



**Minutes of the Full Council Meeting of Holsworthy Town Council held on  
Wednesday 4<sup>th</sup> December 2019 at 7.00pm in the Council Chambers, Holsworthy.**

**Present:** Cllr. Heaven, Cllr. Parker, Cllr. Johns, Cllr. Briggs, Cllr. Hutchings, Cllr. Tallon, Cllr. Stanton, Cllr. Brown, Cllr. Kenneally, Cllr. Allen & Cllr. Shepherd

**In attendance:** Town Clerk (TC)  
ATTC  
Cllr. David Jones, Torrridge District Council  
Chris Scadeng - Holsworthy Social Prescribing Team  
PCSO Mark James - Devon & Cornwall Police  
Holsworthy Press

**4326. Apologies for absence.**

Cllr. Musker  
Cllr. Barry Parsons, Devon County Council

**4327. Declarations of Interest**

Cllr. Heaven asked Councillors to declare any relevant interests as they arose.

**The Chairman suspended Standing Orders.**

**4328. Public Open Question Time** – To receive questions from the Public  
No members of the public were present.

**4329. Presentation by Chris Scadeng on the work of the Holsworthy Social Prescribing Team.**

Social prescribing is described by NHS England as a way for local agencies (such as Doctors) to refer people to a link worker (also called Social Prescribers). The Social Prescriber can give people time, focusing on 'what matters to me' and taking a holistic approach to people's health and wellbeing. They connect people to community groups and statutory services for practical and emotional support.

Examples of issues that this service may be able to help with could include housing, isolation and caring responsibilities. Holsworthy Social Prescribing Team would do this by finding local services and encouraging individuals to make contact with them, or, in some cases could do this for the client.

Chris Scadeng was thanked for her informative presentation and it was agreed that Cllr. Hutchings & Cllr. Jones arrange a meeting in January 2020 to discuss this further and include TDC Officers to ensure they are aware.

PCSO James suggested that the local Police would also like to be included in any meeting to explore all contacts that they both have.

**4330. Police Report (Appendix A)** The Police report was forwarded to all Cllrs on 4<sup>th</sup> December. No questions were raised.

PCSO James confirmed that the Drink Drive campaign has commenced. The Police have posters and other information which can be given to local Pubs and the Council and placed in Notice boards and on social media to make the local community aware of the dangers and consequences of Drink Driving.

Cllr. Kenneally had received some information about an incident at Derriton Bridge which various emergency vehicles had attended including a HART unit. PCSO James confirmed that nothing can be discussed in relation to this incident.

Cllr. Parker asked what is a HART Unit and it was explained this is Hazardous Area Response Team who provide the ambulance response to major incidents involving hazardous materials, or which present hazardous environments, that have occurred as a result of an accident.

These are also used when more specific emergency medical intervention is required.

7.40pm Chris Scadeng from the Holsworthy Social Prescribing team left the meeting.

**4331. County Councillors' Report**

Cllr. Parsons had sent his apologies. However, he had emailed to say how great the Town Council's Christmas Switch on Event was and to thank all that were involved. He also wished everyone a very Merry Christmas and best wishes for 2020.

**4332. District Councillor's Report (Appendix B)** Cllr. Jones circulated report prior to meeting.

Cllr. Kenneally and Cllr. Jones had held a Meet & Greet session in the Town Council office prior to this meeting. One member of public had attended representing Holsworthy Library. Both Councillors felt that after speaking to the person that there were more opportunities to work together and for the library to become more integrated into to the Town Council events including the VE Events in 2020.

Cllr. Jones confirmed that he is still waiting for the plans from TDC showing the areas of land transferred from Redrow to TDC. Both Cllr. Jones and Cllr. Hutchings suggested that a letter should be sent from the Council to TDC detailing the queries and concerns raised regarding to the recent transfer of the Playing Pitch. Cllr. Hutchings suggested that this should be done as soon as possible.

Cllr. Brown asked for confirmation that the Leader of TDC had resigned and what was happening with the structure at TDC.

Cllr. Jones confirmed that a meeting is being held at TDC on Monday 9<sup>th</sup> December and this subject would form part of the Agenda.

Cllr. Hutchings confirmed that TDC are dealing with a few issues at present and confirmed that the Leader of TDC has resigned.

**The Chairman returned to Standing Orders**

**4333. Council Meeting Minutes**

The Minutes of the Meeting of the 6<sup>th</sup> November had been circulated prior to the meeting.

**Cllr. Hutchings proposed that the Minutes of the Meeting held on the 6<sup>th</sup> November 2019 be approved. This was seconded by Cllr. Shepherd and agreed. (Vote 10 For, 0 Against, 1 Abstentions).**

**4334. Matters Arising**

Item 4312 – Cllr. Shepherd requested an update from Cllr. Hutchings on the ownership of the path/steps between Waitrose and Parsons Close. Cllr. Hutchings had requested TDC to conduct a Land Registry check of the area which confirmed that the area in question was owned by Waitrose and not by the Town Council or TDC.

Item 4322 – Cllr Hutchings asked if some of the information given under Part 2 at the November Council meeting can be discussed. The TC confirmed that an outline of the information can be provided.

Cllr. Hutchings stated that he had contacted 2 supermarkets about the site concerned but to no avail.

**4335. Mayor's Announcements – To receive a report from the Mayor.**

The Mayor reminded Cllrs that Cllr. Tallon has invited everyone back for drinks & nibbles after the meeting, as this is the last meeting before Christmas.

Cllr. Heaven expressed her dissatisfaction regarding how certain members of the Council have acted

towards her as Mayor, especially as she has always had a strong belief, love and passion for the Town.

She has seen several letters over the last few weeks and wanted to address a few words that had been quoted in the letters including: “they don’t know her personally”; and referring to her perceived “Naivety “. Cllr. Heaven is aware that the role of Mayor of Holsworthy is a new experience for her, however she feels that this is a learning curve for any person new to such a role and as such this needs to be recognised and respected and helpful advice given.

Cllr. Heaven expressed that at no time, was she handed copies of the letters, but as Mayor had been able to read them. Cllr. Heaven stated that if she had received copies of the letter’s things would be very different than set out now and she has obtained legal advice regarding the content of the letters. She has felt victimised and bullied and questioned whether a male Mayor would receive the same treatment. Bullying is something not to be tolerated and if anyone has an issue with her or the way she is carrying out her role as a Councillor and Mayor then they should discuss the matter with her directly and in a positive and helpful manner.

On a positive note, she and the TC visited Holsworthy Hospital and was impressed at how well equipped and busy place it was. Like many people, she was very proud to have this hospital in Holsworthy.

The Mayor and Cllr Parker as Deputy Mayor had recently attended the Community College Awards Ceremony at the Chapel, this was an enjoyable event with many awards given to the students.

The Mayor and the ATTC had visited and judged the Best Themed Christmas Shop Window with a Certificate being awarded to the Hats/The Cleaners Shops.

She had thanked Cllr. Hutchings and all the others involved for their efforts for the fantastic Christmas Switch On Event in an article in the local newspaper.

The 12 Days of Living Advent is looking to be a great success with many businesses and the Primary School wanting to take part.

The selected 12 shops/business have been informed and given a number from 1 to 12. The Council have been allocated the 4<sup>th</sup> Day (Monday 16<sup>th</sup> December) and please would as many Cllrs as possible get involved. Help was required from about 3.30pm to set up ready for the start of the event at 6pm. The ATTC will email Cllrs again to remind them about helping.

**4336. Accounts Due for Payment and Budget Review**

The TC went through the Accounts due for Payment and confirmed that the Football Club rent has now been paid. The Market Hall takings have risen again with many confirmed bookings for 2020. The Christmas expenditure is on budget with the TC updating members that the sleigh that the Mens Shed kindly built is now in a barn where it is safe and dry.

**Cllr. Parker proposed that the accounts for payment be approved. This was seconded by Cllr. Kenneally and agreed. (Vote: 11 For, 0 Against, 0 Abstentions).**

The TC went through the Budget Review and highlighted the decline in income for the Market due to bad weather and shopping habits which have changed over the years.

**4337. To Receive, and to Note, the Minutes of the following Committee Meetings:**

**a) Market Liaison** **13th November**

No queries

**b) Market** **13th November**

No queries

Item 445 - Cllr. Kenneally confirmed that he has been working his way through many links on social media to advertise the Market. This is a long process, but he is making good contacts.

Item 444 - Cllr. Shepherd asked for clarification on why Traders must use the Town Council gazebos and not use personal gazebos. The TC and Cllr. Hutchings confirmed that this was for Insurance purposes as well as what the current traders wanted.

Cllr. Hutchings asked for this item to be confirmed prior to next Market meeting.

**c) Planning & Highways**

**20<sup>th</sup> November**

No queries.

**d) Parks**

**20<sup>th</sup> November**

Item 1018 – Cllr. Shepherd asked for a copy of the draft designs, so that Full Council could consider them and have a better understanding of what the VE Commemoration Tree could look like as the Parks Committee have seen them.

Cllr. Parker and the TC confirmed that they are very rough sketches and that at this stage would not show enough to make a considered decision, but the final draft designs would be brought back to Council for its decision.

Item 1018 – Cllr. Heaven stated that the Press Release was not completed by herself but had been compiled by TDC. A copy was handed to the TC whereby the Mayor's quote had been changed and approved then sent back to the TDC press officer. Cllr. Heaven stated that she did not want the Cllrs to be under the impression that the particular press release for the Youth Football and the Pitch was from her. Cllr. Kenneally explained that he is unhappy with the whole situation and felt that the press release was unfair and incorrect as TDC did not give the Town Council the opportunity to work with them and not all of the Cllrs agreed with the outcome. Many Cllrs agreed with this comment from Cllr. Kenneally.

Cllr. Brown suggested a letter be sent to TDC to query how and why they made the decision. The TC reminded Councillors that the land in question is now owned by TDC and they can therefore do as they wish with the land even though throughout the process there was an understanding on both sides that it would be transferred to the Town Council. Cllr. Hutchings also requested that a letter be written and sent asking why the Town Council were not given the choice to decide whether or not they wanted to have the pitch transferred to them.

Cllr. Hutchings and Cllr. Jones also expressed their dissatisfaction regarding the press release, stating that they as the TDC Cllrs representing Holsworthy were not informed of the press release or its contents.

Cllr. Johns requested that an Agenda item should be set for the next Full Council meeting to discuss the matter further and agree the contents of the letter. After discussion it was agreed that the item should be placed on the January 2020 Agenda for further discussion.

**e) Finance & General Purposes**

**27<sup>th</sup> November**

No queries

7.55pm PCSO James left the meeting.

**4338. To give an update on the Council's Earmarked Reserves.**

The TC circulated a paper detailing the current Reserves held by the Council. This included information on the S106 and Earmarked Reserves. The following items were discussed and agreed:

1. £7,489 for part payment of new Play Equipment from the Earmarked Reserve S106 Station Close Maintenance to Projects Budget Station Close.

**Cllr. Allen proposed that item 1 be approved. This was seconded by Cllr. Shepherd and agreed. (Vote 11 For, 0 Against, 0 Abstentions).**

2. £9,715.31 for the final retention payment for the Pavilion from the Earmarked Reserve Pavilion to Projects Budget Pavilion.

**Cllr. Shepherd proposed that item 2 be approved. This was seconded by Cllr. Johns and agreed. (Vote 11 For, 0 Against, 0 Abstentions).**

3. £73.91 for the Christmas Events from the Earmarked Reserve Christmas Trees/Events to the Events Budget.

**Cllr. Parker proposed that item 3 be approved. This was seconded by Cllr. Johns and agreed. (Vote 11 For, 0 Against, 0 Abstentions).**

**4339. To discuss the draft Budget for 2020/21**

The Draft Budget for 2020/2021 was circulated. After further discussion on items in the draft budget, the TC confirmed that the budget for 2020/21 will be finalised in January 2020 when the Precept will also be set.

TC reminded all Cllrs that this is a confidential item until agreed in January 2020.

**4340. To discuss possible projects the Council may wish to undertake for the financial year 2020/2021.**

The TC confirmed that the possible projects for the Council (and the Lead Councillor for the project) for 2020/2021 are as follows:

VE Day	May 2020	Cllr. Heaven
Skateboard Park	August 2020	Cllr. Kenneally
Holsworthy Hospital	January 2020	Cllr. Hutchings
Witches Event	Nov 2020	Cllr. Tallon
Recycling Initiatives		Cllr. Johns

The defibrillators in Holsworthy will need to be updated in 2021 due the expiry date on each defib and pads, a Reserve is to be set up in the 2020/21 budget to go towards the cost which will come out of the 2021/22 Budget.

Cllr. Hutchings requested that the “Witches Event” be renamed as he has received comments on this and feels that this may offend local churchgoers.

Cllr. Tallon confirmed that the event would be called “Holsworthy Halloween Happening”. The TC will rename the project. Cllr. Tallon also confirmed that she had sought approval from both the Church and the Chapel, and both are happy for the event to go ahead. Cllr. Tallon also stated that she has had a great response so far, from people wanting to participate whether this would be dancing or music.

**4341. To give an update on the Christmas Switch On 2019 and other Christmas Events, and if applicable authorise any expenditure and virements.**

The TC stated that the Christmas Switch On was a great success with excellent feedback by local people and people as far away as Plymouth.

To date the expenditure has not gone over budget. The Council will be donating some monies to the Carols Around the Tree Service on Christmas Eve organised by Cllr. Hutchings and the Church Service on 15<sup>th</sup> December.

The final Income and expenditure will be presented, once all bills have been paid, to Full Council.

**4342. To give an update on the VE Day 75 years Commemoration Projects, and if applicable authorise any expenditure and virements**

The TC suggested that a Commemoration circular bench around the “Great Tree” be investigated as part of the VE DAY 75 commemorations next year. A cost for this has been sourced from the supplier who had made the existing WW1 benches. It was agreed the TC should approach the Guardians of the Tree to ascertain if this is something which they would be supportive of and whether they would as well consider contributing an amount to the cost of the bench.

**4343. To discuss and recommend an application to the Pocket Parks Programme**

The Pocket Parks Fund is intended to help deliver new pocket parks and support the refurbishment of

areas of existing parks that have fallen into disrepair and where their restoration will make a significant, positive impact within the local community. A Town Council can apply for funding but any funds if awarded must be held by the relevant District Council. The funding application would have to be in by the end of December.

The ATTC had attended a DALC conference where she had met with a supplier of outdoor senior fitness equipment and thought this would be an asset for Stanhope Park. This idea for the provision of the equipment had already been discussed and recommended for approval by both the Parks and Finance & General Purposes Committees. The maximum funding that could be awarded would be £25,000 which would mean that the Town Council would have to find match funding of 30% i.e. £7,500. A quote for the senior fitness equipment is currently being obtained but it is likely that the cost of the equipment would be less than this and therefore the match funding required would be reduced.

All members agreed that the equipment would be beneficial to the community and that the TC should go ahead with the funding application for a maximum of £25,000 with a maximum match funding requirement of £7,500.

**4344. To discuss any expenditure required on the new Welcome to Holsworthy signage for the entrances into the Town.**

The expenditure for the new Welcome to Holsworthy signage would be discussed further in the January 2020 Full Council meeting should the costs have been supplied by then.

**4345. To discuss the Council entering for the 2020 Britain in Bloom**

After discussion, it was agreed that the implications of entering Britain in Bloom should be fully investigated before entering. Cllr. Hutchings suggested that dialogue should take place with TDC as well as the Rotary regarding what help they may be able to provide. More information is required before the matter is discussed again at a Council meeting in the New Year.

**4346. To receive External Committee Updates (relevant reports have already been circulated to Cllrs.)**

Cllr. Kenneally confirmed that the Meet & Greet session went well with Cllr. David Jones and a member of Holsworthy Library attending. The Library would like to be more involved with the Council including taking part in the VE Day events planned for 2020.

Cllr. Heaven confirmed that although she is the Council's nominated representative on the Andigestion group she has had no correspondence or contact from Andigestion. The TC to contact Andigestion.

**4347. To Receive Correspondence.**

Correspondence had been received from Bideford Town Council in relation to a demonstration of the new Foamstream weedkiller system. This is a new type of weedkiller which is non-poisonous unlike other weed killers such as glyphosate and other chemical-based herbicides. Cllr. Kenneally and the Maintenance Operative will attend the demonstration on the 18<sup>th</sup> December in Bideford of the Foamstream weedkiller system and report back.

**4348. Town Clerk's report –**

The TC reminded all Cllrs the next Full Council will be on Wednesday 15<sup>th</sup> January 2020.

**4349. Exchange of Information**

Cllr. Shepherd said he was not aware of the timings for the Christmas Switch On Event, and he felt that he, as part of the Council should be made aware of this. Cllr. Hutchings stated that that the Christmas Committee was aware of all the timings and what is needed to be done on the day from 9am until the finish.

Cllr. Hutchings invited Cllr. Shepherd to join next year's Christmas Committee where he may be able to help, be made aware and play more of a part on the day, putting lights up and taking down etc.

Cllr. Kenneally followed this by expressing his dissatisfaction that no body stayed behind to empty the

Grotto and it was left for the few volunteers, who were still there at the end of the evening who had been there since 9am or before to clear this out.

**4350. Close**

Cllr. Heaven closed the meeting at 8.37pm.

Signature..... Date.....

## Appendix A



**Devon & Cornwall Police**

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### Crimes Recorded - 01/11/2019 to 30/11/2019 - CH2L

Offence	Recorded Crime 01/11/2019 to 30/11/2019	Recorded Crime 01/11/2018 to 30/11/2018	Recorded Crime % Difference
Violence with Injury	2	4	-50.0%
Violence without Injury	4	4	0.0%
Rape	0	1	-100.0%
Other Sexual Offences	3	1	200.0%
Burglary Dwelling	0	1	-100.0%
Shoplifting	0	1	-100.0%
Criminal Damage	1	0	-
Public Order Offences	3	3	0.0%
Other Offences	1	0	-
<b>Total</b>	<b>14</b>	<b>15</b>	<b>-6.7%</b>

Non Notifiable Offences	2	0	-
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**Devon & Cornwall Police**

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### Incidents Recorded - 01/11/2019 to 30/11/2019 - CH2L

Incident Closing Category	Incidents - 01/11/2019 to 30/11/2019	Incidents - 01/11/2018 to 30/11/2018	Incidents % Difference
Anti Social Behaviour	1	4	-75.0%
Crime Not Recorded	2	1	100.0%
Crime Recorded	4	7	-42.9%
Public Safety	21	14	50.0%
Transport	6	5	20.0%
<b>Total</b>	<b>34</b>	<b>31</b>	<b>9.7%</b>



## **Appendix B**

Cllr David Jones.

Dear Councillors,

The last month, owing to the fact that TDC Full Council is every 6 weeks, was meant to be one without a Full Council; however, this month an extraordinary meeting was held. The reason for this meeting was to discuss the outcome of the Kivells judgment; there was a discussion which was open to the public before it moved into part 2. Cllr. Hutchings and I both voted against the move into part 2 but we were in the minority. The judgment I think speaks for itself; I hope lessons can be learned from this and the council can move forward. Beyond this I have been dealing with a couple of small matters. After being told about the issues with the footpath to the Rydon development I contacted the planning department at Torridge who investigated into it. The outcome of this was that Torridge have spoken to the developer who has assured they will finish this as soon as is practicable, so they are not enforcement issues at this time unfortunately. I have also contacted Torridge regarding the plan for the land regarding the Redrow area. I have been told that they will send me the plans. On the Monday of this week I will be attending the Holsworthy Area Advisory Group meeting, which I will feedback in person at the full council. I am also holding a 'meet the councillor' type event this week on Wednesday. Finally, I'd like to congratulate and thank everyone who was involved with and helped run what was a very successful Christmas light event. If you have any questions, or issues you want raised at Torridge, please feel free to contact me either by telephone or email [councillor.jones@torridge.gov.uk](mailto:councillor.jones@torridge.gov.uk).

Kind Regards, David Jones