

**Minutes of Full Council of Holsworthy Town Council held in
Holsworthy Scout and Guide Hq, Well Park, Holsworthy, EX22 6DH
on Wednesday 1st November 2023 commencing at 7:00pm**

Present: Councillors: Kenneally, De ste Croix, Brown, Denlinger, Hosie, Hutchings, Parker, Piper, Stone, Stroud

In attendance: Town Clerk (TC), Assistant to the Town Clerk (ATTC),
Ian Parker

5264. Apologies for absence

Councillors: Preston, Shepherd.
DCC Cllr. Morrish

- 5265. 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.

The Chairman suspended Standing Orders.

- 5266. Public Question Time** - *To receive questions from the Public.*
No questions were asked.

5267. Presentation by Ian Parker on behalf of Holsworthy Rotary Club – Holsworthy's entry into Britain in Bloom.

Ian Parker began his presentation by stating the Rotary club's support for Holsworthy's entry in Britain in Bloom was originally before COVID-19. Since then, many members that were supportive have unfortunately left. It was thought that Rotary would lead Britain in Bloom with the Council assisting however this is not the feeling now. Mr Parker has now resigned from the Rotary Club and councillors expressed their thanks to him for all his valuable past work as part of Rotary. Though Mr Parker is no longer part of Rotary he stated he would like to be a part of Britain in Bloom and believes a volunteer group could be formed with assistance from the Council. Mr Parker stated it might be best to enter Britain in Bloom in 2025 instead.

Councillors thanked Mr Parker for his time and for his presentation. Cllr Piper agreed with Mr Parker's suggestion of entering the competition in 2025 and added that 2024 could be used to improve the maintenance of the Town, prioritise cleaning, weeding and accessibility. A 3 year plan was suggested. Discussion ensued. It was agreed that the ATTC be asked to email all those previously involved in Holsworthy in Bloom meetings to ask if they'd like to form a group to put together a 3 year plan. Cllr. Stone asked Mr Parker if as an individual he would be prepared to lead the volunteer group. Cllr. Parker and Mr Parker jointly agreed they would be prepared to work together to lead the group. Cllr. Hutchings requested further information on what would be required. The Holsworthy in Bloom minutes to be finalised and forwarded to all Councillors.

5268. County Councillor's Report

Cllr. Morrish sent his apologies and sent a written report as follows:
I am still fighting to get a good outcome for Holsworthy regarding the old link building. Despite many meetings I have got nowhere but I have a meeting with senior DCC staff tomorrow so we will see what happens.

The road situation has improved a bit in rural Holsworthy with 65% done. I was pleased to be at the Mayor's charity event which I felt showed Holsworthy at its best.

Kieren Stanbury is moving on from the DCC Neighbourhood offices in a few weeks so if you have any issues, please raise them with him next week before he leaves.

5269. District Councillor's Report

District Councillor Pete Shepherd

Sorry I can't be with you in person tonight, I'm attending an External O&S meeting at Torridge with a focus on education, employment and apprenticeships in Torridge. The agenda seems full tonight, so I'll try to make my report brief:

Torridge

A big one this month is the opportunity to share your views on the new Torridge Strategic Plan. The deadline is the 14th of November, go online at <http://www.torridge.gov.uk/strategicplan> to have your say. It's an important document as it will shape the council's actions and spending over the next five years

The Mayor, TC, Cllr Piper and myself had a meeting with Richard Haste, Mike Crocker and Sam Oliver to discuss issues regarding waste and operational services. I'm sure the Mayor will discuss more but there were talks about the Town Council purchasing a machine to help with the improvement of the town, an ash tree in Manor Carpark will have to be removed early winter and hopefully we will get an updated map showing which parts of the town TDC and DCC are responsible for.

Last Thursday was the restarting of the Holsworthy Area Advisory Group meetings, with Ken James as Chair and myself the Vice. The meetings are intended to promote face to face debate between district, county, town and parish councillors all of whom are invited to attend, and I would urge as many here to go next time. There was a presentation by Devon Communities together promoting help available for parish councils and general talk about the Strategic Plan and DCC issues.

Lastly, Torridge have invested in four brand-new vehicles entering service with their Waste and Recycling fleet. I've already seen 'Optimus Grime' sweeping the streets around Holsworthy with the other 3, 'Bindiana Jone', 'Bagatha Christie' and the 'Grim Sweeper' out and about keeping Torridge tidy.

Other

More of my Councillor's grant money has now been received by the Community Fridge and The Holsworthy Food Hub each getting £100, both great charities in Town.

If anyone has any questions/queries about Torridge, please don't hesitate to contact me.

District Councillor Lyndon Piper

Projects I have been working on over the past month directly impacting Holsworthy:

Coles Mill Viaduct

Ruby Way

Expanding footpath connections in the town

Use of parking bays for storage containers for HTC

MUGA in Stanhope Park

Christmas switch on event

Park lights and tarmac repairs (HTC hat)

45 hours spent on TDC Councillor duties in the month of October.

Projects

I spent an afternoon in Somerset looking at what Andrew Combes and Associates have

achieved up there. Very inspiring. Our hurdles appear lower than what theirs were and we are benefitting from their experience. I would point you towards The Strawberry Line website for more information. <https://www.thestrawberryline.org.uk/>

Formal meetings attended in October:

2nd – Extraordinary Full Council to discuss the new TDC strategic plan. I sat on the panel for Communities Health and Housing and was pleased to get Active Torridge and multi-use paths within the strategic plan.

5th – Active Torridge

10th Leadership

I take the opportunity to say that I am proud that we have a 'Holsworthy boy' on the leadership team and I think with patience we will be better placed to get more attention within the workings of TDC. Highlighted lack of any provision / maintenance of play spaces in Holsworthy managed by TDC- something I would like to explore in the future.

17th Torridge Active Travel

Linked up with a contact at Devon County who I am liaising with regarding the Ruby Way. Supported scheme to get more people into cycling. No provision in Holsworthy but this highlights the need for investment in our end of the region.

23rd Community & Resources

- £10k provided to Bideford and Torrington towards the work being carried out by their town centre regeneration boards. Highlighted lack of inclusion of Holsworthy even though a strategic centre serving a large rural area. Backed the proposal as I hope it will be a precursor to similar work in Holsworthy (which appears to have begun through regular recent meetings with Chris Fuller, Economic Development Officer at TDC). I would urge the town council to look at the path being forged by others.
- Investigation into provision of drinking water fountains on Torridge buildings progressing. I am aware that HTC staff put time into a similar project in Holsworthy and it may be worth liaising with Donna Sibley at TDC.
- As lead for leisure, I backed additional spending on Victoria Park play area. Appeared proportional to available budgets and a once in a generation project.

30th Full Council

Relevant to Holsworthy - a motion by Cllr Lo-vel regarding TDC charging charity events for use of car parks on Bideford quay. I was pleased to see this come before the Council, but I argued that the issue should be considered across all car parks in Torridge not just Bideford Quay and that considerations are not as black and white when commercial entities are involved. I did suggest charges are at least brought back to the average takings on a particular day, not the maximum. The issue is going to the Budget Working Group for further consideration.

TDC Operations manager meeting - Meeting with TDC operations manager and team members and HTC. See Cllr Shepherd report.

Area Advisory Group meeting

On holiday for the area advisory group meeting. Thanks to Cllr Shepherd for attending and pleased to see him appointed as vice chair.

Snail racing

Attended the Mayor's charity snail race event. Congratulations to him, the staff and the many organisations who worked hard to sell snails and sponsorship for the event.

The Chairman returned to Standing Orders.

5270. Council Meeting Minutes – *To approve and sign the Minutes of the Council Meeting held on the 4th October 2023*

Councillor Parker proposed that the Minutes of the Meeting held on the 4th October 2023 be approved. This was seconded by Councillor Kenneally and agreed. (8 For, 2 Abstentions)

- 5271. Matters Arising** – *To consider matters arising from the Minutes of the 4th October 2023 Meeting, not already covered by the Agenda. For information only.*

Cllr. Piper – Item 5245 – District Councillors report to be amended.

- 5272. Mayor's Announcements** – *To receive a report from the Mayor*

We had the Mayor's Snail Race last month which had an excellent turn out!

The Manor Court has been transformed by TDC operatives using a weed removal machine which I think would be good for us to invest in or borrow. I attended a meeting with Holsworthy 44' regarding the 80th Anniversary of the DDay landings, there will be a presentation from them at our December Full Council Meeting. I also attended a meeting with our contractors at Stanhope Park in regard to lighting which is progressing. There was a Holsworthy in Bloom meeting which we can discuss further under Agenda Item 12. I met with Jason Jones and Devon FA in regard to levelling of part of Stanhope Park, the FA were encouraging.

- 5273. Account Due for Payment and Budget Review** – *to receive and approve the accounts due for payment*

The invoices for the market garage payments are almost up to date. DCC had incorrectly invoiced the Council for the Vehicle Active Signage this will not be paid until an invoice is received for the correct amount. The expenditure on wood preserver was for the War Memorial tree carving in Stanhope Park which is treated yearly. The interest from the bond is slowly increasing again.

Councillor Parker proposed that the accounts for payment be approved. This was seconded by Councillor Hutchings and agreed. (Unanimous)

- 5274. To Receive, and to Note, the Minutes of the following Committee Meetings:**

a) Market	11 th October 2023
b) Parks	18 th October 2023
c) Finance & GP	25 th October 2023

- 5275. To discuss the Towns entry into the Britain in Bloom competition.**

Councillors discussed the Towns entry into the Britain in Bloom competition. In regard to the information received in the earlier presentation an in depth discussion was held. It is felt that the entry into Britain in Bloom should be split into a 3 year plan organised by a Holsworthy in Bloom volunteer group that may receive future support from the Council. it was suggested that the 3 year plan could be as follows:

- 1st Year & 2nd Year– Prioritise cleaning Holsworthy, forming a volunteer group, maintaining the town, improving accessibility.
- 3rd Year, Enter Britain in Bloom whilst ensuring maintenance standards remain high as built up during 1st & 2nd Year.

- 5276. To give an update on a meeting with the Football Association regarding improvements to the football pitches in Stanhope Park and approve any agreed funding contributions required.**

The Mayor updated Councillors on the meeting held with Jason Jones & Nick Garlic from the FA regarding the levelling and drainage of the football pitches in Stanhope Park. The cost is likely to be a maximum of £32,000 and the project will also provide more space for passersby when there are matches on. The FA will be applying for the funding on the Council's behalf.

The current estimate of funding for the project is as follows:

- £8,000 from Holsworthy Town Council
- £8,000 from Torridge District Council
- £8,000 from Youth Football

Cllr. Kenneally proposed that the Council support the football pitch levelling and improvements with an application to the Football Foundation and a contribution of up to £8,000 to come from the Earmarked Reserve for the MUGA. This was seconded by Cllr. De ste Croix and agreed.

5277. To give an update on the Christmas Switch on Event and other Christmas Events, and if applicable authorise any expenditure.

The TC gave a brief update to councillors that did not attend the Christmas Meeting held prior to Full Council. The lights will be put up on 26th November from 10am, it would be appreciated if councillors could attend and assist. The Switch on Event is on Saturday 2nd December from 4pm-8pm, preparations will begin from 12pm and clear up will begin from 8pm until approx. 10:30pm. It is planned to take the lights down on Sunday 7th January.

Cllr. De ste Croix proposed that the payments are authorised. This was seconded by Cllr. Parker and agreed. (9 For, 1 Abstention)

5278. To give an update on the Council's Earmarked Reserves

The TC discussed the Council's Earmarked reserves. Discussion ensued. Councillor Hutchings queried if the Council's Earmarked Reserves are up to date and this was confirmed by the TC.

5279. To discuss the draft Budget for 2024/25

The TC explained to the newer councillors what a precept is, how the precept relates to the budget and the timescales for approving the Budget, Projects and Precept. The TC stated that the draft budget for training has increased because the new Town Clerk may need/ want additional training to assist with their role. Planned expenditure has been decreased for the Market due to altering storage arrangements to reduce expenditure as well as an increase of income from the Market. Discussion ensued.

5280. To discuss possible projects the Council may wish to undertake for the financial year 2024/2025

Cllr. Piper queried whether Coles Mill Viaduct could be put forward as a project. The TC mentioned that there was already an Earmarked Reserves for the Viaduct, but this could be increased. The TC reminded councillors that there was still a number of current projects to be completed.

5281. To appoint members to the Council's Committees.

Councillor Brown: **Finances & General Purposes**
 Markets

Councillor Dentlinger: **Markets (Removed from Finance & General Purposes)**

Cllr. De ste Croix proposed that the above Councillors are appointed to the stated Committees. This was seconded by Cllr. Piper and agreed. (Unanimous)

5282. To consider the Council's response to Torridge District Council's Draft Strategic Plan 2023-2028.

Cllr. Kenneally stated he was keen for 3 points to be stressed:

- We will work with Government to co-create and develop a Levelling up Partnership that strives to deliver wide ranging opportunities and benefits to Torridge's residents, businesses and communities.



- Accelerate & sustain where possible opportunities for sustainable economic growth within the district's tourism and employment offer.
- Work with partners to expand multi-use paths, the footpath network and access to open spaces.

Cllr. Piper commented that it's important to have a high level strategic plan in conjunction with having the opportunity to update the Local Plan. It will be used to ensure that policies and possible future projects align with it. Cllr. James the Leader of TDC sees this as an ambitious plan and Cllr. Piper stated that he agreed with some of his vision to encourage younger generations to stay in Torridge.

Cllr Hutchings commented that 'Work with partner agencies to prevent, detect and reduce crime & antisocial behaviour' should be altered due to crime rates being low, as he felt that it's the feeling of safety which should be improved.

After discussion it was agreed that the Council was broadly supportive of the Strategic Plan however, would prefer the feeling of safety is focused on rather than the reduction of crime.

5283. To give an update and consider the Town Clerk & Responsible Financial Officer recruitment process

The current Town Clerk/ Responsible Financial Officer will be retiring in May 2024. There will be certain steps that need to be completed to ensure a smooth change over. Torridge District Council will support Holsworthy Town Council with the recruitment process including assistance to ensure that the Post is widely advertised in the appropriate places and also a through recruitment process is gone through. After discussion it was agreed:

- that the TC create a draft job description and person specification for the Town Clerk to be confirmed at December Full Council.
- Set up a recruitment committee for the new Town Clerk
(Cllrs: Kenneally, De ste Croix, Parker, Piper, Stone, Hutchings, Hosie)

Cllr. Hutchings proposed that a recruitment committee be formed for the recruitment of a new Town Clerk and RFO. This was seconded by Cllr Kenneally and agreed. (Unanimous)

5284. To Receive External Committee Updates

Cllr. Stroud explained that she had attended a meeting led by Launceston Town Council to investigate whether councils in the local area should create an overall Emergency Plan for the area so that councils can assist each other should the need arise. For example, if one town floods another unaffected town may be able to assist with the provision of sandbags or other assistance. Issues this could help with could include but are not limited to: Fires, traffic accidents, flooding, heavy snow, disease, terrorism etc. Discussion ensued. Cllr Kenneally asked Cllr Stroud if a report could be written and forwarded to councillors to be put on a future Full Council Agenda.

5285. To Receive Correspondence

- Remembrance Sunday Parade & Service 12th November meet at 2.30pm
- 50th Anniversary of Holsworthy's first visit to Aunay-Sur-Odon – Thursday 23rd May- Monday 27th May 2024. Would councillors like to travel up? The average cost of travel from the previous year was approximately £120 per person. This takes into account, cost of parking & individual foot passenger cost from Portsmouth. Accommodation may be provided free of charge by residents involved with the Twinning. During the visit to Aunay-sur-Odon there will be a civic reception.
- St Peters and St Pauls Church - the Benefice churchwardens cordially invite the Mayor and Town Council to The Licensing of the Revd Alison Hardy by the Rt Revd Jackie Searle, Bishop of Crediton, at the church of St Peter and St Paul, Holsworthy Sunday 26th November 2023 at 10.30am. Refreshments to follow the service.



- Dartmoor Multi Academy Trust is consulting on a proposal to establish a Resource Base at Holsworthy Community College for up to 10 learners with communication and interaction needs from September 2024.
A resource base supports learners whose needs can be met in a mainstream setting but who require a specialist environment and support within the school. Pupils are supported within this environment with an Education Health and Care Plan, small class sizes and high staffing ratios. Their plan will also support their involvement in larger classes within the school according to the needs and progress of the pupil. The aim is to enable pupils to fulfil their potential to successfully access part or all of the curriculum within the mainstream school. The proposed resource base at Holsworthy Community College would support children and young people with a primary need of communication and interaction with an EHCP. The provision would be inclusive of children with communication and interaction needs and likely presenting with behaviours consistent with an autism diagnosis. It is proposed that the base would open from September 2024 for up to ten learners.
Closing date for responses is 27th November 2023.
- Holsworthy Community College Presentation Evening – 7.30pm Thursday 30th November 2023 in the Purple Circle at the College. Number attending needed by 3rd Nov.
- TDC’S annual rough sleeper estimate. night of the 6th November into the morning of the 7th November.
‘People sleeping, about to bed down (sitting on/in or standing next to their bedding) or actually bedded down in the open air (such as on the streets, in tents, doorways, parks, bus shelters or encampments). People in buildings or other places not designed for habitation (such as stairwells, barns, sheds, car parks, cars, derelict boats, stations, or “bashes”).’
- Christmas Tree Festival St Peter & St Paul’s Thursday 14th - Saturday 16th December cost £25. The trees will be available to decorate on Tuesday 12th and Wednesday 13th December from 11am - 7pm.

5286. Town Clerk’s Report

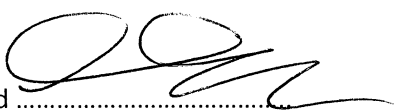
1. Containers in Manor Car Park – TDC require a signed Annual Licence including a lift and shift clause.
2. Holsworthy 44 – Presentation December Council Meeting
3. Ruby Country – Presentation December Council Meeting
4. Christmas Lights installation Sunday 26th November, Christmas Lights Switch on 2nd Dec, taking down of the Lights 7th January 2024. Volunteers needed.
5. Insurance Claim Bollard lights Badock Gdns. There will be a £500 excess

5287. Exchange of information

Councillor Parker thanked everyone for their support and expressed her appreciation to all.

5288. Close

Councillor Kenneally closed the meeting at 20:44

Signed 

Dated 6-12-23