

**Minutes of the Full Council Meeting of the Town Council on Monday 5<sup>th</sup>  
February 2024 at 7.00pm**

**Present**

**St Michael's Ward**

Cllr J Brown  
Cllr L Passmore-Smart  
Cllr C Maunder  
Cllr T McCollum (Chair)  
Cllr R Sexton  
Cllr S Thorne

**St Paul's Ward**

Cllr A Pearsall  
Cllr S Craddock  
Cllr C Kolek  
Cllr S Sexton

**In attendance**

Stephen Hill, Town Clerk  
Heloise Marlow, Deputy Town Clerk  
3 members of the public  
Cllr R Collins (EDDC) via Zoom  
1 member of the public via Zoom

**23/270 Apologies for absence**

Cllr R Coombs (personal)  
Cllr J Fotheringham (personal)  
Cllr N Ingham (personal)  
Cllr L Wakefield (personal)  
Cllr P Twiss (DCC)

**23/271 Declarations of Interests**

Cllr McCollum – Personal Interest (Item 23/287, 23/289, and 23/290)  
Cllr J Brown – Personal Interest (Item 23/289 and 23/290) Pecuniary Interest (Items 23/295 and 23/293).  
Cllr S Sexton – Pecuniary Interest (Item 23/295 and 23/293). Personal Interest (Item 23/285 and 23/282)  
Cllr R Sexton – Pecuniary Interest (Items 23/295 and 23/293).  
Cllr C Kolek – Personal Interest (Item 23/288)  
Cllr L Passmore-Smart – Personal Interest (Item 23/285).

**23/272 Dispensations**

The Clerk confirmed that he had granted either one of Cllrs Brown, R Sexton and S Sexton a dispensation in relation to items 22 and 25 which allowed one of them to remain in the meeting whilst the agenda items were being discussed, to debate the items but would prevent him/her from voting.

**23/273 Public Question Time for items on the agenda**

No public questions had been received.

**23/274 Exempt Business**

**Members RESOLVED unanimously to take items 23/294 and 23/295 into exempt business.**

**Proposed by Cllr S Sexton and seconded by Cllr Passmore-Smart**

**Members RESOLVED unanimously to consider items 23/294 and 23/295 after item 23/293**

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

**23/275 Reports from District and County Councillors**

The Clerk confirmed that Cllr Twiss had sent in the [attached report](#).

Cllr J Brown provided a verbal report:

- EDDC is currently preparing its Budget for 24/25
- There will be a peer review at EDDC this week
- EDDC is doubling the council tax for second home owners from April 2025.
- Changes to the National Planning Policy means that EDDC no longer need to show a 5 year land supply.
- There will shortly be a meeting regarding the King Street toilets.

Cllr McCollum provided a verbal report:

- EDDC's Housing Review Board is considering complaints received from residents regarding its housing repair team.
- Two playparks in Honiton have been upgraded.

**23/276 Reports from Honiton Town Council Members with Special Responsibilities and/or on Outside Bodies**

Cllr Kolek had attended a twinning meeting and reported that interest in twinning had grown with attendance at meetings having trebled.

Cllr Thorne had attended Honiton United Charities pensions distribution which had been a great way to engage with the town and provide support to residents.

Cllr S Sexton had attended Charter Day meeting. The 2024 Charity will be the Royal British Legion. The day would also involve The Baton and the anniversary of D Day.

Cllr McCollum had attended with Cllr S Sexton the Twin Tigers sendoff of the boys to Thailand. One had won a bronze medal losing in the semifinals to the eventual winner. He had also attended with other Cllrs the 106 Air Squadron evening at which the Commander retired after 10 years and the HCC AGM which had focused on their "changeover" year and their change of accountants to Westcotts.

**23/277 Reports and Recommendations from Working Groups and Meetings.**

Cllr R Sexton provided the [attached report](#) from the Market Working Group:

- Storage for the gazebos needs to be sourced. It was confirmed that the planned new Lace Toilets did not include any covered storage facility so storage at the Beehive containers would be required.
- Approved trial set for 30<sup>th</sup> March – a van will need to be hired.
- Guttering for the gazebos will need to be purchased @ £15 each (6 will be needed).
- If gazebo trial is successful, the change will be implemented from 1<sup>st</sup> June 2024.
- The Christmas lights switch one market was successful so 2 more are planned for 2024.

Cllr McCollum provided a verbal report regarding the Street Art project.

- A recent meeting with the artist, heritage association and architectural advisor had been positive with a deadline set for the erection of the street art (subject to planning) of the D Day celebrations.
- The next Town Management Committee meeting would be on the 19<sup>th</sup> February 2024.
- The scheduled walkaround with PCSO England had been postponed. This was unfortunate as Honiton had recently been the subject of anti-social behaviour.
- The police station in Honiton had re-opened that day with the formal re-opening on the 20<sup>th</sup> February 2024.
- The Christmas lights had been taken down – some will need repairing.

The Town Clerk provided a verbal report regarding the Beehive Working Group in Cllr Fotheringham's absence.

- The Beehive Working Group had three recommendations regarding the Expressions of Interest for the Beehive:
  - No "to let" sign outside the Beehive.
  - No hard copy brochures
  - Extension of the deadline for EofI to 29<sup>th</sup> March 2024 rather than 29<sup>th</sup> February 2024.

**Members RESOLVED to accept the recommendations of the Beehive Working Group.**

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

For 6, Against 0, Abstentions 4.

**23/278 Correspondence: 9th January 2024 – 31<sup>st</sup> January 2024**

Members **NOTED** the correspondence received.

**23/279 Minutes of the Full Council Meeting held on 8<sup>th</sup> January 2024.**

**Members RESOLVED unanimously to approve the minutes of the Full Council meeting on the 8<sup>th</sup> January 2024.**

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

**23/280 Re-ordering of the Agenda**

**Members RESOLVED unanimously to discuss items 24 and 23 prior to item 11.**

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

**23/281 Q3 2023/24 Financial Report.**

Members **NOTED** the

- a) Q3 2023/24 financial report and
- b) Reconciliation of accounts to end of December 2023 – Current, Nationwide & Savings Account.

**23/282 Grants 23/24**

A representative from Parental Minds was invited to present her grant application as follows:

- HTC was thanked for its previous support.
- Parental Minds now have premises in Honiton which will also be offered for community use.
- They have a 3-year lease which has already been paid for by a benefactor.
- They hold 2/3 meetings per week providing parents with support and hold lunches catered locally.

A parent user of the charity also spoke confirming that the charity has helped her when her daughter was suffering from mental health issues. She had benefited from the 1:1 counselling available which allowed her to help her daughter and she was now providing support to other parents.

Members discussed the grants as follows:

- The clerk had previously advised that there was no further grant budget available.
- The grant budget 23/24 had already been overspent. Any further grant funding would need to come out of reserves.
- Honiton Town Council's reserves were very low.
- The grant applications being discussed had been received within the grant application window but had been put to one side for discussion by Full Council as the applications were for more than £5,000.
- HTC's grant policy was not fit for purpose and should be reviewed.
- Many voluntary groups were in need of grant funding.
- Whether these applications should be deferred to the next financial year?
- To ensure fairness the applicants would also be able to apply for a grant from the 24/25 grant budget.
- The grant applications over £5000 had been considered over a period of 3 months.
- Whether the £20k in earmarked reserves for a Neighbourhood Plan could be vired to the grant budget?

Cllr R Sexton proposed that all four grant applications be considered and if supported, the applications would be deferred to the 24/25 financial year and considered at the start of 2024/25.

This was seconded by Cllr Pearsall

Cllr Thorne proposed that all 4 applicants be awarded a grant of £5000.00.

This was seconded by Cllr Kolek.

Cllr Passmore-Smart proposed that the 4 applicants be allowed to apply for £10,000 from the 2024/25 budget with all other applicants capped at £5000.00.

There was no seconded for this motion.

The Town Clerk advised that any 23/24 budget outturn was currently unknown, and the reserves were very low. He issued a red-light warning to Members that he would advise against using reserves to fund these grant applications.

**Members RESOLVED that if Grant Applications are “supported” by the Council then they will be considered by Full Council after the closedown of accounts 23/24 (and the Reserves are known).**

**Proposed by Cllr R Sexton and seconded by Cllr Pearsall**

For 6, Against 3, Abstentions 1.

**Members RESOLVED to “support” all four grant applications.**

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

For 8, Against 2, Abstentions 0

The Town Clerk confirmed that the grant applications could be added to or changed prior to being considered in May 2024 and that he would advise all 4 grant applicants accordingly.

### **23/283 Minutes of Previous Meetings**

Members **NOTED** the minutes of the Planning Committee 9<sup>th</sup> January 2024 and Strategy Committee 10<sup>th</sup> January 2024.

### **23/284 Annual Calendar of Meetings 2024/25**

**Members RESOLVED unanimously to approve the annual calendar of meetings 2024/25.**

**Proposed by Cllr Kolek and seconded by Cllr Pearsall**

The Town Clerk advised that the calendar did not include the date of Mayor Making or the Annual Town Meeting. These were provisionally set for 6<sup>th</sup> June 2024 and 22<sup>nd</sup> April 2024 respectively.

Cllr Kolek spoke in favour of Mayor Making taking place during the week following the Annual General Meeting in May at which the Mayor is elected.

The Town Clerk confirmed that the dates were provisional, and Members would have the opportunity to confirm the dates at the March Full Council meeting.

**23/285 The Baton and The Den Outside Bodies**

**Members RESOLVED unanimously to**

**a. Include the Baton (Charity no 1135897) as an Outside Body.**

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

Cllr Passmore-Smart advised that the Den was not a Charity but a CIC.

**b. Include The Den (CIC) as an Outside Body**

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

For 8, Against 0, Abstentions 2.

**c. Members RESOLVED unanimously to appoint Cllr Thorne as Cllr representative to The Baton**

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

**d. Members RESOLVED to appoint Cllr Brown as Cllr representative for The Den.**

**Proposed by Cllr R Sexton and seconded by Cllr Kolek**

For 8, Against 0, Abstentions 2.

**23/286 Membership of Committees and Working Groups**

**Members RESOLVED unanimously to elect Cllr Wakefield as Cllr representative for the Twinning Association**

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

The Deputy Clerk advised that Cllr Fotheringham had been elected Chair of the Footpath Working Group.

**23/287 Visit to Mezidon**

**Members RESOLVED unanimously that the Chairman of the Council and the Town Crier or Deputy Town Crier would represent the Council at the Mezidon May visit for the Twinning celebration.**

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

**23/288 Purchase of Deputy Town Crier Hat and Guild Membership**

**Members RESOLVED to agree a budget of £600 for the purchase of tricorne hat, Guild Membership and ancillaries for the Deputy Town Crier.**

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

For 9, Against 0, Abstentions 1

Cllr Kolek confirm that the outfit for the Deputy Town Crier was being privately funded and that she was funding the rest, with a saving cost to the Council of approximately £600.

**23/289 King's Street Toilet Block**

Cllr McCollum confirmed that he had received an invitation to the meeting as an EDDC Councillor for St Paul's Ward. The toilets were in the St Michael's Ward and he would be attending as a Town Councillor for St Michael's Ward. Cllr Brown had also been invited to attend the meeting as EDDC Councillor for St Michael's Ward.

**Members RESOLVED unanimously to appoint Cllrs S Sexton, Craddock, R Sexton, and Thorne to attend on behalf of Honiton Town Council.**

Proposed by Cllr S Sexton and seconded by Cllr Craddock.

**23/290 Polling Station Review**

Cllr McCollum confirmed that the review was not proposing any changes for Honiton which had not already been implemented at the last election.

**Members RESOLVED unanimously to make no comment on the Polling Station Review**

Proposed by Cllr McCollum and seconded by Cllr S Sexton

**23/291 Polling cards**

**Members RESOLVED unanimously to issue Polling Cards for the three forthcoming by-elections.**

Proposed by Cllr Craddock and seconded by Cllr Kolek

**23/292 Risk Assessment Workshop**

**Members RESOLVED unanimously to approve the Risk Assessment for the Workshop (at the storage containers)**

Proposed by Cllr McCollum and seconded by Cllr S Sexton

**23/293 Accounts**

**Members RESOLVED unanimously to approve the schedule of accounts for January 2024 payments excluding the underwriting payment to HCC**

Proposed by Cllr Passmore-Smart and seconded by Cllr Pearsall

Cllrs Brown and R Sexton left the meeting at 20.26pm

**Members RESOLVED to approve the underwriting payment to HCC for November 2023**

Proposed by Cllr Pearsall and seconded by Cllr Passmore-Smart

For 7, Against 0, Abstentions 1.

Cllr Brown and R Sexton returned to the meeting at 20.29pm.

The meeting went into exempt session – three members of the public left the meeting

**23/294 Annual Leave**

**Members NOTED annual leave 23/24 and RESOLVED unanimously to approve carry-over to 24/25 (to be taken by end of June 2024) of annual leave not taken in 2023/24 and/or to reimburse.**

**Proposed by Cllr Passmore-Smart 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 of carry over leave and/or reimbursement.**

**Proposed by Cllr Pearsall and seconded by Cllr Passmore-Smart.**

Cllrs Brown and R Sexton left the meeting at 20.34pm

**23/295 Underwriting of Honiton Community Complex**

**Members RESOLVED to agree to underwrite total contribution to HCC of £5k for November 2023.**

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

**For 6, Against 1, Abstention 1.**

**23/296 To close the meeting**

The meeting closed at 8.40 pm.