



**Minutes of the Full Council Meeting of Holsworthy Town Council held on Wednesday 5<sup>th</sup> June 2019 at 7.00pm in the Council Chambers, Holsworthy.**

**Present:** Cllrs. Heaven, Brown, Briggs, Johns, Allen, Kenneally, Stanton, Shepherd & Tallon.

**In attendance:** Town Clerk (TC)  
ATTC

**4211. Apologises for absence.**

Cllrs. Parker, Cllr. Musker and Hutchings, Cllr. Barry Parsons DCC, Holsworthy Post reporter & PCSO M James.

**4212. Declarations of Interest**

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

**The Chairman suspended Standing Orders.**

**4213. Public Open Question Time** – To receive questions from the Public  
No members of the public were present.

**4214. Presentation by Lucie Cullen regarding the holding of a health and fitness event in the Town.**  
No Presentation was given.

**4215. Police Report** – The Police will provide a report for information only. **(Appendix A)**  
PC Brown asked if there were any questions in relation to the Police Report which had been circulated to all prior to the meeting.  
Cllr. Kenneally asked if any update was available on the incident of the brick/wood which was thrown from the Foot bridge. PC Brown stated that enquires are ongoing. Cllr. Allen expressed disappointment that members of the Youth Centre were being blamed on social media. This was not the case as the Youth Centre has a large fence around the building which makes it difficult for children to leave the premises unsupervised.  
Members requested an update on the houses in North Road as it seems some residents have returned. The TC and PC Brown confirmed that PCSO James is in discussion with TDC Environmental Officer and will report back to the Council.

**4216. County Councillor's Report**

Cllr. Parsons sent his apologies, no written report was received.

**4217. District Councillors' Report**

Cllr. Jon Hutchings sent his apologies and the following report was circulated to all members.  
'As my last report was given to the Council on the 22<sup>nd</sup> May not a great deal has happened since, but I am still trying to progress the Redrow Pitch. I have been discussing with Richard Haste the Head of Refuse and Recycling Manager at TDC about the review of the Cleansing and Refuse and Recycling Schedules and have asked for the Town Council to be a consultee.  
The electric charging points in the Car Park are in the queue to have electricity fed to them, there shouldn't be any real disruption as the car park will be kept open.  
My first meeting as a member of the TDC Community and Resources Committee is on the 10<sup>th</sup> June.'

## The Chairman returned to Standing Orders

### 4218. Council Meeting Minutes

The Minutes of the Annual Meeting of the 15<sup>th</sup> May 2019 and the Adjourned Annual Meeting held on 22<sup>nd</sup> May 2019 had been circulated prior to the meeting.

**Cllr. Allen proposed that the Minutes of the Meeting held on the 15<sup>th</sup> May 2019 be approved. This was seconded by Cllr. Briggs and agreed. (Vote 9 For, 0 Against, 0 Abstentions).**

**Cllr. Johns proposed that the Minutes of the Meeting held on the 22<sup>nd</sup> May 2019 be approved. This was seconded by Cllr. Kenneally and agreed. (Vote 9 For, 0 Against, 0 Abstentions).**

### 4219. Matters Arising - To consider matters arising from the Minutes of the Annual Council Meeting on 15<sup>th</sup> May 2019 and the Adjourned Meeting 22<sup>nd</sup> May 2019

#### Annual Council Meeting 15th May 2019

No matters were raised.

#### Adjourned Annual Council Meeting 22<sup>nd</sup> May 2019

##### Item 4202

Cllr. Johns asked for an update on Cllr. Hutchings meeting with the new leader of TDC. The TC informed members that this is a confidential matter and cannot be discussed at this meeting.

##### Item 4205

Cllr. Shepherd requested an update on the removal of pine needles and the poppies that are stuck on the Welcome to Holsworthy sign by Deer Park. TC confirmed that she will ask the Maintenance Operative for these to be removed as a matter of urgency.

##### Item 4207

Cllr. Shepherd asked for an update of the loaning of 20 gazebos to Holsworthy Lions for a beach event. The TC stated that she has written to them with several questions and is awaiting a response.

### 4220. Mayor's Announcements – To receive a report from the Mayor.

The Mayor informed all members that as the newly elected Mayor for Holsworthy, she would like to hope that all Cllrs support her in this role and that all Cllrs will work together at meetings and upcoming events.

Cllr. Heaven reminded members that if the Mayor is required to attend any type of official event, the Town Council Office, should be contacted so that the ATTC can record and book any events. Recently, Cllr. Heaven was invited to 2 events on the same day, which the office was not aware of.

Events that the Mayor has attended so far since being elected Mayor:

23<sup>rd</sup> May Barnstaple Mayor Making Ceremony

30<sup>th</sup> May Twinning

1<sup>st</sup> June New shop opening Tiny Tots

4<sup>th</sup> June Meeting @ Waitrose – regarding assistance around town including planting, man hours etc

Other events for the rest for June for the Mayors attendance:

Thursday 6<sup>th</sup> June Bideford Mayor Making

Saturday 8<sup>th</sup> Memorial Hall Rotary Cream tea

Sunday 9<sup>th</sup> Ruby Run with the Mayors Cadet 10am,

Saturday 22<sup>nd</sup> South Molton Olde English Fayre

Sunday 30<sup>th</sup> St Johns Ambulance Annual Service of Commemoration

On September 14<sup>th</sup>, the Mayor would like to organise a Civic Event comprising of a sit-down meal and live music with any excess funds being donated to the Mayors Charity.

The venue has been booked, and quotes have already been obtained for music.  
The Mayor Jo Heaven requested for volunteers for a working group that would help organise this event:

Cllrs that would like to be part of this are: Cllrs Heaven, Keneally, Tallon, and Cllr. Brown.  
A full report will be available in the F&GP meeting in July with a breakdown of costs.

#### **4221. Accounts Due for Payment and Budget Review**

The TC went through the Budget Sheet, highlighting the income and expenditure in relation to Twinning and the payment to SLCC Enterprise for a 3-part Webinar course for the TC.

**Cllr. Allen proposed that the accounts for payment be approved. This was seconded by Cllr. Keneally and agreed. (Vote: 9 For, 0 Against, 0 Abstentions).**

The TC went through the Budget Sheet, highlighting the increase in the Market Hall rentals. The TC confirmed that as agreed in a previous F&GP meeting that all monies budgeted for and given regularly each year as Grants would be recorded as a total budget and headed "Annual Grants".

#### **4222. To Receive, and to Note, the Minutes of the following Committee Meetings:**

a) Finance and General Purposes Committee 29<sup>th</sup> May 2019

##### Item 110

Cllr. Shepherd requested an update on the rota and work schedule of rubbish clearing, recycling etc around the Town. The TC confirmed that she is still awaiting a response from TDC as they are carrying out a review of the service.

Cllr. Shepherd asked for confirmation as to whether the Christmas Tree needles had been cleared under the benches around the Pump in the Square. The TC confirmed that this had been done however, there are still some remaining which are difficult to reach.

Cllr. Shepherd asked why the mobile green Sweep cleaner vehicle was not used in the Town. The TC explained that TDC no longer have use of the machine and would need to arrange for the current cleaner to be used around town more.

##### Item 1112

Cllr. Brown stated that the benches in the Square need re-painting. The TC confirmed that this is something which is scheduled to be done if new benches are not obtained.

##### Item 1112

Cllr. Shepherd suggested that Greenfield Engineering be contacted as they may be able to assist in the making of baskets/brackets etc. Cllr. Heaven stated that the Council is still waiting to hear back from DCC in relation to whether the Council can hang baskets from the lamppost or repaint them. In the meantime, the possibility of troughs in town is something which can be discussed.

##### Item 1112

Cllr. Brown requested further information on the reasoning behind the Maintenance Operative no longer weed spraying. The TC confirmed that he would need to attend a PA1 & PA6 Course. This is a legal certificate as anyone spraying pesticide must either have this recognised specified certificate or be working under the direct supervision, for the purposes of training, of someone who has such a certificate. The cost of that course is £500 for a 2 days course.

The TC confirmed that after discussion in the F&GP meeting on 29<sup>th</sup> May it was suggested that as the Council does not own any land currently being sprayed those areas that require spraying should be referred to TDC/DCC. The Maintenance Operative has therefore been informed that he should not weed spray any areas and that the TC would report any areas that require weed spraying or maintenance to the appropriate local Authority for action. However, it was agreed that the Maintenance Operative should continue to clean important signage in the Town including those that are the responsibility of DCC.

After discussion, it was agreed that the pesticide course is something which is needed to maintain the weeds. Therefore, the item will be revisited at a future F&GP meeting and be reported back to Full Council.

Cllr. Kenneally stated that if needed a group called BRAG (Bude Rubbish Group) could be contacted as they have agreed to assist in keeping Holsworthy clean and tidy until the decision is confirmed.

Cllr. Briggs requested an update on hiring out the sun lounge for evenings. The TC stated that after discussion, the F&GP committee felt that at this stage it would not be possible to commit to renting it out due to the poor lighting of the pathway to the sun lounge. Cllr. Heaven suggested that the possibility of solar lighting along the path to the sun lounge door be investigated.

**4223. To receive and agree the Annual Internal Audit Report and internal Accounts for the Financial Year 2018/19.** (copies were circulated before the meeting).

The Town Clerk went through the Annual internal Report and Accounts for the Financial Year 2018/19.

**Cllr. Heaven proposed that the Annual Internal Audit Report and Internal Accounts for the Financial Year 2018/20019 be approved. This was seconded by Cllr. Briggs and agreed. (Vote: 9 For, 0 Against, 0 Abstentions).**

**4224. To receive and agree the Annual Governance Statement detailed in the Annual Return for the Financial Year 2018/19** (copies were circulated before the meeting).

The Town Clerk went through and explained the details in the Annual Governance Statement in the Annual Return for the Financial year 2018/2019.

**Cllr. Briggs proposed that the Annual Governance Statement detailed in the Annual Return for the Financial Year 2018/19 be approved. This was seconded by Cllr. Brown and agreed. (Vote: 9 For, 0 Against, Abstentions).**

**4225. To receive and agree the Accounting Statements for the Financial Year 2018/2019** (copies were circulated before the meeting).

The Town Clerk discussed and went through the Accounting Statements/Annual Audit Return for the Financial year 2018/2019.

**Cllr. Johns proposed that the Accounting Statements for the Financial Year 2018/2019 be approved. This was seconded by Cllr. Kenneally and agreed. (Vote: 9 For, 0 Against, 0 Abstentions).**

**4226. To approve the signatories for the Council's Bank Accounts.**

The TC requested a further 2 signatories for the Councils bank account. Current Cllrs are: Cllr. Hutchings, Cllr. Heaven, Cllr. Allen, Cllr. Musker & Cllr. Parker.

After discussion it was agreed that Cllr. Shepherd and Cllr. Kenneally should be the additional two signatories.

**Cllr. Brown proposed that Cllr. Kenneally & Cllr. Shepherd be approved as additional signatories for the Council's Bank Accounts. This was seconded by Cllr. Briggs and agreed. (Vote: 9 For, 0 Against, 0 Abstentions).**

The TC gave an update regarding the additional bank account required from a different bank from the HSBC. Possible banks suggested were the Nationwide & Lloyds. It was agreed that further investigations be carried out and the matter brought back to Full Council for a decision.

**4227. To consider whether the Council wishes to take part in the VE Day 2020 Commemorations.**

The TC explained that 2020 would be the 75<sup>th</sup> Anniversary of VE Day with celebrations taking place between the 8<sup>th</sup> – 10<sup>th</sup> May 2020. As yet no outside funding has been allocated for any commemorations, but this will be investigated. Cllr. Heaven would like to arrange a street party which would include, all public houses, the church, the community etc.

The TC suggested a working group be set up with the first meeting to be held in August or September. The following Cllrs agreed to be part of the working group: Cllr. Heaven, Allen, Johns, Tallon & Kenneally.

**4228. To consider the production of a Neighbourhood Development Plan for Holsworthy.**

The North Devon & Torridge Local Plan runs until 2031 and covers the whole of

the two District Council areas. Within the Local Plan are specific town polices with policy maps including one for Holsworthy. A Neighbourhood Plan is a statutory document which is used to inform the Local Plan and can help determine planning applications in the area concerned. It also increases the percentage of any funds received from a development via the Community Infrastructure Levy.

Areas that have completed or are in the process of compiling a Neighbourhood Plan in the Torridge Area are Bideford, Northam, Torrington, Bradworthy, Winkleigh and Welcome.

If Holsworthy wanted to produce its own Neighbourhood Plan, then an initial working group should be set up. Cllr. Johns asked for confirmation that the community would be involved this TC explained that community involvement would be a major part of any Plan.

After discussion it was agreed that the provision of a Neighbourhood Plan be agreed and that a Local Plan Officer from TDC be asked to give a presentation on its requirements.

**Cllr. Brown proposed that a Neighbourhood Development Plan for Holsworthy be approved. This was seconded by Cllr. Kenneally and agreed. (Vote: 8 For, 0 Against, 1 Abstentions).**

**4229. To Receive External Committee Updates** (copy of any reports was sent prior to the Agenda circulation).

Cllr. Brown informed members that as he is the representative for Holsworthy Library, he has been asked to thank the Council for the grant received and would welcome any Cllrs to visit anytime.

**4230. To Receive Correspondence**

The TC informed the committee that correspondence has been received for the Mayor, all Cllrs and the Freeman to attend the Court Leet. The ATTC will circulate the invite, responses are required as seats are reserved.

**4231. Town Clerk's report** - To receive a report from the Town Clerk for information only.

Street Clean Board

TDC recently contacted the Town Council about the Street Clean Board project. The board contains to pick up litter and recycle and litter pickers.

The TC asked for a suitable location within the Town as this will need to be placed out and returned to the office daily. After discussion it was agreed that outside the Manor Offices would be a suitable place.

New Councillors

All new Councillors (Cllr. Tallon, Cllr. Johns & Cllr. Kenneally) Cllr. Tallon, Cllr. Johns & Cllr. Kenneally are recommended to attend "Being a Good Councillor" course run by DALC (Devon Association of Local Councils) being held at the Exeter Court Hotel on Wednesday 24<sup>th</sup> July between 9.45am and 4pm. Cllr. Johns will confirm whether he will be able to attend and contact the office.

Station Close

The TC confirmed that Station Close paperwork has been received and the transfer of the recreational area to the Council should be completed shortly.

Bude Rubbish Action Group Paul Crum

Correspondence has been received from Paul Crum of BRAG (Bude Rubbish Action Group), he is also a Keep Britain Tidy litter ambassador. The TC suggested that he should attend our next Full Council meeting with a presentation on how BRAG could assist the Council.

Meeting DCC Head of Development Management July onwards

The TC confirmed that the Head of Development Management would like to attend a meeting with as many Councillors as possible to raise the awareness of DCC involvement in the planning process.

TDC and DCC

The TC informed members that she has awaiting a response from DCC in relation to the lamppost repainting and hanging baskets. TDC has been contacted regarding the overhanging vegetation by the Pump at Victoria Sq.

Cllr Allen explained that he done the work himself and the plants, weeds and pump have now been tidied. The TC thanked Cllr. Allen and she will make TDC aware of this. Cllr. Allen has many bags of rubbish from this clean up. The TC will contact TDC to ask them to take this away.

The TC reminded all that she has a holiday booked from 20<sup>th</sup> June to the 1<sup>st</sup> July inclusive

- 4232. Exchange of information** - With permission of the Mayor, to exchange information only on any other subject.  
No information given.

**Cllr. Heaven proposed that in view of the special or confidential nature of the following business to be transacted, it is advisable, in the public interest, that the public and press temporarily be excluded and they will be instructed to withdraw. This was seconded by Cllr. Stanton and agreed (Vote 9 For, 0 Against, 0 Absentations).**

8.05pm Due to the nature of the agenda item 4233 the TC and ATTC left the meeting.

- 4233. To discuss and if appropriate agree the annual increment in Salary scale for the Town Clerk in accordance with the Contract of Employment.**  
After discussion it was agreed by all that the Town Clerk in accordance with the contract of employment should receive the annual increment.  
**Cllr. Allen proposed that the annual increment in Salary scale for the Town Clerk in accordance with the Contract of Employment to be approved. Cllr. Kenneally seconded and agreed. (Vote: 9 For, 0 Against, 0 Abstentions).**

8.10pm The TC and ATTC returned to the meeting.

- 4234. Close**  
Cllr. Heaven formally closed the meeting at 8.10pm



**Minutes of Full Council Meeting held on Wednesday 5<sup>th</sup> June 2019**  
**at 7pm in the Council Chambers, Market Hall, Holsworthy**

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

**4233. To discuss and if appropriate agree the annual increment in Salary scale for the Town Clerk in accordance with the Contract of Employment.**

After discussion it was agreed by all that the Town Clerk in accordance with the contract of employment should receive the annual increment.

**Cllr. Allen proposed that the annual increment in Salary scale for the Town Clerk in accordance with the Contract of Employment to be approved. Cllr. Kenneally seconded and agreed. (Vote: 9 For, 0 Against, 0 Abstentions).**

Signature.....

Date.....

## APPENDIX A



**Devon & Cornwall Police**

Building safer communities together

Crimes Recorded - 01/05/2019 to 31/05/2019 - CH2L

Offence	Recorded Crime 01/05/2019 to 31/05/2019	Recorded Crime 01/05/2018 to 31/05/2018	Recorded Crime % Difference
Violence with Injury	2	4	-50.0%
Violence without Injury	6	8	-25.0%
Rape	1	1	0.0%
Other Sexual Offences	0	1	-100.0%
Vehicle Offences	2	0	-
Shoplifting	3	2	50.0%
Other Theft	1	2	-50.0%
Criminal Damage	3	11	-72.7%
Public Order Offences	3	1	200.0%
Possession of Weapons	1	0	-
Other Offences	1	0	-
<b>Total</b>	<b>23</b>	<b>30</b>	<b>-23.3%</b>

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

Building safer communities together

Incidents Recorded - 01/05/2019 to 31/05/2019 - CH2L

Incident Closing Category	Incidents - 01/05/2019 to 31/05/2019	Incidents - 01/05/2018 to 31/05/2018	Incidents % Difference
Anti Social Behaviour	11	4	175.0%
Crime Recorded	8	13	-38.5%
Public Safety	22	17	29.4%
Transport	3	11	-72.7%
<b>Total</b>	<b>44</b>	<b>45</b>	<b>-2.2%</b>