



**Minutes of the Full Council Meeting of Holsworthy Town Council held by Zoom on.
Wednesday 21st April 2021 at 7.00pm.**

Present: Cllr. Parker, Cllr. Briggs, Cllr. Allen, Cllr. Hutchings, Cllr. Musker, Cllr Shepherd & Cllr. Stanton
In attendance: TC, ATTC,
TDC Cllr. Jones
Mr. Nigel Kenneally & Holsworthy Post

4607. Apologises for absence.

Cllr. Johns, & PCSO Mark James Holsworthy Police.

4608. Declarations of Interest

Cllr. Parker 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.

Cllr. Hutchings confirmed that he has DOI on Agenda Items 15 & 16.

The Chairman suspended Standing Orders.

4609. Public Open Question Time – To receive questions from the Public.

No questions were raised.

4610. Police Report (Appendix A) The Police report had been forwarded to all Cllrs. on 19th April

No questions were raised.

4611. County Councillors' Report

Cllr. Parsons sent his apologies due to purdah requirements and his resignation.

4612. District Councillor's Report

Cllr. Hutchings confirmed that discussions on 1610 and the reopening of the Holsworthy Leisure Centre are ongoing.

Cllr. Jones agreed with the update on 1610. He also added, that "Restart Grants" are available from TDC as a one-off business grant available to non-essential retail businesses (under Strand One), and hospitality, accommodation, leisure, personal care and gym or sport business premises (Strand Two). A new system of one-off Restart Grants is being introduced from April 2021, replacing the Local Restrictions Support Grants (LRSG).

Cllr. Hutchings confirmed that there is currently a slight delay with these grants however further details can be found on the TDC website.

The Chairman returned to Standing Orders.

4613. Council Meeting Minutes - To approve and sign the Minutes of the Full Council Meeting held on the 3rd March 2021.

Cllr. Allen proposed that the Minutes of the Meeting held on the 3rd March 2021, as amended, be approved. This was seconded by Cllr. Stanton and agreed. (Vote; 7 For, 0 Against, Abstention).

4614. Matters Arising.

Item 4600 Re Current projects.

The TC informed members that this would be an Agenda item for the May or June Council Meeting to enable new Cllrs joining the Council to be the lead Councillor on an agreed project.

Cllr. Hutchings confirmed that each project for 2021/2022 should have a Lead Councillor who can take responsibility for the project with the assistance of the TC and perhaps a working group and which can report back to the Council with its progress.

4615. Mayor's Announcements – To receive a report from the Mayor.

Cllr. Parker informed members that due to the death of Prince Philip, The Duke of Edinburgh on 9th April 2021 the Council had entered a week of mourning. Flags had been flown at half-mast at the Memorial Hall thanks to Cllr. Hutchings.

Today is also the Queen's 95th Birthday and Cllr. Parker wished her Many Happy Returns on behalf of the Council.

Covid Lateral Flow testing started today in the Manor Car Park and will be in place on Wednesday and on Sunday 25th.

The Mayor and Town Clerks meeting with TDC had been attended via Zoom.

The working group looking at the Street Furniture and the Street Lights in the Square had several meetings with possible suppliers and once the quotes and any further information had been received the TC will circulate these to the working group for further discussions.

The Mayor, TC and Maintenance Operative had met with a NHS Occupational Health Therapist and Piper Architecture in Badock Gardens to discuss the project to increase the lighting and make it more accessible, safe and user friendly for all including those in wheelchairs, with walkers, and prams.

Once the Architect has come back to the Council with some plans and a brief, the aim will then be to put it out to tender to ascertain a quote.

4616. Accounts Due for Payment and Budget Review

The TC went through the income and expenditure sheets.

Cllr. Parker proposed that the accounts for payment be approved. This was seconded by Cllr. Hutchings and agreed. (Vote: 7 For, 0 Against, 0 Abstentions).

The TC informed members that income is down due to Covid, however with the shops and Market reopening this will hopefully improve.

The Parks budget as at the 31.03.21 is approx. £2,000 under spent and it is suggested that this sum is moved into the Earmarked Reserve for Parks.

4617. To Receive, and to Note, the Minutes of the following Committee Meetings:

Market Committee 17th March 2021

No comments were raised.

4618. To receive and note the decisions made under delegation.

The TC went through the decisions made under delegation which included planning applications.

4619. To approve the Council Risk Registers and Asset Register as at the 31st March 2021.

Cllr. Shepherd and Cllr. Parker had gone through the Council's Risk Register and Asset Register in detail. They had no comments or amendments to make.

Cllr. Allen proposed that the Council's Risk Register and Asset Register, be approved. This was seconded by Cllr. Parker and agreed. (Vote; 7 For, 0 Against, Abstention).

4620. To give an update on the current position regarding the improvements to the public realm in the Square and the renewal of the streetlights and agreed any financial contribution to be made towards the cost.

Further information and costings are needed before a decision can be taken as DCC still need to confirm the weight loading capacity of the proposed new streetlights and the cost.

Cllr. Shepherd asked for the quote, but the TC confirmed that she is still awaiting this so is not able to provide this. Once the quotes for the streetlights and other public realm requirements the Public Realm working group will be informed.

4621. To discuss and approve expenditure on the Mayors Civic Ball to be held in the Memorial Hall on the 16th October 2021.

Cllr. Hutchings declared a DOI

There followed a discussion regarding the expenditure on the Mayors Civic Ball which is to be held in the Memorial Hall in October 2021 Covid guidelines permitting.

The TC asked for authority to spend a maximum of £4,000 on the Ball with the intention that the sale of tickets would recoup the cost.

Cllr. Hutchings requested clarification on the £4,200 and what percentage would the Council be providing towards this. The TC confirmed that the cost is to cover the 3 course meal, band, hire of the hall, decorations and two bottles of wine on each table this is based on approx 120 ticket sales, band, 3 course meal and the hire of the Memorial Hall. If all tickets are sold, it would be estimated that approximately £50 will be contributed.

Cllr. Allen proposed that a maximum of £4,200 for the Mayors Civic Ball in October 2021 to be approved. This was seconded by Cllr. Musker and agreed. (Vote; 6 For, 0 Against, 1 Abstention).

4622. To discuss and formally approval the use of Stanhope Park by the Holsworthy Mutual Aid Group.

Cllr. Hutchings DOI

The TC informed members that the Holsworthy Mutual Aid Group have been given in principle support for the use of Stanhope Park for an event to be held over the period of 27th July 2021 – 3rd August 2021 inclusive (dates include the set up for the Event and take down). Also, in principle support was given for a grant of £2,000 to the Mutual Aid Group for the provision of free children's entertainment and sponsorship of the Events subject to the normal grant conditions being met.

There then followed a discussion on whether the Town Council should be the applicant for a Premises Licence for Stanhope Park which could include other events in the future as well as the Holsworthy Mutual Aid Event. The TC explained the requirements of the Licence and liability implications of the Council holding the Premises Licence especially given the current and possible future Covid restrictions. Given this and as the Mutual Aid Group Event had stressed that it was not a Town Council Event it was agreed that the Mutual Aid Group should apply for and obtain all the relevant Licences from the Licensing Authority to carry out their event.

However, it was suggested that a Premises Licence for the Park in the name of the Council could be something to investigate for 2022 and going forward, given that hopefully by then all Covid Restrictions would be lifted.

Cllr. Shepherd requested clarification on whom the person was that had requested the Council hold the Premises Licence for Park Events, the TC confirmed it was Cllr. Hutchings.

Cllr. Allen proposed that Stanhope Park be used for the setting up of and for the events being held by the Holsworthy Mutual Aid Group between the 27th of July 2021 and the 3rd August inclusive subject to an agreed Licence for its use and them also obtaining the relevant Licences from the Licensing Authority to carry out their events during that period only. Also, that a grant of £2,000 be made to the Mutual Aid Group for the provision of free children's entertainment and sponsorship of the Events subject to the normal grant conditions being met.

This was seconded by Cllr. Parker and agreed. (Vote; 5 For, 0 Against, 1 Abstention).

4623. To discuss and agree the Earmarked Reserves to be brought forward to the financial year 2021/22.

The went through the existing Earmarked Reserves and also some suggested items that should be included with a view to them being brought forward into the financial year 2021/2022.

In relation to some of the 2020/21 projects were not carried out because of the Covid Restrictions and because the Councillors that were the lead for the some of the projects have now resigned it was agreed that these projects will be discussed at the Council Meeting in June to see if they to be continued.

Cllr Shepherd confirmed that he would like to continue with the Signage Project.

Cllr. Shepherd proposed that the Earmarked Reserves as amended be approved and brought forward to the Financial Year 2021/2022. This was seconded by Cllr. Musker and agreed. (Vote; 7 For, 0 Against, 0 Abstention).

4624. To discuss the production of the Summer Newsletter

The TC requested members view on the production of the Council's Newsletter and its cost effectiveness. Cllr. Hutchings confirmed that St Peters Fair will be issuing a "Online" weekly event, despite the entertainment not going ahead, there will be many things around town that will take place.

Cllr. Allen suggested that the Summer Newsletter be produced for Summer with a view that the Winter Newsletter be limited or to be produced in paper form.

The ATTC confirmed that the Winter Newsletter would be busier than that of summer, due to hopefully the easing of Covid restrictions, Switch On Event and other possible events and updates.

Cllr. Briggs the member organisations of the Community Forum she attends regularly on behalf of the Council find the Newsletter a valuable information source for the generation that do not have or want internet facilities.

The ATTC explained that approx 1500 – 1800 copies are usually produced by the Printers. To ensure delivery before St Peters Fair Week the newsletter would have to be created, sent, and received back from the Printers no later than the 3rd week of June. This also allows for delivery.

All members discussed and agreed that the Summer Newsletter is to go ahead, maybe with less than 32 pages as normal. The ATTC will start work on the Newsletter and see how many adverts she can obtain.

4625. To formally approve the absence of Cllr. Johns due to ill health before the expiry of the six-month period.

Unfortunately, Cllr. Johns had not been able to attend Council meetings since November 2020 due to ill health. The Council therefore has to formally approve his absence due to ill health before the expiry of a six-month period since he last attended a meeting otherwise he will not be able to continue in office.

Cllr. Parker, on behalf of all the Council and staff wished Cllr. Johns well and hoped that he is recovering well.

Cllr. Shepherd proposed that Councillor Johns absence due to ill health be formally approved. This was seconded by Cllr. Allen and agreed. (Vote; 7 For, 0 Against, Abstention).

4626. To receive External Committee Updates - Holsworthy Town Councillors appointed as representatives to outside bodies to report on any recent news.

Cllr. Briggs informed members that she had attended an Emergency Climate meeting, where the following had been discussed:

- Introductory activities and framing input from Devon Communities Together.
- Hopes for the network – guiding principles, membership, setting targets and sourcing expertise.
- Networking and knowledge sharing in breakout rooms.
- Expert Speaker Frank Benbow of Bratton Flemming Parish - on using the Impact Carbon Footprinting tool.
- An interactive introduction to consultation/engagement tools and approaches - by Devon Communities Together.

Next meeting is to be held in June 2021.

4627. To Receive Correspondence. – To receive any relevant correspondence received and make decisions on any actions to be taken on matters arising from these.

The Council has been contacted from the developer of an online Newsletter Mr G Thomas asking if he can share information from the Council's Website and Social Media pages.

Cllr. Allen requested that this is made an Agenda item for the next Council meeting so that a formal discussion can take place.

All Cllrs agreed, the TC will inform Mr. Thomas.

A request has been received from One Northern Devon Active Travel Group for a Cllr to join their Working Group. The next meeting will take place on 12th May at 9am Devon, and then again at 11am with the Torridge specific group. Cllr. Parker agreed to join the working group.

4628. Town Clerk's report - To receive a report from the Town Clerk for information only.

The collection for Cllr. Barry Parsons leaving present is currently underway. The ATTC has been in contact with Cllr. Parsons's partner regarding suitable gifts. Holsworthy Army Cadets will be purchasing an engraved Trophy to be awarded annually for the "Cadet of the Year" in Cllr Parsons name and also to be purchased is a bowl or clock from Dartington Crystal.

At the last Market Committee meeting, the use of Pipers Yard was discussed for the storage of the Market Gazebos and equipment. A meeting is to be held in May with TDC for the Council to view the Yard. Cllr. Hutchings shared his concerns of the location of this due to the hill with the trailer and equipment. The TC stated that the Maintenance Operative has been approached about this and at this stage this does not appear to be an issue.

4629. Exchange of information

Cllr. Hutchings asked for clarification on the upcoming meetings. TC confirmed the following:

28th April F&GP - Via Zoom

28th April Annual Town Electors – Via Zoom

19th May Annual Council Meeting. – to be held in the Memorial Hall.

4630. Close

Cllr. Parker closed the meeting at 8.10pm

Signature.....

Date.....

Appendix A Police Report



Devon & Cornwall Police

Building safer communities together

Crimes Recorded - 01/03/2021 to 31/03/2021 - CH2L

Offence	Recorded Crime 01/03/2021 to 31/03/2021	Recorded Crime 01/03/2020 to 31/03/2020	Recorded Crime % Difference
Violence with Injury	3	0	-
Violence without Injury	2	5	-60.0%
Rape	1	0	-
Other Sexual Offences	0	1	-100.0%
Burglary Non-Dwelling	1	0	-
Shoplifting	1	4	-75.0%
Other Theft	0	1	-100.0%
Criminal Damage	1	0	-
Public Order Offences	1	1	0.0%
Other Offences	0	2	-100.0%
Total	10	14	-28.6%

- | 0 | 0 | -



Devon & Cornwall Police

Building safer communities together

Incidents Recorded - 01/03/2021 to 31/03/2021 - CH2L

Incident Closing Category	Incidents - 01/03/2021 to 31/03/2021	Incidents - 01/03/2020 to 31/03/2020	Incidents % Difference
Anti Social Behaviour	2	4	-50.0%
Crime Not Recorded	1	1	0.0%
Crime Recorded	9	4	125.0%
Public Safety	10	17	-41.2%
Transport	5	8	-37.5%
Total	27	34	-20.6%