



**Minutes of Full Council of Holsworthy Town Council held in
Holsworthy Scout and Guide Hq, Well Park, Holsworthy, EX22 6DH, on Wednesday 13th
September 2023 commencing at 7:00pm**

Present: Councillors: Kenneally, De ste Croix, Hosie, Hutchings, Parker, Piper, Preston,
Shepherd, Stone

In attendance: Town Clerk (TC), Assistant to the Town Clerk (ATTC),
Peter Brown, David Cole, Jason Jones

5217. Apologies for absence

Councillors: Dentlinger, Stroud

5218. Declaration of Interest - To receive declarations of personal and prejudicial interests in respect of items on this agenda.

The Mayor asked Councillors to declare any relevant interests as they arose.

Councillor Piper declared an Interest re Minute 5232

The Chairman suspended Standing Orders.

5219. Public Question Time - *To receive questions from the Public.*

No questions were received from the members of Public.

5220. Presentation by Jason Jones – Holsworthy Youth Football Club.

The Chairman of Holsworthy Youth Football Club, Jason Jones introduced himself to the Council. Jason updated the Council on the current concerns for the Youth Football regarding space and their expanding club. The main issue is finding suitable locations for fixtures as there has been an increase in demand for space. Currently, the TDC football pitch is being used regularly with the former football pitch at the lower part of the park being used also to ensure all 16 teams can practise and compete within the 80+ fixtures, which has been difficult to manage. After explaining the Youth Football Clubs situation and concerns, Jason Jones put forward the Youth Football Club proposals that the ground used for football within Stanhope Park is levelled and the derelict concrete slab previously used as a tennis court is removed and grassed. Currently the Youth Football Club are reluctant to have fixtures in the lower part of the park due to limited space and inconsistent gradient which may cause injury during games. Jason informed councillors that HASP would be more than happy to assist with maintaining the grounds after the project is completed. Once the area is relandscaped it will accommodate a 9 a side pitch which would help the management of fixtures for the growing club.

Councillor Hutchings entered at 19:08

Councillors observed the plans provided by Jason Jones and discussed the plans to get a better understanding. Jason Jones clarified that currently the concrete slab has a 2.5m lip which could be reduced to a 1m lip. Cllr. Preston queried the need for a 3rd pitch. Jason stated the club is expanding and it's become more difficult to manage enough fixtures within the season using the current locations. Cllr. Kenneally queried whether any fixtures have affected cricket, to which Jason stated yes. Cllr. Shepherd asked who currently maintains the pitch currently. It was stated that a member of HASP has been maintaining the pitch however, it is under the ownership of the Council. Cllr. Stone queried where the Youth Football Club anticipate finding the remaining funds from for the proposed idea.

Jason responded that he would be looking for a third of the total funding (approx. £6/7k) from the Council and sourcing the remaining two thirds from grant funding.

5221. County Councillor's Report

County Councillor James Morrish sent in his apologies and forward the Town Clerk a written report as follows:

"Dear all

Thank you for your email.

I am at another meeting but please find my report.

DCC highways teams have been out in force in our area with at one stage 4 teams were repairing our roads at the same time.

This from time to time causes a few issues such as last week we had decided to repair all roads around Sheb and cut off all access to shebfest. However thanks to working with one local councillor we were able to re schedule for next week.

I have been pleased to give £5600 to local groups and charities in our area to help support our community.

In August I had 31 calls and emails from our residents on issues such as cold calling to bus services. The issue of the young man and his 3 careers living in the link centre building has really got me angry. I have met 4 times about why he was aloud to live there and when is he leaving. I have got very angry about it and have had no answers. I will get an answer!!!!

Hope to see you all soon

James"

Councillor Preston commented that statements that are inflammatory should not be sent prior to sending apologies.

5222. District Councillor's Report

District Councillor Shepherd's Report

On 31st July I attended TDC's Full Council Meeting, we discussed updating the local plan. Torridge are also looking into No Mow(cut) May and prioritising several areas to keep maintained. On 14th August we discussed the strategic plan which there were a lot of ideas, many pushed by Cllr. Piper and myself. Statistics regarding the number of individuals looking for housing within Torridge were looked at and it was discussed that sites need pushing to provide housing. On September 4th it was a very quick meeting. The street naming policy was discussed which I think is quite an in-depth thing and Parish Councils to be involved. Torridge District Council would like to alter the naming of a street after someone's passing to 10 years or possibly less. Today, I went to a meeting about the link centre and as we are aware, ours is discontinued. I think the link centre is a valuable resource and there is a new policy in which the link centre would be perfect for.

Correspondence:

- Funding discussions with Geoffrey Cox
- State of Paths
- Manor Offices, feasibility study has been received.
- Dog Warden has visited Holsworthy but not responding to communications.

District Councillor Piper's Report

I have been inputting into the TDC new Strategic Plan in particular the importance of ensuring there are plans in place to consider 'Connecting to the Countryside' with cycleways and paths which would incorporate the Ruby Way and possibly in the future railways. The Local Plan review will mean a new Plan to be completed in the next 3 years and I will ensure that there is full input and consultation with the Town Council.



The Chairman returned to Standing Orders.

- 5223. Council Meeting Minutes** – *To approve and sign the Minutes of the Council Meeting held on the 12th July 2023*

Cllr. Preston proposed that the Minutes of the Meeting held on the 12th July 2023 be approved. This was seconded by Cllr. Stone and agreed. (6 For, 3 Abstention)

- 5224. Matters Arising** – *To consider matters arising from the Minutes of the 12th July 2023 Meeting, not already covered by the Agenda. For information only.*

- 5225. Mayor's Announcements** – *To receive a report from the Mayor*

I held a cream tea Garden party at Cllr. Parker's house which was very successful. I attended a meeting with Chris Fuller in the Manor Offices. I opened the new ATM at the post office. I also opened up the Holsworthy & Stratton show which was a brilliant! Today, I went to the Barnstaple Fair which was great, whilst there the Mayor of Lynton & Lynmouth congratulated us on our Jubilee Celebrations. Recently, I attended a Mayor and Clarks meeting where we discussed a variety of items. I'd also like to give our ATTC a pat on the back for all her hard work on the Market.

- 5226. Account Due for Payment and Budget Review** – *to receive and approve the accounts due for payment*

The Town Clerk explained the payments in conjunction with their budgets for July & August, highlighting the payments made for the streetlights. The July payment to the Grounds Maintenance Contractors will not be paid due to the contract not being fulfilled that month. Cllr Hutchings queried the expenditure regarding chippings which the TC clarified were for the memorial at the Football club which came out of the funds allocated for the Coronation. Big Clean up day.

Councillor Piper proposed that the accounts for payment be approved. This was seconded by Councillor De ste Croix and agreed. (Unanimous)

- 5227. To receive and Note, the Minutes of the following Committee Meetings:**

- | | |
|-------------------|----------------------------------|
| a) Parks | 19th July 2023 |
| b) Markets | 26th July 2023 |

Cllr. Hosie asked if Markets could be held at a later time. Cllr. Kenneally clarified that the times can be altered to suit councillors and suggested asking the Committee Chair and Town Clerk.

- 5228. To provide an update on the discussions held at the Christmas Switch On 2023 Working Group**

Councillor Hutchings and the Town Clerk gave an update from the Christmas Working Group held prior to the Council meeting. The Christmas Working group meeting asked for it to be noted that it was agreed that an executive committee be formed comprising of Cllr. Hutchings & the TC to sort out the entertainment for the Event with them feeding back to both the Christmas Working Group and Full Council to ensure that everyone is informed on the current expenditure and plans for the Christmas Event. The executive group are permitted to make informed decisions regarding the Christmas Event and inform the Working Group of their decisions.

The Christmas Working Group decided in the meeting that they'd like to keep the snow globe though would like to investigate different entertainment. A list of volunteers will be coordinated. Discussion ensued.



5229. To agree the signatories on the Town Council Bank Accounts.

The TC informed councillors that a mix up has been made by the Council's Bank resulting in signatories being removed from the Bank Accounts. Therefore additional signatories would be required. The Town Clerk informed Councillors that the current signatories are Cllrs: Kenneally, De ste Croix & Stroud. The individuals removed without permission were Cllrs: Parker & Hutchings.

Cllr. Preston proposed Councillors Stone, Hutchings & Parker will be added as signatories for the Town Council Bank Accounts. This was seconded by Cllr. Stone and agreed. (Unanimous)

5230. To consider whether all Councillors should have a basic DBS (Disclosure and Barring Service) check.

The Town Clerk provided councillors with a description of what a Basic DBS would entail for councillor and that they were not compulsory. Discussion ensued. Councillors discussed their opinions regarding DBS checks and came to a decision that a Councillor can decide if they'd like one. If a councillor would like a DBS check they were requested to contact the Town Clerk.

Cllr. Hutchings proposed that although it is not a requirement if a Councillor would like a DBS check, they should contact the Town Clerk. This was seconded by Cllr. Stone and agreed. (7 For, 1 Against, 1 Abstention)

5231. To receive the external auditors review of the Council's Annual Governance and Accountability Return for the Financial Year ending 31ST March 2023.

The TC discussed the Audit process and the work that had been done to comply with the requirements.

Cllr. Shepherd proposed that the external auditors review of the Council's Annual Governance and Accountability Return for the financial Year ending 31st March 2023 be noted. This was seconded by Cllr. Stone and agreed. (8 For, 0 Against, 1 Abstention)

5232. To discuss the findings and next steps from the recent Market Survey.

Cllr. De ste Croix updated councillors on the Market committees' findings from the market survey and that the results will be uploaded online for members of the public to review. The results of the survey varied from the market consultation meeting that was held and it was decided at the market committee that the expenditure on the Market should be reduced as much as possible to lessen the amount the Council is subsidising it by. A winter closure was discussed both with the traders' comments and the results from the survey and it was concluded the market will continue to open until December 27th and reopen January 17th.

5233. To give an update on the Mayors Civic Event

Cllr. Kenneally informed councillors that this year's Civic Event will be a Snail Race in aid of 8 different charities as well as it benefitting the Mayors two chosen charities. Several raffle prizes have been received. The event will take place on 21st October in the Memorial Hall.

5234. To give an update on the installation of additional street lights in the Park.

It had been previously agreed that up to £2,500 could be spent and a quote had been accepted. Currently the TC is awaiting the installation date. It was also suggested to ask the contractor for a quote for a cherry picker. TC has also asked the contractor to revise the quotation regarding the Park gates.



5235. To Receive External Committee Updates

Cllr. Hosie stated at the last 2 Police meetings the link has not worked therefore she has been unable to attend. Cllr. Hosie added that others have been having the same issue.

5236. To Receive Correspondence

- From Holsworthy Show – suggestion that a joint meeting is held with Holsworthy Hamlets PC and Pyworthy PC to discuss areas of joint interest including joint Parish Path map/ information guidance.
- New TDC Street Naming & Numbering Policy & Procedure
- Remembrance Sunday Parade & Service 12th November meet at 2.30pm
- Email rec'd Dear Lord Mayor, there is growing unrest as to the difficulties of obtaining a doctors appointment at The Ruby medical surgery both on the street & on facebook. The service now offered is way below that of only a few years ago. I believe we all have a right to know the reasons for this and I am sure a statement from the practice manager explaining why would be much appreciated by all.
Can you help with this as most people have no idea who we should turn to for help.
Perhaps a public meeting?
- Day Companions. Ann Jose 'I would appreciate any help possible as I am really struggling trying to balance full time farming job with running the Day Companions. We went into lockdown with 15 volunteers / committee members 'on the books' but came out with only 2, and I was one of them! Most pressing need is committee members ie treasurer, vice chairman. Also letting people know that we are here appears to be a problem coupled with a residual reluctance of people to come out and mix'

5237. Town Clerk's Report

The Town Clerk Informed Councillors that she will be on leave on Monday but will return Wednesday Afternoon. For the rest of the week, she will be working from home but can be contacted via her mobile.

5238. Exchange of information

Councillor Parker informed councillors that the Pride and Prejudice performance by Illyria was excellent adding that it was a great night even if it was cold. HATS provided toilets and refreshments.

It is recommended that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

5239. To discuss and ratify. If appropriate the co-option of new councillor

Four applications had been received for the one available vacancy and the applications had been provided to the Councillors prior to the meeting. The TC informed councillor that 1 application has been withdrawn. The two applicants that attended the meeting were interviewed, and councillors then discussed the 1 available space. Councillors then came to a decision.

Cllr. Hutchings proposed that Mr Peter Brown be co-opted as a Councillor of Holsworthy Town Council. This was seconded by Councillor Parker and agreed. (Vote: 7 For, 2 Abstentions, 0 Against)



5240. Close

Cllr. Kenneally closed the meeting at 21:40

Signed

Dated

A handwritten signature in dark ink, consisting of a stylized 'M' or 'W' shape with a long, sweeping tail that extends downwards and to the right.