



**Minutes of the Full Council Meeting of Holsworthy Town Council held on
Wednesday 15th January 2020 at 7.00pm in the Council Chambers, Holsworthy.**

Present: Cllr. Heaven, Cllr. Parker, Cllr. Allen, Cllr. Johns, Cllr. Briggs, Cllr. Musker, Cllr. Stanton, Cllr. Brown, Cllr. Kenneally & Cllr. Shepherd

In attendance: ATTC
Holsworthy Press Zoe Uglow, Cllr. Barry Parsons Devon County Council & Martin Rich Devon Communities Together, Tom O’Sullivan (member of public) & PC. A Brown Devon & Cornwall Police

4351. Apologises for absence.

PCSO Mark James - Devon & Cornwall Police, Cllr. David Jones, Torridge District Council, Cllr. Hutchings, Cllr. Tallon & Town Clerk

4352. Declarations of Interest

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

The Chairman suspended Standing Orders.

4353. Public Open Question Time – To receive questions from the Public
No members of public present raised any questions.

4354. Presentation by Martin Rich from Devon Communities Together regarding Emergency Plans.

Martin Rich talked about the possible need for an Emergency Plan Holsworthy: There can be a range of emergencies in any community. The key is being prepared for them and having the correct strategies. Devon communities together are working to make sure that there are emergency plans in place across Devon and a map shows where plans are in place or where they are being prepared.

A community emergency plan helps to guide a community to organise a response to a local emergency from flooding and snow to the completely unexpected.

Categories of emergency can be found on the UK Resilience website.

Examples of community level risks include:

- Natural events: severe weather such as flooding, low temperatures, snow, heatwave and drought. The affect may be isolation.
- Human health: including flu pandemic
- Loss of mains services: due to technical failure, severe weather, terrorist activity or industrial action
- Major accidents: transport accidents such as train, road, ferry or aviation. This category also includes industrial accidents and environmental pollution caused by, accidental chemical, biological or radioactive releases, major industrial fires and explosions, environmental contamination and maritime pollution.
- Animal diseases: including foot and mouth
- Fire (thatched roofs, agriculture storage barns)

Other factors can impact an event and should be thought about in the risk assessment, e.g. bad weather conditions can increase the impact of an emergency

PC A Brown indicated Holsworthy Police would be willing to work alongside the Council if an Emergency Plan is pursued.

Martin Rich left the meeting at 7.25pm

4355. Police Report (Appendix A) The Police report had been forwarded to all Cllrs.

Both PCSO James and the recently appointed Sgt. Jepp had sent their apologies but Sgt. Jepp hoped to attend the next Full Council meeting.

PC Brown went through the Report:

Figures are high for the month; Councillors should note that 8 of these crimes were domestic related. To put the figures in perspective, particularly given the comparatively low number for December 2018, the total recorded crime figures for 2019 were 192 compared to 229 for 2018. Incidentally, the number recorded for December 2017 was 20.

PC A Brown left the meeting at 7.28pm

4356. County Councillors' Report

Cllr. Parsons informed members of the Adult Care within the Devon area and the 4% increase in the budget for this. The SEND budget is to be increased year on year.

Highways is always a major subject for Devon and the large amount of rain that has fallen of late, has exacerbated the effect on the drainage system. Cllr. Kenneally asked if Kieran Stanbury the new DCC Neighbourhood Highway Officer could be invited to attend a Council meeting. It was agreed that an email inviting him should be sent with Cllr Parsons copied in.

A new law is to be actioned soon regarding the accessibility of Council websites/media to ensure they are easy to access for all and in particular those with additional needs: this would include the use of larger print amongst other things.

Cllr. Allen discussed the need for further funding for the youth services e.g Holsworthy Youth Centre that caters for many children with many disabilities.

Cllr. Parsons also informed members that CCG is still very much present and moving forward with ideas regarding Holsworthy Hospital. All Cllrs wanted to be kept fully informed of the process, be included and not forgotten about.

Cllr. Parsons left the meeting at 7.55pm

4357. District Councillor's Report (Appendix B) Cllr. Jones sent his apologies for non-attendance.

Cllr. Jones report had been circulated prior to the meeting.

Cllr. Heaven gave Cllr. Hutchings apologises.

Cllr. Heaven reported that she believes an email from Cllr. Hutchings had been forwarded to the Town Clerk in the early hours of the morning. Cllr. Heaven stated that she has not seen this as yet, as this morning has been taken up with the Coffee Morning and various other items. On Vanessa's return from sick leave, Cllr. Heaven confirmed that she will sit down with the Town Clerk and go all outstanding emails including this one.

As Vanessa is currently very poorly with a second trip back to the Drs today the Mayor felt that it is not right to make contact with her and discuss work matters.

The Chairman returned to Standing Orders

4358. Council Meeting Minutes

The Minutes of the Meeting of the 4th December 2019 had been circulated prior to the meeting.

Regarding Item 4335 of the Minutes the Mayor stated that a comment noted was not said by herself at the meeting on the 4th December 2019. Cllr. Kenneally also agreed that this was not mentioned.

It was requested that the minutes are to be corrected and brought back to the next Council for approval. All Cllrs present agreed to this proposal.

4359. Matters Arising

Item 4335.

Please see minute 4358 above Cllr. Kenneally stated that the "not criticism" was not said at the last meeting. All agreed this should be amended accordingly.

Item 4344.

Cllr. Shepherd asked about the new Welcome to Holsworthy signage for the entrances into the Town.

There had been no response as yet to the cost of the new signage and it was agreed that an update on this be given at the Council meeting in February should the costs have been supplied by then. Cllrs discussed the current large green signage, which has been removed at DCC request. Cllr. Parker confirmed that they are currently being placed on private Land as close to the original areas as possible.

4360. Mayor's Announcements – To receive a report from the Mayor.

The Mayor thanked everyone that helped at the Coffee Morning and informed everyone present that £248.10 was made. However, once the hire of the Hall (£84)was taken away the total made was £164.10. Cllr. Heaven and other Cllrs expressed concern of the high cost of the Memorial Hall hire.

Cllr. Heaven then read out the events and meetings that she had attended since the last Full Council in December:

Cadet presentation/evening Meal at Holsworthy Golf Club

Meeting with Millennium for quotes and further information on improved lighting for the Christmas Switch On Event.

12 Days Living Advent Calendar, each business that was involved received a thankyou card from the Mayor, an email had been sent to the Primary School who assisted and made this possible. She informed all that great response was received by many and that most of the shops/business that took part in 2019 would like to be considered again for 2020.

Holsworthy Primary School Christmas Fete

Civic Service

Christmas visit Deer Park & Bodmeyrick

Cllr. Tallon and Mayor Cllr. Heaven was invited to a meeting at the Market Quarter Community Group in relation to Cavanna Homes and the non-completion of the development and the effect it has on the people living in this area. Cavanna Homes has ceased further development because of a 6m high earth bank had developed a bulge. The Operations Director for Cavanna Homes was present and apologised to residents for the poor communication and for leaving the site untidy.

It was decided to cancel the planned Extra Ordinary Meeting as the TC would need to be present to discuss the amount, funding, grants time frames etc that would be required for the VE Meeting. The Mayor asked the ATTC to email earlier in the day all Cllrs about the proposed date. She received enough responses to ensure that there was a quorum to go ahead with the 22nd January meeting. The public meeting is to follow straight after.

This amended date of this Extra Ordinary Agenda has now been circulated to all Cllrs and all relevant people have now been invited this meeting.

4361. Accounts Due for Payment and Budget Review

ATTC stated the TC is currently not in work due to sickness and asked if any questions raised for the Budget sheet that was produced. There was no response.

Cllr. Kenneally proposed that the accounts for payment be approved. This was seconded by Cllr. Shepherd and agreed. (Vote: For 10, 0 Against, 0 Abstentions).

4362. To Receive, and to Note, the Minutes of the following Committee Meetings:

a) Planning & Highways

11th December 2019

Item 418

Cllr. Shepherd asked for an update on the signage within the Town. ATTC confirmed that no response as yet has been received from DCC.

4363. To agree Holsworthy Town Council's Budget and associated Projects for the financial year 2020/2021.

ATTC confirmed that the information has been forwarded to all Cllrs on 4 separate occasions with no response.

Cllr. Allen asked for confirmation of whether the Cllrs should still take more of an active role with the projects for 2020 as listed below:

(a) VE Commemorations	Cllr. Heaven
(b) Skateboard Event	Cllr. Kenneally
(c) Hospital	Cllr. Hutchings
(d) Halloween Happening	Cllr. Tallon
(e) Recycling Initiatives	Cllr. Johns
(f) Replacement Lamposts	

ATTC confirmed that it is important for these projects to be led by Cllrs with assistance from the TC. ATTC confirmed that she will be in Hospital from 3rd March and will be off work for about 8 weeks which will leave the Town Clerk on her own.

Cllr. Allen queried the costing for (c) Hospital, as he and several other Cllrs felt that £5,000 was a large amount of money. The ATTC informed members from what she is aware, this is for advertising and other possible partnership projects with the CCG.

Cllrs requested a further update with a breakdown of the funds required and for what be given at the next Full Council meeting in February.

Cllr. Allen suggested that maybe League of Friends could assist with this instead of the Council. To be addressed and discussed further with Cllr. Hutchings.

Cllr. Johns proposed that the League of Friends be contacted in relation to a contribution for the Hospital instead of the full £5000 taken from the Town Council Budget and that the Projects for the financial year 2020/2021 be approved. This was seconded by Cllr. Kenneally and agreed. (Vote: For 10, 0 Against, 0 Abstentions).

4364. To discuss and agree Holsworthy Town Council's Precept for the financial year 2020/2021. (Precept information circulated prior to the meeting).

The precept information and three options had been circulated prior to the meeting by the TC for Cllrs to consider and comment on. No feedback had been received to the TC apart from Cllr. Kenneally.

The ATTC informed the Council that the TC suggestion was "Option B" would be the best option to allow for £5000 to go into the Council reserves.

After discussion it was agreed that "Option A" would be the best for the community with the latest circumstances that have arisen lately with TDC.

Cllr. Shepherd proposed that Holsworthy Town Council's Precept for the financial year 2020/2021 as detailed in Option A be approved This was seconded by Cllr. Johns and agreed. (Vote: For 9, 1 Against, 0 Abstentions).

4365. To discuss and agree the Council's representation on the Twinning Association visit to Aunay Sur Odon in May 2020.

The ATTC informed the Council that due to personal circumstances, the Mayor and consort are not able to attend this year's Twinning visit. The TC would like to attend but may not be able to due to work commitments. This is an open invite for any Cllrs that wish to attend at a cost of £90 which includes bus and ferry travel. The group will Depart Thursday 28th May with a 2.15pm crossing then return Monday 1st June with 08.30 crossing. Travelling to Portsmouth by coach and then travel on the ferry as foot passengers. Collection will be at Caen.

After discussion it was agreed that any Cllrs interested in attending should respond back to the ATTC via Email by the end of Friday 17th January.

4366. To discuss the Institute of Place Management Vitality and Viability workshop for Holsworthy to be held on the 29th January 2020 and a possible financial contribution.

The TC and the Mayor had attended a meeting with Chris Fuller from TDC in relation to a workshop to be held on Wednesday 29th January at the Memorial Hall to explore the future of Holsworthy's town centre. Light refreshments will be provided. The workshop will focus on current policy, economic trends and challenges facing UK towns. With this context, participants are then encouraged to consider the strengths, weaknesses, opportunities and threats facing the town, working with IPM to then explore

both short term and long-term opportunities for regeneration and growth. This will explore the state of retail, but also provide opportunities to reflect on the role of job creation in the town centre.'

It has been suggested that a donation of £300 is given to assist towards the costs of the meeting as the Council will be working in partnership with TDC for this meeting. This will cover the cost for the Memorial Hall and refreshments etc.

After discussion Cllrs felt that this amount is a sizeable contribution towards a TDC project. Cllr. Allen suggested and it was agreed that this should be discussed further at the next F&GP meeting.

4367. To discuss the contents of a letter to TDC regarding the transfer of the playing pitch.

ATTC stated that this was discussed at the last Full Council meeting in December 2019 when it was agreed that a letter be sent from the Council asking "why" the decision was made. The TC to write the letter.

All Cllrs present agreed with this action.

4368. To appoint a Council representative to the Holsworthy Area Sports Pavilion.

HASP has requested that a Cllr. representative attends their Committee meetings. The TC has suggested that as HASP largely operate within Stanhope Park perhaps the Chair of the Parks Committee, Cllr. Parker could be the representative for the Council.

Cllr. Parker declined this, and it was asked if any other Cllrs would like to be the representative. Cllr. Heaven suggested herself with all Cllrs agreeing this action.

Cllr. Allen proposed that Cllr. Heaven be appointed the Council representative to the Holsworthy Area Sports Pavilion. This was seconded by Cllr. Parker and agreed. (Vote: For 10, 0 Against, 0 Abstentions).

4369. To appoint a Council representative to the Devon and Cornwall Police and Crime Commissioner Councillor Advocate Scheme.

The police and crime commissioner's councillor advocate scheme aim to ensure that: "

- consistent, accurate and honest information relating to crime and community safety is cascaded to the public councillors feel more equipped to inform the public about crime and policing, educate their communities about crime and support/encourage greater reporting of issues to the police and other appropriate partner organisations police officer time is used to its optimum by enabling the cascade of information to be efficient and without duplication.

- councillors feel more informed about crime and policing in their local area

- a practical and positive route exists to enable councillors to bring overall views from their communities to the police

- the commissioner is kept informed of community views across Devon, Cornwall and the Isles of Scilly, so that she can effectively hold the chief constable to account for policing."

Cllr. Kenneally proposed himself. Cllr. Shepherd proposed Cllr. Allen who declined. Cllr. Kenneally was elected as the representative to the Devon and Cornwall Police and Crime Commissioner Councillor Advocate Scheme.

Cllr. Brown proposed that Cllr. Kenneally is to be appointed the representative to the Devon and Cornwall Police and Crime Commissioner Councillor Advocate Scheme. This was seconded by Cllr. Musker and agreed. (Vote: For 9, 0 Against, 1 Abstentions).

4370. To confirm the details for the Town Council's Mayor's Civic Dinner to be held on the 28th March 2020.

A budget has previously been agreed to hold a "Mayor Civic Dinner". Each year the Mayor who ever it may be having the option to hold a Civic Dinner if they so wish.

This year the Mayor has decided to hold a Civic Black Tie and Ball Gown event at the Holsworthy Golf Club on 28th March. Each ticket would be at a cost of £30 which will include a 3-course dinner & Music.

Any monies made will be given to The Mayors Charities which are Holsworthy Youth Centre and The Flowers in The Square project.

ATTC asked all to mark this date in your diary. Any assistance would be most appreciated.

Cllr. Musker queried why the Holsworthy Mayors Civic event was being taken out of the Holsworthy area. The Mayor stated that the Golf Club is the best place for cost after taking into consideration the hire of the hall, food, decorating the premises.

It will be a more comfortable and better place. It is also not far out of Holsworthy.
The Mayor stated that if she had her own way she would of used The Falcon Hotel, Bude.
Cllrs. Brown, Kenneally & Musker all endorsed that they do not agree with the venue being at the Holsworthy Golf Club.

4371. To receive External Committee Updates – Holsworthy Town Councillors appointed as representatives to outside bodies to report on any recent news.
No information received.

4372. To Receive Correspondence. – To receive any relevant correspondence received and make decisions on any actions to be taken on matters arising from these.
Cllr. Johns reported that he is part of the Holsworthy Business Partnership. They have requested that they would like to be more involved with the Council including St Peters Fair & Carnival – this was corroborated by all Cllrs present that these 2 events are not Council led events.
The ATTC confirmed that an email has already been sent asking for the Business Partnership attendance at the VE Meeting which is to be held on 22nd January.

No other correspondence reported.

4373. Town Clerk’s report - To receive a report from the Town Clerk for information only.
ATTC mentioned in the absence of the TC.

- Holsworthy Scouts are requesting the Mayor and Cllrs to attend a workshop on the 28th February at the Scouts to discuss how the Council works etc.
No Cllrs proposed. ATTC suggested an email to the office by Friday 17th.
- RoSPA inspection has been booked for March 2020 for the following areas: Stanhope Park, Skateboard Park and the Outdoor Gym Equipment.
- Just to note that the Holsworthy Motor Club will be holding their Chairman’s Trophy Classic trial on Sunday 8th Feb.
- Holsworthy Hospital thanked the Mayor Cllr. Heaven and the TC for attending the hospital to meet the staff and to take a look at the amazing work that is done there.
- After discussion with the Mayor and an email to all Cllrs. the Extra Ordinary meeting is to go ahead on 22.01.2020 at 5pm. Public Meeting at 6pm.
- No quorum met for the (1) One item for Planning & Highways. Requested any observations to be made to be forwarded to the ATTC by Monday 20th January.

4374. Exchange of information

Cllr. Kenneally asked for the following points to be considered:

- Requested next Full Council meeting Agenda item; to discuss and appoint a Safeguarding Officer.
- Requested that the Memorial Hall coffee morning that has been booked for 13th May for the Viaduct Project to be changed to Help Holsworthy in Australia that has suffered horrific damage to the landscapes, people homes and wildlife as a result of the many bushfires. All Cllrs agreed that this would be a worthy cause.
- Cllr. Kenneally informed members that he and the Maintenance Operative attended Bideford to look at an alternative to Roundup weedkiller - Professional (Aquatic safe version). Very informative however the equipment required is very expensive. So, if in the future this is something that Council are to consider than maybe this could be a shared project.

4375. Close

Cllr. Heaven closed the meeting at 8.48pm

Signature.....

Date.....

Appendix A



Devon & Cornwall Police

Building safer communities together

Crimes Recorded - 01/12/2019 to 31/12/2019 - CH2L

Offence	Recorded Crime 01/12/2019 to 31/12/2019	Recorded Crime 01/12/2018 to 31/12/2018	Recorded Crime % Difference
Violence with Injury	1	0	-
Violence without Injury	6	2	200.0%
Other Sexual Offences	4	0	-
Burglary Non-Dwelling	0	2	-100.0%
Other Theft	2	1	100.0%
Criminal Damage	6	0	-
Public Order Offences	1	1	0.0%
Possession of Drugs	2	0	-
Other Offences	1	0	-
Total	23	6	283.3%

Non Notifiable Offences | 1 | 1 | 0.0%



Devon & Cornwall Police

Building safer communities together

Incidents Recorded - 01/12/2019 to 31/12/2019 - CH2L

Incident Closing Category	Incidents - 01/12/2019 to 31/12/2019	Incidents - 01/12/2018 to 31/12/2018	Incidents % Difference
Anti Social Behaviour	7	2	250.0%
Crime Not Recorded	1	0	-
Crime Recorded	3	1	200.0%
Public Safety	24	12	100.0%
Transport	2	7	-71.4%
Total	37	22	68.2%

Dear Councillors,

Firstly, I hope everyone has had an enjoyable Christmas and are looking forward to what the new year and new decade can bring. After attending the civic service in the church, I must say I was very impressed by the scouts and their readings, I can remember growing up and partaking in Christmas readings at church while school and it can be a rather daunting experience. It was also good to see those who were able to attend helping with taking down the Christmas lights, the weather held and hopefully they have been put away in a manner which will make them easier to put up next year. Personally, I am about to enter into my final term at University before I have my exams in May; I am excited to be finally starting to glimpse the light at the end of the tunnel. Turning to business at Torridge as I am sure you will have anticipated with it being Christmas not a huge amount has happened. Obviously the most notable thing has been the election of Cllr. Ken James to the position of leader of the council and Cllr. Claire Hodson as deputy leader - with the latter assuming her post after the flip of the coin after a number of notable members abstained.

Also, before Christmas I was sent a copy of the plans for the Redrow Pitch which I have forwarded to Vanessa. This brings me to the item on the agenda proposed by Cllr. Hutchings relating to the matter of writing to TDC about the decision to remove the decision regarding the adoption of the pitch from the remit of the Town Council. My personal opinion is as follows: writing in relation to why the ability to make the decision was taken away is entirely separate from the issue of whether HTC should have adopted the area. For instance, I believe TDC keeping it, at least for the near future based on the information we have, is the correct decision; however, as the decision has been consistently earmarked by Torridge as a decision for HTC I think this should be the case. Therefore, regardless of what members think the decision should be regarding the adoption, I would urge members to lend support to Cllr. Hutchings in writing a formal letter to Torridge District Council from Holsworthy Town Council to find out why this was not the case. 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. Kind Regards, David Jones