



**Minutes of the Full Council Meeting of Holsworthy Town Council held on  
Wednesday 2<sup>nd</sup> October 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. Musker & Cllr. Shepherd

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

**4279. Apologises for absence.**

Cllr. David Jones Torridge District Council, Cllr. Barry Parsons Devon County Council and PCSO Mark James Devon & Cornwall Police.

**4280. Declarations of Interest**

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

**The Chairman suspended Standing Orders.**

**4281. Public Open Question Time** – To receive questions from the Public  
No members of the public were present.

**4282. Police Report (Appendix A)**

The Police report was forwarded to all Cllrs on 02.10.19  
Cllr. Johns requested an explanation of “Public Safety” in the incidents recorded section of the Police Report. The ATTC will pass this onto the Police and will have a response for Cllr. Johns at the next Full Council.

**4283. County Councillor’s Report (Appendix B)**

Cllr. Parsons report was forwarded to all Cllrs on 01.10.19.

**4284. District Councillors’ Report (Appendix C)**

Cllr. Jones report was forwarded to all Cllrs on 30<sup>th</sup> September 2019.  
Cllr. Hutchings stated that he had no report to be circulated, as this had been covered in Cllr. Jones report. However, Cllr. Hutchings added that he had been in discussion with TDC in relation to the unkempt state of the Churchyard.  
He had attended several CCG meetings which he hoped would have positive outcomes for Holsworthy. At the end of the year, a report on the CCG work and the results of the survey would be produced including the conclusions so far. The implementation plan will enable the Council and other volunteer groups to be included. Cllr. Hutchings suggested the Council consider allocating some funds to assist in implementing any local actions to be taken.  
Cllr. Hutchings informed members that dialogue is still ongoing with the Viaduct project.

**The Chairman returned to Standing Orders**

**4285. Council Meeting Minutes**

The Minutes of the Meeting of the 4<sup>th</sup> September 2019 had been circulated prior to the meeting. **Cllr. Parker proposed that the Minutes of the Meeting held on the 4<sup>th</sup> September 2019 be approved. This was seconded by Cllr. Johns and agreed. (Vote 10 For, 0 Against, 2 Abstentions).**

**4286. Matters Arising** - To consider matters arising from the Minutes of the Full Council meeting held on 4<sup>th</sup> September 2019.

Item 4258 Cllr. Johns informed members that a Community Litter Pick took place although only a few people attended BRAG was pleased that Holsworthy did not have large amounts of litter. Cllr. Johns asked if the TC had received a further update from BRAG on future events. The TC confirmed nothing received at present.

Item 4268 Cllr. Johns requested an update on the "Meet the Councillor" session. It was confirmed that the first one would take place in November and Cllr. Kenneally has volunteered.

**4287. Mayor's Announcements – To receive a report from the Mayor.**

Cllr. Heaven thanked Cllr. Kenneally and the Maintenance Operative for their assistance in cleaning up the paint on the playground surface in Station Close. Cllr. Kenneally was also thanked for his assistance fitting the new WW1 Memorial benches in Stanhope Park.

Cllr. Heaven informed the Council of all the events that she has attended:

The first VE Day Commemoration meeting had taken a place with a view to have another meeting within the next coming weeks to include outside organisations.

So far it has been agreed that a "Street Party" will take place at the May Bank Holiday long weekend. Also suggested was an "Event" in June 2020, to include many different WW2 displays.

Cllr. Kenneally has also suggested a boxing match to take place in connection with Bideford Boxing.

She has represented the Council at various events which included Okehampton and Barnstaple Proclamation Ceremony. Cllr. Heaven also informed members that she had attended a Holsworthy Carnival 2019 meeting to discuss the Royalty and the Carnival Queen. Correspondence had been received from a Mr Furby regarding a possible planning application. A meeting had been arranged, however Mr. Furby failed to attend and another meeting has been arranged for the following week.

The Deputy Mayor Cllr. Helen Parker confirmed that she had attended 2 events one being the Over and above Charity based at North Devon District Hospital. The Charity provides help and support for Cancer Patients and their families. Cllr. Parker suggested to all Cllrs. that this is a wonderful Charity and she hoped that Holsworthy could support this as much as possible.

The other event was the Northam Civic Service, this was at St Margaret's Church where the Mayor of Northam confirmed his 2 Charities for the year.

The Council along with the RBL and HATs, presented the three new benches in Stanhope Park that had been kindly donated from proceeds gifted from the HATs show "Lest We Forget".

**4288. Accounts Due for Payment and Budget Review**

The TC went through the Accounts due for Payment and confirmed that all monies have now been received for the build of the Pavilion in Stanhope Park and the accounts were now finalised. The invoice for the External Audit had been paid.

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

The TC went through the Budget Review and highlighted the decline in income for the Market.

There were some minor building repairs needed to be done at Penrose Terrace. Quotes will be obtained for the work for approval at a F&GP Committee.

**4289. To Receive, and to Note, the Minutes of the following Committee Meetings:**

**a) Planning & Highways** **4<sup>th</sup> September 2019**

No comments raised

**b) Market** **11<sup>th</sup> September 2019**

Item 832

Cllr. Hutchings asked about the staffing of the market. Cover will be needed for January and February

next year whilst a member of staff is on sick leave. The matter will be discussed further at the next Market Committee.

**c) Parks**

**18<sup>th</sup> September 2019**

No comments raised

**d) Finance & General Purposes**

**25<sup>th</sup> September 2019**

No comments raised.

**4290. To receive and agreed any actions arising from the external Auditors Review of the Council's Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2019.**

The TC confirmed that there had been no concerns or actions required by the external Auditors in relation to the External Audit Review & Accountability Return.

**4291. To agree an increase in the Banking overall daily payments limit.**

Cllr. Johns signed the DOI.

The increase of the daily banking transaction limit from £5,000 to £7,500 had been discussed and agreed at the last F&GP meeting and this was agreed but approval at full Council was required.

**Cllr. Allen proposed that the increase of the Banking Overall Daily Limit is to be increased from £5,000 to £7,500. This was seconded by Cllr. Shepherd and agreed. (Vote 12 For, 0 Against, 0 Abstentions).**

**4292. To consider and decide on the options for the opening of other Bank Accounts**

Cllr. Johns signed the DOI.

The TC went through a paper giving information regarding opening additional Bank Accounts for the Town Council and explained the various options and recommendations.

**Cllr. Allen proposed that the further Bank accounts were opened as recommended and the operation of these be re – evaluated this after 6 months. This was seconded by Cllr. Musker and agreed. (Vote 10 For, 2 Against, 0 Abstentions).**

**4293. To give an update on the Christmas Switch On 2019 and other Christmas Events, and if applicable authorise any expenditure**

The TC provided members with the current income and expenditure for the Christmas Switch On Event 2019. There was a discussion about the best solution for this year's Grotto, and it was agreed that the preferred option was to purchase something that can be used year after year.

Cllr. Heaven confirmed that the small area at the top of The Square will not be available to place the Christmas Tree this year. Cllr. Heaven and the Maintenance Operative will seek to find alternative areas for the Christmas Tree/s to be placed

Another meeting is required within the coming weeks, and the ATTC will email all of the Christmas Committee to arrange a suitable date.

**Cllr. Heaven proposed the authorisation of the current expenditure of the Christmas Switch On Event 2019 as listed. This was seconded by Cllr. Parker and agreed. (Vote 12 For, 0 Against, 0 Abstentions).**

**4294. To give an update on the VE Day Commemoration Project, and if applicable authorise any expenditure**

Cllr. Heaven informed members who had not attended the VE Meeting that;

There were many nationally suggested VE 75 Years Commemoration events to be held on the Bank Holiday weekend of the 8<sup>th</sup> – 10<sup>th</sup> May 2020 including a "Street Party" to be held in every Town. This would be a Council led event.

Also suggested was the holding of a local Event in Stanhope Park possibly on 6<sup>th</sup> June 2020 the details of this would need to be discussed and confirmed. Cllr. Kenneally had suggested at the VE meeting, that a boxing match should take place with officials, sufficient medical cover and a ring etc to commemorate the visit of Joe Louis to the town during the war.

Cllr. Heaven suggested that she would attend various Care Homes in and around Holsworthy and Parishes, to obtain as much local memories, information and photos from people who were involved in WW2. This information, if agreed could then be used at the Event day. The TC confirmed that she has been in contact with the Museum and they will do as much as they can to assist with limited staff. HATS are proposed to produce a WW2 related production over the weekend.

A further VE meeting is to be arranged by the TC with other organisations in the Town so that further ideas can be discussed and co-ordinated.

Possible sources of funding for proposed events will be sourced and the TC requested authorisation from the Council to apply for any such funds.

**Cllr. Allen proposed that the Town Clerk be authorised to apply on behalf of the Council for Grant Funding to assist towards the costs of the agreed WW2 VE Day 75 years Commemoration Events. This was seconded by Cllr. Heaven and agreed. (Vote 12 For, 0 Against, 0 Abstentions).**

**4295. To discuss possible projects the Council may wish to undertake for the financial year 2020/2021**

Cllr. Kenneally suggested an event in the Skateboard park, and he has already made contact with skateboard professionals in the Bideford area. This would take place in August 2020.

Cllr. Tallon would like a Halloween 2020 Event in The Square including people dancing dressed as witches. Contact has been made with BBC SW, and several other organisations. Many people have shown an interest in this as a community event and to raise funds to assist with other events in the Town. It was suggested that the Beacon could be used for the fire in the middle of the Square for the dancers. Cllr. Parker recommended that local church groups should be informed of the proposed event.

Cllr. Hutchings mentioned that the CCG are planning to publish the results of the surveys carried out hopefully by the end of the year, with a number of implementation plans to progress to benefit the Town. He suggested that the Council consider allocating a sum of money to help progress the plans for Holsworthy.

Cllr. Johns suggested that as the protection of the environment is so important that Holsworthy commission a metal Ruby Red Cow to encourage plastic recycling as has Westward Ho! with their giant recycling Fish.

Cllr. Musker asked if the toilet project for Stanhope Park is still to go ahead. The TC explained that this was in the list of previous projects that still required actioning.

The TC thanked members for their ideas for projects but reminded them that there are still previous projects that require actioning due the existing workload pressures in the office. It was suggested that Cllrs could help by having more of an active role with projects with the assistance from the TC and ATTC.

**4296. To receive External Committee Updates (relevant reports have already been circulated to Cllrs.) –**

Cllr. Shepherd stated that he attended a Neighbourhood Plan – Getting started course. As the Council had now decide not to participate in this scheme, Cllr. Shepherd felt that this Course was not beneficial.

Cllr. Brown confirmed that the Museum has updated the Governance procedure.

**4297. To Receive Correspondence. – To receive any relevant correspondence received and make decisions on any actions to be taken on matters arising from these.**

TDC have informed the Council that they had received complaints of people smoking in the Bus Shelter and that they will not provide a shelter for smokers but will ensure that No Smoking signs are placed in the Shelter.

Correspondence has been received from Andigestion confirming that Holsworthy Football Club are discussing with them the possibility of renting land for the purpose of building a new facility i.e. football stand, 2 pitches, club house, changing facilities, car parking etc. A meeting will be arranged with all parties including Holsworthy Hamlets PC (in which area the new facility is proposed to be located) to discuss this opportunity.

TTVS have requested that they attend a future Council meeting to discuss the Holsworthy Social Prescribing project.

TDC have announced that the support local Business "Free Parking Day" will be Saturday 7<sup>th</sup> December, and that Holsworthy can request another 2 free parking days. Cllr. Shepherd suggested the 30<sup>th</sup> November Morning, which is the morning of the Christmas Switch On Event. After discussion it was agreed that this would not be viable as the afternoon is free anyway and the Switch On Event starts at 3pm. Other suggestions were the 14<sup>th</sup> December and 21<sup>st</sup> December.

**4298. Town Clerk's report** - To receive a report from the Town Clerk for information only. Nothing to report.

**4299. Exchange of Information**

Cllr. Tallon explained that the Holsworthy Primary School are considering having a Christmas Fair in the Memorial Hall to raise funds for the school. Cllr. Hutchings confirmed that bookings for the Hall are dealt with by the Rural Transport Office.

**Cllr. Johns 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. Parker and agreed (Vote 12 For, 0 Against, 0 Absentations).**

**4300. To give an update on the current situation regarding the new Sports Pitch and accompanying land.**

An update was given on the current situation regarding the transfer of the new pitch and accompanying land.

**4301. Close**

Meeting closed by Cllr. Jo Heaven at 8.30pm

Signature.....

Date.....