



**Minutes of the Full Council Meeting of Holsworthy Town Council held by Zoom on
Wednesday 2nd September at 7.00pm.**

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

In attendance: TC & ATTC
Cllr. Barry Parsons Devon County Council
Mr. Graham Thomas
Mr. Andrew Kemp
Mr. Tom O’Sullivan

4447. Apologises for absence.

Cllr. Musker, Cllr. Stanton & Cllr. Jones TDC & PCSO Mark James Holsworthy Police

4448. 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.

4449. Public Open Question Time – To receive questions from the Public
No questions raised.

4450. Police Report (Appendix A) The Police report had been forwarded to all Cllrs. on 02.09.2020
No questions were raised.

4451. County Councillors’ Report – Cllr. Parsons

Cllr. Parsons reminded everyone that we are all very much still in the Covid pandemic. Testing for Covid is still happening in Devon and locally as well. Pupils will be returning to school and college within the next week and all measures have been put in place to ensure their safety.

Cllr. Parsons asked that the Council remind the public that if there is an issue with roads, drainage, potholes etc this must be reported to DCC via online or by telephone.

Cllr. Briggs asked Cllr. Parsons who does the Test & Trace currently extend to. Cllr. Parsons confirmed that this is for Staff and Key Workers.

4452. District Councillor’s Report - Cllr. Jones & Cllr. Hutchings (Appendix B)

Cllr Hutchings & Cllr. Jones had both forwarded reports which had been sent to Cllrs on 02.09.2020.

Cllr. Shepherd stated that he was mentioned in Cllr. Jones report as being disappointed with the lack of communication and stated he had been in contact with TDC Cllr. Dart.

It was confirmed that the discussion at TDC regarding allowing some free parking had been delayed to a future meeting and so had not yet been approved.

The Chairman returned to Standing Orders

4453. Council Meeting Minutes - To approve and sign the Minutes of the Full Council held on the 1st July 2020 (Copy sent to all Cllrs 26.08.2020).
Cllr. Johns proposed that the Minutes of the Meeting held on the 1st July 2020 be approved. This was seconded by Cllr. Shepherd and agreed. (Vote 8 For, 0 Against, 0 Abstentions).

4454. Matters Arising

Item 4444 Cllr. Shepherd asked for an update on the Banners from TDC. TC confirmed that the funding from TDC in relation to Coronavirus related items was very limited and specific and various logos would need to be on the banners.

4455. Mayor's Announcements – To receive a report from the Mayor.

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

A new shop has opened in Victoria Square. Cllr. Heaven wished them all the very best of luck.

Due to the current climate, and as many Mayoral and other events have been cancelled she had very limited announcements to make.

Cllr. Heaven reminded all present that when the Council staff are on leave that they are not to be contacted.

4456. Accounts Due for Payment and Budget Review

The TC went through the Accounts due for Payment for July & August 2020 and the Budget Review.

The increase in the photocopying expenditure in July was due to the Covid Newsletter & the purchase of the Water Bowser. Cllr. Shepherd if the Water Bowser was satisfactory, the TC confirmed that apart from a loose nut on one of the wheels it is a proving to be a useful purchase.

In August there had been an increase in income from photocopying. Cllr. Shepherd gave an example of 2 A3 copies that cost him £5. The TC informed members that people are being charged for all copying at a charge that allows for the cost of the printing and staff time. The subject of printing will be discussed at the next F&GP meeting.

The photocopy is leased by HTC.

Cllr. Heaven proposed that the accounts for payment be approved. This was seconded by Cllr. Tallon and agreed. (Vote: 8 For, 0 Against, 0 Abstentions).

Due to the Covid 19 restrictions the Market Hall has been closed for hire. It is due to open again from 7th September.

4457. To receive and to Note the minutes of the following Committee Meetings:

Market Committee **8th July 2020**

No comments raised

Parks Committee **15th July 2020**

Item 1041 Cllr. Kenneally asked for an update on the ditch clearing in Stanhope Park. The TC will chase.

Finance and General-Purpose Committee **29th July 2020**

Item 1196 Cllr. Shepherd requested for an update on expenditure on the works required at Penroses Terrace. It was confirmed that an Insurance claim has been made and further plumbing works and works to make good were still required.

4458. To note the decisions made under delegation

A list of all the decisions had been circulated. Cllr. Kenneally & TC to visit Badock Gardens re the extent of the path that had been cemented.

4459. To receive an update on the WW2 75 years VE Day Projects.

Cllr. Heaven informed members that a meeting had taken place with the tree carver. The carving will take place in October, to be completed in time for Remembrance Sunday.

The tree will need to be crowned prior to the work. TC asked if anyone is aware of any local companies that can provide the scaffolding required by the carver. Cllr. Kenneally suggested DM Scaffolding based in Bideford.

The bench around the Great Tree is still to be progressed as the Guardians of the Tree have some concerns about it.

4460. To discuss and agree arrangements for Christmas 2020

Due to the current pandemic, none of the large-scale events planned by the Council will be able to take place this year. This will include the Christmas Switch On Event.

It is therefore proposed that the budgeted expenditure which was intended for the Christmas Event and other planned events is used for new Christmas lights for the town.

There have been also some safety concerns over the use of volunteers to put up and take down the lights each year.

Three quotes are being obtained to include the hire of additional lights, safety checks and infrastructure required and the erecting and dismantling of the lights.

The TC presented a paper which highlighted where the expenditure could be obtained from the previously planned and budgeted for events.

It was explained that given the urgency a meeting had been held with the Mayor & the Chair of F&GP and three companies and it is proposed that a maximum of £20,000 for the first year be allocated for the hiring of new Christmas Lights, plus the infrastructure and the erecting and dismantling of the lights.

Cllr. Shepherd & Cllr. Kenneally asked for clarification. it was explained that this would be a on a three lease at a maximum cost of £20,000 for the first year with a cost for the 2nd and 3rd year also obtained.

Cllr. Tallon informed members that she has visited several local companies to see if they would be prepared to donate or sponsor funds towards the cost.

Cllr. Parsons confirmed that he was willing to donate some funds from his locality budget towards the project.

Cllr. Tallon proposed a maximum of £20,000 be used to hire new Christmas lights for 2020 and the associated costs. This was seconded by Cllr. Parker and agreed. (Vote: 7 For, 0 Against, 1 Abstentions).

4461. To review the current projects and earmarked reserves list and agree any amendments.

TC informed members of the following proposal to allow for the expenditure for the Christmas Lights:

Budget or Reserve	Amount Taken	Balance left
Events	11,000	850
Tablets	2,500	0
General Reserve	2,000	2,000
Skateboarding Event	1,000	1,000
Hospital	2,000	3,000
Halloween Happening	500	500
Recycling Initiative	1,000	1,500
Total	20,000	8850
Funding from DCC	1,000	
	21,000	

Cllr. Parsons stipulated that, DCC will of course contribute towards this, as it was a great project for the town, but he was concerned about the amount. The TC confirmed that this is money has had already been allocated for projects that will not now be able to go ahead this year.

Cllr. Heaven proposed that up to £20,000 for the cost of hiring the new Christmas lights for 2020 and associated costs be transferred from the current projects' budgets and the earmarked reserves as listed. This was seconded by Cllr. Johns and agreed. (Vote: 8 For, 0 Against, 0 Abstentions).

4462. To give an update of the signage into Town.

Cllr. Heaven thanked Cllr. Shepherd for his work into exploring new signage for the town. Some amendments were still to be finalised with DCC and a final draft will be brought to a future Council meeting for approval.

4463. To give an update on the Shop Local Campaign and the Torridge District Council Town Centre Coronavirus Recovery Project

The TC informed members that the criteria for obtaining financial assistance is very tight so far only approx £50 has been able to be claimed.

The Town Centre Recovery Webinar run by TDC will take place on 7th September at 6.30pm. This has been published twice now on Facebook as well as on the Council Website. The TC asked members to ask shop owners again if they would like to attend.

Holsworthy Post Office and the Royal Mail were thanked for the leaflet drop which took in the town and the surrounding areas to recap that “Holsworthy is Open for Business”

The Outdoor Market has improved greatly with a lot of hard work from ATTC. However, the traders are struggling with footfall at this current time.

4464. To receive External Committee Updates (relevant reports have already been circulated to Cllrs.)

No Updates received.

4465. To Receive Correspondence. – To receive any relevant correspondence received and make decisions on any actions to be taken on matters arising from these.

Correspondence had been received from TDC in relation to Government consultations on planning reforms. The Government launched the first consultation ‘Planning for the Future’ in August. It proposes reforms of the planning system to streamline and modernise the planning process, bring a new focus to design and sustainability, improve the system of developer contributions to infrastructure, and ensure more land is available for development where it is needed. The proposals are wide ranging and if taken forward will impact on almost all aspects of how the planning system operates locally. TC confirmed that the link will be forwarded to all Cllrs on 03.09.2020

4466. Town Clerk’s report

The Market Hall will be ready for Hire from 7th September 2020. The ATTC had put a lot of work into this, to make it Covid Safe with many emails to TDC as they own the building.

The TC will be on leave from 11th September for a week.

The Councils new Website in accordance with WCAG compliant guidelines should be live from 23rd September.

4467. Exchange of information

None

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. Johns and agreed (Vote 8 For, 0 Against, 0 Absentations).

8pm Cllr. Barry Parsons left the Meeting
Mr. Tom O Sullivan left the meeting.

This Part 2 of the meeting was conducted via Zoom. Both Applicants were asked questions separately whilst the other was held in a meeting room.

8.15pm Cllr. Hutchings joined the meeting

4468. To discuss and ratify, if appropriate the co-Option of a new Councillor.

Both applicants gave a short speech and questions were asked by Councillors. After discussion, the following was agreed.

Cllr. Johns proposed that Mr. Graham Thomas be co-opted as a Member of Holsworthy Town Council. Cllr. Tallon seconded the proposal which was carried. (Vote 7 For, 0 Against, 2 Abstentions).

All Cllrs were reminded that this is a Part 2 Item

4469. Close

The Meeting was closed by Cllr. Heaven at 8.33pm

Signature.....

Date.....

Appendix A



Devon & Cornwall Police

Building safer communities together

Crimes Recorded - 01/07/2020 to 31/07/2020 - CH2L

Offence	Recorded Crime 01/07/2020 to 31/07/2020	Recorded Crime 01/07/2019 to 31/07/2019	Recorded Crime % Difference
Violence with Injury	4	8	-50.0%
Violence without Injury	6	2	200.0%
Other Sexual Offences	1	2	-50.0%
Shoplifting	0	3	-100.0%
Other Theft	2	2	0.0%
Criminal Damage	0	4	-100.0%
Public Order Offences	2	2	0.0%
Possession of Drugs	1	0	-
Other Offences	1	2	-50.0%
Total	17	25	-32.0%

Non Notifiable Offences | 1 | 1 | 0.0%



Devon & Cornwall Police

Building safer communities together

Incidents Recorded - 01/07/2020 to 31/07/2020 - CH2L

Incident Closing Category	Incidents - 01/07/2020 to 31/07/2020	Incidents - 01/07/2019 to 31/07/2019	Incidents % Difference
Anti Social Behaviour	8	6	33.3%
Crime Recorded	5	5	0.0%
Public Safety	19	18	5.6%
Transport	2	5	-60.0%
Total	34	34	0.0%



Devon & Cornwall Police

Building safer communities together

Crimes Recorded - 01/08/2020 to 31/08/2020 - CH2L

Offence	Recorded Crime 01/08/2020 to 31/08/2020	Recorded Crime 01/08/2019 to 31/08/2019	Recorded Crime % Difference
	1	0	-
Violence with Injury	4	2	100.0%
Violence without Injury	4	5	-20.0%
Rape	1	0	-
Other Sexual Offences	2	1	100.0%
Shoplifting	0	1	-100.0%
Other Theft	2	1	100.0%
Criminal Damage	5	2	150.0%
Public Order Offences	2	0	-
Possession of Weapons	0	1	-100.0%
Possession of Drugs	0	1	-100.0%
Other Offences	2	0	-
Total	23	14	64.3%

Non Notifiable Offences	2	0	-
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Devon & Cornwall Police

Building safer communities together

Incidents Recorded - 01/08/2020 to 31/08/2020 - CH2L

Incident Closing Category	Incidents - 01/08/2020 to 31/08/2020	Incidents - 01/08/2019 to 31/08/2019	Incidents % Difference
Anti Social Behaviour	4	1	300.0%
Crime Not Recorded	2	0	-
Crime Recorded	14	5	180.0%
Public Safety	20	16	25.0%
Transport	6	8	-25.0%
Total	46	30	53.3%

(Appendix B)

Dear Councillors,

Firstly, I would like to pass on my congratulations and best wishes to whoever is co-opted onto the Town Council. I look forward to meeting them and working with them going forwards.

I apologise for what is a fairly short report. In truth, there has not been a massive amount happening in Torridge that is particularly relevant to Holsworthy. The key thing that I have been helping champion is the free-parking motion. I still maintain that this would provide our town a much needed boost. The *estimated* cost to TDC for two hours of free parking in Holsworthy Manor Car Park for 2 months is £7437.20 and for 1 hour £2984.40. Obviously, these are just estimates and may actually be that as less people have been visiting the car parks that the actual cost could be less. I even suggested that we rebalance the parking tariffs to try and recover some of the income by charging more at the higher end. However, nobody seemed interested in this idea.

I think the potential benefit to the town would be worth the costs mentioned, especially for the 1 hour free. The two hours was approved by the Community and Resources Committee but for October and November. Personally, while I welcome this I see no reason why this couldn't start in September for Holsworthy. The reason for the delay is due to tourists still visiting in September. I do not really think this is as applicable in Holsworthy. Unfortunately, the Chair of Internal Overview and Scrutiny Cllr. Peter Watson decided to call in this decision. I don't understand the rationale for this other than to be obstructive. The decision of the Community and Resources Committee had to be approved by Full Council who would have provided the necessary oversight. I was also rather disappointed that nobody from Holsworthy wrote to TDC in support of the motion, especially after at the previous HTC meeting I suggested that this would be a good idea. I understand that many people in the town get frustrated with TDC; however, nothing will ever change if nobody speaks up when it is needed most. I was particularly disappointed with Cllr. Shepherd. I contacted him personally after he said he was in favour of this motion, especially as he has previously demonstrated that he can get the support of the businesses in the square behind him when they have had issues. Most notably regarding the now infamous barrels. Again, I would encourage the Town Council and any businesses to contact TDC prior to the Internal Overview and Scrutiny Committee. If it makes it back to the Full Council, then at that also. Great Torrington Town Council wrote a letter of support, if HTC feel this is an initiative that might be of benefit I encourage you to do the same.

I am looking forward to the Institute of Place Management Workshop in September. This will hopefully provide some food for thought regarding Holsworthy's Covid recovery. I will say, after the last IPM meeting I am sceptical about how useful it will be. Nevertheless, I hope everyone will go and will try to - as I will also attempt to- keep an open mind. As Cllr Hutchings is as well I was confused by the apparent innovative transport scheme for Holsworthy. This is something which we have both heard being floated around at Torridge. From what I gather this is scheme is actually unworkable and largely pointless, so I hope this will be raised at the meeting.

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.

Cllr. Hutchings

The only things to report are the ongoing shenanigans with the free car parking. 2 hours free parking will be put to the next full council meeting although, this has been called in by scrutiny after the last C and R meeting when we voted for the 2 hours free car parking.

I am involved with the ongoing major contracts meetings as a result of the fallout from Covid. I will update on this when I am allowed to as it is part 2