lack of sports facilities in Honiton – especially for Honiton Youth Football Club which is very close to folding.
- The Christmas lights will shortly go up and were being tested on Sunday 15<sup>th</sup> October at 10am at the Beehive – the following

volunteered to assist: Cllr Keene, Craddock, Fotheringham and Ingham

Cllr R Sexton: The Market Group's aim was to make the market more attractive hence the proposal that from 1.4.24 all traders must use a gazebo. In preparation a trial is being proposed on 18.11.23 and gazebos were being sourced.

**Members RESOLVED unanimously re the Market Working Group to:**

**a. To agree the principle of requiring stallholders to use gazebos to be provided by the Council for a trial at the 18.11.23 Christmas Market**

**Proposed by Cllr Keene and seconded by Cllr Pearsall**

Cllr McCollum suggested that there were too many working groups, the attendance at working group meetings was patchy and decisions were being delayed.

**Members RESOLVED re the Town Management Committee to:**

**b. agree to disband the Christmas Lights, Street Art, Maintenance and Council Surgeries Working Groups and instead their work report to the Town Management Committee.**

**Proposed by Cllr Craddock and seconded by Cllr Brown**

For 12, Against 2, Abstentions 0.

The Clerk confirmed that anyone who had been a member of those working groups who was not already a member of the Town Management Committee would be invited to join the Town Management Committee including members of the public.

Cllr S Sexton suggested that Cllrs who were Directors of HCC should not be allowed to join the Beehive Working Group and that any Cllr who attended the HTC/HCC Review meetings would have a conflict of interest if also on the Beehive Working Group.

Cllrs Brown, R & S Sexton left the meeting at 07.59pm

Members discussed the proposed changes:

- The Beehive Working Group would report to Full Council and not the Strategy Committee.
- A project manager would be appointed. The Town Clerk advised that it was envisaged that he would take on this role.

**Members RESOLVED unanimously re the Beehive Working Group to:**

**c. Approve the Terms of Reference of the Beehive Working Group.**

**Proposed by Cllr McCollum and seconded by Cllr Kolek**

**23/156 Correspondence: 7<sup>th</sup> September 2023 – 4<sup>th</sup> October 2023**

Members **NOTED** the correspondence received.

Cllrs Brown, R & S Sexton returned to the meeting at 08.05pm

**23/157 Minutes of the Full Council Meeting held on 11<sup>th</sup> September 2023.**

Item 23/129 to be amended as follows:

**23/129 Reports from District and County Councillors**

*There were no reports from EDDC Honiton Ward Councillors O’Leary, Bonetta and Collins. Cllr Cloke suggested writing to EDDC encouraging all Honiton EDDC Ward Councillors to provide reports.*

*Cllr Brown and Cllr McCollum highlighted that several EDDC reports are Exempt.*

*Cllr P Twiss provided the [attached report](#) (focused on RAAC, DCC finances and Covid) and highlighted that a lack of report must not lead to the assumption of doing nothing and there’s no obligation on District Councillors to attend Town Council meetings.*

*Cllr Kolek asked that if nothing to report to highlight work “in the pipeline”.*

*Cllr Hurford invited Cllr Twiss to stay in particular for Item 23/131 h (on-street parking charges survey) but he could not stay pending DCC Legal opinion.*

**Members RESOLVED to approve the minutes as amended of the Full Council meeting on the 11<sup>th</sup> September 2023**

**Proposed by Cllr McCollum and seconded by Cllr Passmore-Smart**

For 12, Against 0, Abstentions 2.

**23/158 Minutes of Previous Meetings**

Cllr Hurford highlighted the recent Away Day held on 2<sup>nd</sup> October. Many ideas had been suggested to include setting up a Youth Council, Youth sports pitches and having a Pride event. She had received subsequently correspondence from a member of the public requesting that the Council do more to promote LGBTQ+ rights in Honiton and had responded confirming that HTC were taking action as could be seen by the proposal put forward at the Away Day.

Members **NOTED** the minutes of the Strategy Committee 13<sup>th</sup> September 2023 and the Extraordinary HR Committee 18<sup>th</sup> September 2023.

The meeting went into Exempt Business at 8.15pm.

Cllrs Brown and R Sexton left the room.

**23/159 Draft Revised Financial Safety Net & Reserves Policy: Honiton Community Complex (HCC)**

Council **RECEIVED** an update from Cllr N Ingham who had attended the Review Meeting on 25<sup>th</sup> September 2023 and response from Cllr S Sexton. Cllr S Sexton challenged the report given by Cllr N Ingham and asked for a copy of the report to be provided to her.

Members **NOTED** that:

- a. HCC has responded to some of HTC’s questions; and

b. HCC provides accounts to the Council (as reasonably required for Full Council to consider underwriting payments) via the Council's Accountant to advise the Council, and not directly to Full Council.

**Members RESOLVED to hold a secret ballot for items c, d, e, f, g, and h.**

**Proposed by Cllr Craddock and seconded by Cllr Keene**

For 8, Against 1, Abstentions 3

Cllr Sexton left the meeting at 08.42pm

**c. Members RESOLVED to agree to the draft "proposed" revised financial safety net underwriting agreement 23/24.**

**Proposed by Cllr Kolek and seconded by Cllr Keene.**

For 10, Against 1, Abstentions 0

**d. Members RESOLVED unanimously to agree HCC's Reserves Policy**

**Proposed by Cllr Keene and seconded by Cllr Passmore-Smart**

**23/160 Members RESOLVED to extend the meeting to 10pm**

**Proposed by Cllr McCollum and seconded by Cllr Keene**

For 10, Against 1, Abstentions 0

**e. Members RESOLVED to underwrite total contribution to HCC of £23.4k for April, May, June and August 2023.**

**Proposed by Cllr Passmore-Smart and Cllr Hulin**

For 10, Against 0, Abstentions 1

**f. Members RESOLVED to give HCC 30 days' notice to provide a revised Business Plan to the Council.**

**Proposed by Cllr Kolek and seconded by Cllr Ingham**

For 6, Against 4, Abstentions 1.

**g. Members RESOLVED to ask HCC to quantify the need for underwriting being attributable to energy costs and cost of living impacts on its customers or some other reason/s.**

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

For 9, Against 1, Spoilt Ballot 1

h. The motion was proposed by Cllr Ingham but not seconded. As such the motion was not passed.

Cllrs Brown, R and S Sexton returned to the meeting at 9.28pm

**23/161 Town Maintenance Role**

**Members RESOLVED unanimously to approve the appointment of the Town Maintenance role.**

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

Cllr Kolek left the meeting at 9.28pm

- 23/162 Market Superintendent Job Description and Salary**  
**Members RESOLVED unanimously to approve changes to the Job Description and Salary on the Recommendation of HR Committee 18 September 23.**  
**Proposed by Cllr Hurford and seconded by Cllr Craddock.**

Cllrs Brown and R and S Sexton left the meeting at 9.34pm  
The meeting went back into public session

- 23/163 Expression of Interest, Beehive Lease**  
The Town Clerk advised that the original date for the return of the expression of interest was end of November 2023. However, this was now considered too short and had been extended to end of February 2024.  
**Members RESOLVED unanimously to approve and issue the Expression of Interest for lessees of the Beehive, prepared by the Beehive Working Group following Council decision 14 August 23 (23/123)**  
**Proposed by Cllr Hurford and seconded by Cllr Pearsall.**

Cllr Brown and R and S Sexton returned to the meeting at 9.40pm

- 23/164 Membership of Committees and Working Groups**
- Cllr Craddock resigned from the Green and Open Spaces Committee
  - Cllr Ingham resigned from the Beehive Working Group and as HTC representative at the HTC/HCC Review meeting.
  - Cllr Pearsall replaced Cllr Ingham as the HTC representative at the HTC/HCC Review meeting.
  - Cllr Hurford joined the Beehive Working Group
  - Cllrs S Sexton and Passmore-Smart joined the Town Management Committee

- 23/165 Deferral of items**  
**Council RESOLVED unanimously to defer the consideration of items 19, 20, 21, 22, 23, 24 and 25 to an extra-ordinary full Council meeting.**  
**Proposed by Cllr Keene and seconded by Cllr Pearsall**

- 23/166 On Street Parking Charges Letter to DCC**  
**Council RESOLVED unanimously to endorse the letter to DCC from Tavistock Town supported by Honiton Town Council Mayor**  
**Proposed by Cllr McCollum and seconded by Cllr Keene**

### **23/167 Gate to Plate**

Members discussed the proposal to include the following:

- HTC and Eat Festivals had had a debrief re 2023 event.
- Definition of “local “traders was discussed together with impact on Honiton shops. 22% of traders were within 10m of Honiton with 57% of traders within 30m of Honiton – an increase on 2022. Eat Festivals prioritise local traders.
- 2023 had more pitches than 2022 with an estimated 11,000 visitors
- Honiton street market traders had received the event positively.
- Layout of the event to be discussed together with additional advertising of the High Street shops by way of a flyer or map (produced by Eat Festivals).
- Proposal is for a new 3-year agreement with an annual cost of £2500 with Eat Festivals absorbing any increase in costs during the 3 year period.
- Fee is required to cover the costs of closing the High Street for the day.
- Axminster had its Gate to Plate the previous week. Eat Festivals put on 18 Gate to Plate events during the year with Axminster the closest event to Honiton.

**Council RESOLVED unanimously to enter into a new 3-year agreement with Eat Festivals.**

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

### **23/168 Grants 23/24**

Cllrs Brown, S Sexton, R Sexton, Passmore-Smart, Craddock, Fotheringham, Ingham, Keene and Hulin, requested and were granted a dispensation in relation to item 23/168 which allowed them to remain in the meeting to debate the item and to vote on the item.

**Members RESOLVED unanimously to approve the Grants to organisations 23/24.**

**Proposed by Cllr McCollum and seconded by Cllr Keene**

### **23/169 External Audit**

Members **NOTED** PKF Littlejohn’s External Auditor’s Report and Certificate 2022/23 and the Notice of Conclusion of Audit.

### **23/170 Accounts**

**Members RESOLVED unanimously to approve the schedule of accounts for September 2023 payments.**

**Proposed by Cllr Fotheringham and seconded by Cllr Keene.**

### **23/171 To close the meeting**

The meeting closed at 10pm.