



**Minutes of the Full Council Meeting of Holsworthy Town Council held by Zoom on
Wednesday 1st July at 7.00pm.**

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

In attendance: TC & ATTC
Cllr. Barry Parsons Devon County Council
Cllr. David Jones Torridge District Council

Meeting commenced at 7.25pm

4424. Apologies for absence.
PCSO Mark James Holsworthy Police

4425. Declarations of Interest
Cllr. Heaven asked Councillors to declare any relevant interests as they arose. As the meeting is being held by Zoom the ATTC will mark the DOI Book and Cllrs will need to attend the office to sign.

The Chairman suspended Standing Orders.

4426. Public Open Question Time – To receive questions from the Public
No public were present.

4427. Police Report (Appendix A) The Police report had been forwarded to all Cllrs. on 24th June.
No Police were in attendance.
A report from Holsworthy Police in relation to an incident which took place on Tuesday 30th June 2020 was read out by Cllr. Heaven.
No questions were raised.

4428. County Councillors' Report -
Cllr. Parsons praised everyone responses to the Covid 19 outbreak and stated that this has been an awful time for everyone involved. He welcomed everyone to the new normal of virtual meetings. Devon has the lowest COVID 19 positive cases and death rates so far in England: with 1100 positive cases and 135 deaths. Care Homes in Devon also have the lowest National COVID 19 recordings. All the Care Homes in Holsworthy & Torrington have now had negative tests for Covid 19, staff and relatives all have home swab tests as well.
Cllr. Parsons thanked all the key workers and all within the NHS for their ongoing work during the pandemic.
From the 6th July Libraries in North Devon have set up a "Click & Collect" service. Only 4 libraries will be piloting this service at this stage due to all the restrictions and the Risk Assessments required.

Cllr. Parsons informed everyone that the TC had been in contact with DCC Highways about signage and himself and the TC will arrange a meeting with Kieran Stanbury the Area Highways Neighbourhood Officer.

Cllr. Hutchings suggested that this meeting should also include Vicki Braddon as well.

4429. District Councillor's Report - Cllr. Jones & Cllr. Hutchings
Cllr. Jones informed members that it is good to see Holsworthy open again.
There was a brief discussion on the possibility of a period of free car parking for Holsworthy. Cllr. Jones explained that this is to be discussed again at a future TDC meeting.

Cllr. Kenneally mentioned that he understood that the TDC toilets will be open on 14th July. However, an issue with the disabled toilet meant that this would be out of use for the time being.

Cllr. Hutchings stated that the next TDC meeting is to be held on 13th July when an agenda item would be tabled to discuss a period of free parking within each town.

Both Cllr. Hutchings and Cllr. Jones were keen to see the new employment land come forward in Holsworthy. The new land would assist a number of local businesses who wanted to expand and also encourage new businesses to come to the area. This would require TDC to work with Kivells on the land surrounding the Agri Business Centre.

The Chairman returned to Standing Orders

4430. Council Meeting Minutes - To approve and sign the Minutes of the Full Council held on the 4TH March 2020 (Copy sent to all Cllrs 24.06.2020).

Cllr. Parker proposed that the Minutes of the Meeting held on the 4th March 2020 be approved. This was seconded by Cllr. Shepherd and agreed. (Vote 8 For, 0 Against, 3 Abstentions).

4431. Matters Arising

No matters were raised.

4432. Mayor's Announcements – To receive a report from the Mayor.

Cllr. Heaven stated that she has attended various zoom meetings with TDC and DCC in conjunction with the TC.

- It is good to see the local shops starting to open in town.
- Market has started again with very happy traders. A couple of layouts have been tried with some positive feedback being received from the traders, public and shops.
- New Cadet Kiya Kirby has been appointed this took place in Badock Gardens due to social distancing requirements.
- The pump in the square has been decorated in recognition of NHS and other keywords. Thank you to Cllr. Tallon, the ATTC and the Maintenance Operative for helping.
- After discussions with TDC & DCC several barrels have been placed in town to assist with social distancing measures and a TTRO applied for in accordance with a plan put together by Cllr. Hutchings allowing shops to re open but ensuring the safety of members of the public and businesses. Cllr. Heaven thanked Cllr. Tallon & the Maintenance Operative for their help with planting the barrels.
- The Maintenance Operative had cut the letters NHS into the grass at Badock Gardens which looks great.
- Cllr. Heaven thanked the TC and the ATTC for their support over the last few months, with special thanks to the TC for all hard work in getting all the Cllrs on Zoom and setting this meeting up.

Cllr. Heaven also informed members that she had received a call from Steve Hearse the Interim Head of Paid Service at Torridge District Council to arrange a Mayors and Town Clerks meeting date yet to be confirmed. Cllr. Heaven stated that she was pleased to discuss how things are going in Holsworthy and be able to discuss other matters that affected the Town.

4433. Accounts Due for Payment and Budget Review

The TC went through the Accounts due for Payment since March (as due to Covid 19 no meetings had been held) and the Budget Review. .

All Cllrs had been sent copies of the March, April, May & June income and expenditure sheets The TC pointed out the increase so far in the photocopying costs which relate to Covid 19 Newsletter.

The additional costs relating to the emergency plumbing works at Penroses Terrace were highlighted which have now been completed. There were still some building works require to make good the damage done. The TC will visit the property to see what works are required so quotes can be obtained.

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

- 4434. To consider and adopt an addendum to the Council's Standing Orders regarding the holding of remote meetings.** (information to be circulated before the meeting).
No comments were raised.
Cllr. Kenneally proposed that the Council adopt an addendum to the Council's Standing Orders regarding the holding of remote meetings. This was seconded by Cllr. Briggs and agreed. (Vote: 11 For, 0 Against, 0 Abstentions).
- 4435. To agree to cancel the Annual Meeting of the Council for 2020.**
No comments were raised.
Cllr. Heaven proposed that the Annual Meeting of the Council for 2020 be cancelled and take place as normal in 2021. This was seconded by Cllr. Parker and agreed. (Vote: 9 For, 2 Against, 0 Abstentions).
- 4436. To receive and agree the Annual Internal Audit Report and Internal Accounts for the Financial Year 2019/20** (copies previously circulated).
The TC went through the Annual internal Report and Accounts for the Financial Year 2019/20.
Cllr. Heaven proposed that the proposed the Annual Internal Audit Report and Internal Accounts for the Financial Year 2019/20 be approved . This was seconded by Cllr. Allen and agreed. (Vote: 11 For, 0 Against, 0 Abstentions).
- 4437. To receive and agree the Annual Governance Statement detailed in the Annual Return for the Financial Year 2019/20** (copies previously circulated).
The TC went through and explained the details in the Annual Governance Statement in the Annual Return for the Financial year 2019/20.
Cllr. Allen proposed the Annual Governance Statement detailed in the Annual Return for the Financial Year 2019/20 be approved. This was seconded by Cllr. Stanton and agreed. (Vote: 11 For, 0 Against, 0 Abstentions).
- 4438. To receive and agree the Accounting Statements for the Financial Year 2019/2020** (copies previously circulated).
The TC discussed and went through the Accounting Statements in the Annual Audit Return for the Financial year 2019/20.
Cllr. Shepherd asked if this would available online. The TC stated that it is available online and further details on the background information can be obtained on request to the TC. A Notice to this effect will be posted on the Notice board and the Council's website.
Cllr. Shepherd proposed the Accounting Statements for the Financial Year 2019/2020 be approved. This was seconded by Cllr. Parker and agreed. (Vote: 11 For, 0 Against, 0 Abstentions).
- 4439. To appoint a supplier to ensure that the Council meets the Web Content Accessibility Guidelines.** (report forwarded on 24.06.2020)
All members discussed the Web Content Accessibility Guidelines and the paper highlighting the different quoted that had been obtained to ensure that the Council meet the current guidelines which are to be enforced from September 2020.
All 3 quotes were discussed, and it was agreed to appoint TW Designs.
Cllr. Allen proposed TW Designs to be appointed to ensure that the Council meets the Web Content Accessibility Guidelines. This was seconded by Cllr. Heaven and agreed. (Vote: 11 For, 0 Against, 0 Abstentions).
- 4440. To agree the purchase of a WW2 Memorial Bench for the Square.**(information to be circulated before the meeting)
TC reminded members of the previous discussions regarding the purchase of a WW2 VE Day Memorial Bench for The Square to go around the Great Tree.
The Guardians of the Tree were asked for their thoughts on the bench and their email was read out. After discussion it was agreed that the black half tree bench seat, at a cost of £2702.00 be purchased.
Cllr. Heaven proposed that a WW2 VE Day Memorial Bench be purchased for the Square. This was seconded by Cllr. Allen and agreed. (Vote: 11 For, 0 Against, 0 Abstentions).

4441. To note the decisions made under delegation including the Income and expenditure relating to the Holsworthy COVID 19 Group. (information to be circulated 24.06.2020)

The income and expenditure sheet relating to the work to date of the Holsworthy Covid 19 Group was gone through. The Council had been holding the funds on behalf of the Covid 19 Group but the balance remaining of £709.66 has been credited to the Group as they now have their own Bank Account. The TC asked for any questions. Nothing was raised.

4442. To receive External Committee Updates (relevant reports have already been circulated to Cllrs.)

Cllr. Kenneally confirmed that he is still the Councillor Advocate Representative for the Police and Crime Commissioners Office. As such he receives information on national policing policy issues and legislation. It also provides Government updates which the ATTC posts on the Council's Social Media page.

4443. To Receive Correspondence. – To receive any relevant correspondence received and make decisions on any actions to be taken on matters arising from these.

The TC informed members that correspondence had been received in relation to the Rotary request to plant of Crocus bulbs in the Park. It was agreed that this would be discussed further at the next Parks meeting.

The following Zoom meetings are to take place for Councillors:

Market Committee	8 th July 2020 – Agenda already forwarded.
Parks Committee/Planning & Highways	15 th July 2020
F&GP Committee	29 th July 2020

An email had been received by some of the businesses in the Square requesting a meeting with the Mayor and the TC in relation to the current parking restrictions in The Square. Cllr. Kenneally asked who the email was from? The TC stated that email had no name on it. Cllr. Hutchings informed members that a zoom meeting led by TDC is to be held on 14th July where this will be discussed and that the Barrels are in place due to current Government guidelines and with the permission of DCC to aid social distancing requirements. Cllr. Shepherd stated that many traders in the Square are unhappy with this. Cllr. Kenneally pointed out that Cllr. Shepherd was the person who had obtained signatures for the requested meeting with the Mayor and TC.

Cllr. Parker mentioned that as a person who has had to isolate, the barrels which are currently in situ are something which she approves of and makes her feel safer in the current climate.

It was agreed that the barrels should remain in place until the TDC meeting on 14.07.2020.

There was a discussion on the possible free parking within the TDC Car Park. Cllr. Jones pointed out that if Cllr Shepherd, other traders and the public would like free parking, it was important that they should contact either Cllr. Hutchings or himself so that they could show support from Holsworthy for his when the matter was discussed at TDC.

8.20pm Cllr. Parsons left the meeting.

4444. Town Clerk's report

The TC had received a suggestion from Cllr. Kenneally that the Council should purchase a couple of banners stating that "Holsworthy was Open for Business". Suggested location for these were at the junction at Coles Mill and the other on the bridge to the Primary School. The banner would need to meet the guidelines and also have a message of safety and reassurance that Holsworthy is safe to visit and open for visitors. TC asked if Cllr. Kenneally would like to design a banner. This was declined but suggested that if one was designed, he would have an input.

No other items were reported.

4445. Exchange of information

Cllr. Hutchings stated that he was disappointed that the Covid 19 Group had not been thanked for all the volunteers hard work since the beginning of the pandemic. He also requested to be noted that other Councils have led the Covid 19 working group, but the Town Council have not. He explained that over 100 volunteers have helped in the work of the Group and he expressed his disappointment at the lack of leadership from the Council.

Cllr. Heaven indicated that the Council had agreed to hold the funds for the Group and had covered the cost of the printing of the newsletters and the staff time.

Cllr. Heaven thanked a Cllr. who helped her reinforce her desire to remain as Mayor for a following year. In April she was prepared to step down however, the comments made over the last few months has made her to agree to continue as Mayor of Holsworthy.

No further comments raised.

4446. Close

The Meeting was closed by Cllr. Heaven at 8.26pm

Signature.....

Date.....

APPENDIX A

Report read by Cllr. Heaven from Holsworthy Police in relation to an incident on Tuesday 30th June 2020.

“Police attended an address in Holsworthy on Tuesday 30 June following the concern of the welfare of a male occupant.

“Following several threats being made, a localised road closure was put in place while negotiations took place at the property.

“The man eventually exited the address and was compliant with police.

“He was arrested on suspicion of making threats to harm and was conveyed to hospital to be checked over.

“He remains under arrest.”



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Crimes Recorded - 01/03/2020 to 31/03/2020 - CH2L

Offence	Recorded Crime 01/03/2020 to 31/03/2020	Recorded Crime 01/03/2019 to 31/03/2019	Recorded Crime % Difference
Violence without Injury	5	3	66.7%
Other Sexual Offences	1	1	0.0%
Burglary Non-Dwelling	0	1	-100.0%
Shoplifting	4	1	300.0%
Other Theft	1	0	-
Criminal Damage	0	1	-100.0%
Public Order Offences	1	2	-50.0%
Other Offences	2	0	-
Total	14	9	55.6%

Non Notifiable Offences | 0 | 1 | -100.0%



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Incidents Recorded - 01/03/2020 to 31/03/2020 - CH2L

Incident Closing Category	Incidents - 01/03/2020 to 31/03/2020	Incidents - 01/03/2019 to 31/03/2019	Incidents % Difference
Anti Social Behaviour	4	1	300.0%
Crime Not Recorded	1	0	-
Crime Recorded	4	3	33.3%
Public Safety	17	15	13.3%
Transport	8	6	33.3%
Total	34	25	36.0%



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Crimes Recorded - 01/04/2020 to 30/04/2020 - CH2L

Offence	Recorded Crime 01/04/2020 to 30/04/2020	Recorded Crime 01/04/2019 to 30/04/2019	Recorded Crime % Difference
Violence with Injury	1	3	-66.7%
Violence without Injury	3	1	200.0%
Other Sexual Offences	0	1	-100.0%
Burglary Dwelling	0	1	-100.0%
Burglary Non-Dwelling	1	0	-
Vehicle Offences	0	1	-100.0%
Shoplifting	3	2	50.0%
Other Theft	3	1	200.0%
Criminal Damage	3	8	-62.5%
Public Order Offences	0	1	-100.0%
Trafficking of Drugs	0	1	-100.0%
Possession of Drugs	0	2	-100.0%
Other Offences	0	1	-100.0%
Total	14	23	-39.1%

Non Notifiable Offences | 0 | 2 | -100.0%



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Incidents Recorded - 01/04/2020 to 30/04/2020 - CH2L

Incident Closing Category	Incidents - 01/04/2020 to 30/04/2020	Incidents - 01/04/2019 to 30/04/2019	Incidents % Difference
Anti Social Behaviour	2	6	-66.7%
Crime Recorded	6	8	-25.0%
Public Safety	10	12	-16.7%
Transport	5	6	-16.7%
Total	23	32	-28.1%

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Crimes Recorded - 01/05/2020 to 31/05/2020 - CH2L

Offence	Recorded Crime 01/05/2020 to 31/05/2020	Recorded Crime 01/05/2019 to 31/05/2019	Recorded Crime % Difference
Violence with Injury	1	2	-50.0%
Violence without Injury	1	6	-83.3%
Rape	1	1	0.0%
Other Sexual Offences	1	0	-
Vehicle Offences	0	2	-100.0%
Shoplifting	1	3	-66.7%
Other Theft	2	1	100.0%
Criminal Damage	0	3	-100.0%
Public Order Offences	1	3	-66.7%
Possession of Weapons	0	1	-100.0%
Other Offences	0	1	-100.0%
Total	8	23	-65.2%

Non Notifiable Offences | 1 | 2 | -50.0%

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Incidents Recorded - 01/05/2020 to 31/05/2020 - CH2L

Incident Closing Category	Incidents - 01/05/2020 to 31/05/2020	Incidents - 01/05/2019 to 31/05/2019	Incidents % Difference
Anti Social Behaviour	6	11	-45.5%
Crime Recorded	6	8	-25.0%
Public Safety	10	22	-54.5%
Transport	1	3	-66.7%
Total	23	44	-47.7%

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Crimes Recorded - 01/06/2020 to 30/06/2020 - CH2L

Offence	Recorded Crime 01/06/2020 to 30/06/2020	Recorded Crime 01/06/2019 to 30/06/2019	Recorded Crime % Difference
Violence with Injury	2	1	100.0%
Violence without Injury	1	7	-85.7%
Rape	1	0	-
Other Sexual Offences	0	1	-100.0%
Burglary Non-Dwelling	0	3	-100.0%
Shoplifting	0	1	-100.0%
Other Theft	2	1	100.0%
Criminal Damage	0	4	-100.0%
Public Order Offences	1	1	0.0%
Total	7	19	-63.2%

Non Notifiable Offences | 2 | 0 | -

**Devon & Cornwall Police**

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Incidents Recorded - 01/06/2020 to 30/06/2020 - CH2L

Incident Closing Category	Incidents - 01/06/2020 to 30/06/2020	Incidents - 01/06/2019 to 30/06/2019	Incidents % Difference
Anti Social Behaviour	3	6	-50.0%
Crime Not Recorded	0	1	-100.0%
Crime Recorded	3	10	-70.0%
Public Safety	17	20	-15.0%
Transport	2	8	-75.0%
Total	25	45	-44.4%

