

Minutes of the Full Council of Holsworthy Town Council
held in the Holsworthy Youth Centre, Sanders Lane, Holsworthy, EX22 6HE
on Wednesday 4th September 2024 commencing at 7:00pm

Present: Councillors; N. Kenneally, D. De ste Croix, P. Brown, D. Cole, W. Dentlinger, J. Hutchings, L. Piper, H. Parker, J. Tadman

In attendance: Town Clerk (TC), Assistant to the Town Clerk (ATTC),
Bakers Estate: Tom Biddle & Nicole Stacey

5493. Apologies for absence

Cllrs. K. Stone, W. Dentlinger, S. Preston & P. Shepherd

5494. 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 L. Piper declared a personal interest in Minute Number 5513

The Chairman suspended Standing Orders.

5495. Public Question Time - *To receive questions from the Public.*

No members of public were in attendance.

5496. Presentation by Bakers Estates – Tom Biddle & Nicole Stacey

Tom & Stacey gave a brief introduction of themselves and Bakers Estate. Bakers Estate is a property development company based in Newton Abbot that aim to build sustainable development & community engagement. Bakers Estates have a development on Dobles Lane opposite the industrial estate and are looking at altering the planning permission with a Section 73 application to include some bungalows.

Devon County Councillor J. Morrish entered the meeting at 19:09

Councillors reviewed the proposed development and discussed access plan and road layout. Bakers Estate were informed of the current increase in traffic due to other developments and will make a suitable access plan to avoid increasing the traffic at pinch points.

Devon County Councillor J. Morrish exited the meeting at 19:13

Councillors queried the flood zone issues to which Bakers Estates are currently investigating. They will received their results at the end of the month. Councillors discussed the social rental accommodation, affordable accommodation and shared ownership properties. Councillors asked if Holsworthy Town Council(HTC) could potentially become a registered owner which would allow HTC to own and rent out the social rental properties. Tom & Nicole will investigate this. IT was clarified that the development will turn all 70 units into bungalows with the exception of the affordable housing / chalets.

Devon County Councillor J. Morrish entered the meeting at 19:23

The S106 allocations were discussed. Bakers Estate are happy to adapt their S106 to cater to Holsworthy's needs. The strain on public resources such as the dentist, schools and doctors were discussed.

Tom Biddle & Nicole Stacey exited the meeting at 19:35

5497. County Councillor's Report

DCC Cllr. J. Morrish apologised for being late. Morrish briefed the Council on the capacity of the Primary School which is currently not full though nearly. Devon County Council have the power to allow the school to exceed capacity by 10% and DCC are talking about expansion for the primary school. Discussion regarding the capacity of the primary school ensued. Councillors thanked Morrish for getting the information and shared their concern. Rural Catchment areas were discussed to see if parents/ students are being offered placements at other local schools. Cllr. Morrish will source the figures of the local parish catchment areas to view overall impact. Discussion ensued. Councillors were in support of writing to Neil Keen – Devon County Council's School admin Manager and asking about the timelines. Cllr. Morrish does not feel as confident in devolution as nothing has yet progressed. This is similar to the levelling up fund however, Cllr. Morrish received an email stating that it has not been stopped. There is a meeting at County Hall tomorrow whereby there is a motion to make DCC a vegan Council which as a democracy, Cllr. Morrish felt this was wrong and should be up to individuals to choose their preference.

Councillor J. Hutchings exited the meeting at 19:55

Cllr. Morrish gave a brief update regarding pensions and their investments. I have received 19 communications regarding development – residents are concerned with the impact it's having on roads, the MP, Link Centre & Youth Club.

Councillor J. Hutchings entered the meeting at 20:04

Councillor J. Hutchings exited the meeting at 20:06

5498. District Councillor's Report

District Councillor Piper's Report 04/09/2024

- I am now part of the health & wellbeing working group and we have been discussing the housing strategy for Torridge
- Working on Coles Mill Viaduct project, Matt E. will be visiting to progress this and it is noted that it is a sensitive project.
- Playzone – Holsworthy is now onto the next stage which is the detail tech design stage. I will be attending a meeting with Active Devon on site on the 6th.

The Chairman returned to Standing Orders.

- 5499. Council Meeting Minutes – To approve and sign the Minutes of the Council Meeting held on the 17th July 2024 & the minutes of the Extraordinary Council Meeting held on 14th August 2024.**

Councillor D. De ste Croix proposed that the Minutes of the Full Council Meeting held on the 17th July 2024 be approved. This was seconded by Councillor P. Brown and agreed. (For: 6, Against: 0, Abstain: 2)

Councillor D. De ste Croix proposed that the Minutes of the Extraordinary Full Council Meeting held on the 14th August 2024 be approved. This was seconded by Councillor H. Parker and agreed. (For: 6, Against: 0, Abstain: 2)

5500. Actions list (Appendix 1)

Please see Appendix 1 for full details. The TC updated councillors on the progress of recent projects. It was requested that dates are added to the action list to show ongoing progress. Discussion ensued.

Councillor W. Dentlinger entered the meeting at 20:16

5501. Mayor's Announcements – To receive a report from the Mayor

As there haven't been meetings for a while during August the Mayor had a lot to update Councillors on. The Holsworthy 44 weekend event which commemorated Dday went very well. I held a Garden Party in Badock Gardens whereby I raised £300+ for my Charities which are: HATS & Holsworthy PTFA. I opened the Holsworthy & Stratton show, which I'd like to thank several councillors for their attendance. We also now have Jhoots back in Holsworthy which I opened on 22nd August. They gave me a tour of the pharmacy and informed me of their proposal for consultation rooms and they have a permanent pharmacist starting this month. I have been working on a project externally for allotments which would be at Glebelands. (Cllr. N. Kenneally provided photos of the draft proposal for allotments to cllrs.)

5502. Account Due for Payment and Budget Review – to receive and approve the accounts due for payment

Councillors discussed the categorising of the Finances. Discussion ensued.

Councillor H. Parker proposed that the accounts for payment from July & August be approved. This was seconded by Councillor D. De ste Croix and agreed.

(For: 8, Against: 0, Abstain: 1)

5503. To Receive, and to Note, the Minutes of the following Committee Meetings:

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|-------------------|----------------------------|
| a) Market | 24 th July 2024 |
| b) Finance and GP | 24 th July 2024 |

The TC informed Councillors that the above minutes are unavailable due to PC not syncing and hoped that once the new hardware is installed there should be no further complications.

5504. To provide an update on the Christmas Switch On 2024 Working Group

The Christmas Switch on Working Group for 2024 are: ATTC, Cllrs Hutchings, Preston, De ste Croix, Parker & Kenneally. The next steps are to organise the first working group meeting for the Christmas Switch On. Cllr J. Hutchings stated a Thursday evening would be the most suitable day and time for a Christmas Working Group. Due to unavailability's a date was not yet chosen for a working group meeting. This will be arrange via email.

5505. To agree the new mandate signatories on the Town Council Bank Accounts.

Councillors discussed which councillors to be voted as Signatories for the Holsworthy Town Council Bank Accounts. Councillors discussed who should be a mandate signatory. Councillors N. Kenneally, D. De ste Croix, J. Hutchings, H. Parker, P. Shepherd and J. Tadman were suggested as signatories. Discussion ensued.

Councillor H. Parker proposed that Councillors: N. Kenneally, D. De ste Croix, J. Hutchings, H. Parker & P. Shepherd are the new mandate signatories on the Town Council Bank Account be approved. This was seconded by Councillor P. Brown and agreed.
(Unanimous)

5506. To discuss and confirm Councillors Training

The ATTC informed councillors that there will be face to face training at the Manor Offices on Thursday 26th September for Councillors Brown, Cole & Dentlinger.

5507. To receive the external auditors review of the Council's Annual Governance and Accountability Return for the Financial Year ending 31st March 2024.

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

Councillor J. Tadman proposed that the external auditors review of the Council's Annual Governance and Accountability Return for the financial Year ending 31st March 2024 be noted. This was seconded by Councillor L. Piper and agreed. (Unanimous)

5508. To discuss and decide the Project Leads for current HTC Projects and start to consider projects for 2025/26. (Appendix 2)

The TC gave councillors a list of projects that require leads to assist with their individual progress. Discussion ensued. It was decided that councillors would like to discuss the HTC project Leads list more in depth in a Finance & General Purposes meeting. Cllrs requested 2 project lists: 1. Budgeted Projects & 2. Additional Projects and include the beginning date of the projects in addition to dates of the progress.

5509. To agree on the Privacy, Website Accessibility and Social Media policies.

The TC informed councillors that to be compliant the privacy notice and website accessibility notice should be updated. Discussion ensued. Councillors agreed on the Privacy Notice and Website Accessibility but chose to review the social media policy at the next Full Council Meeting.

Councillor N. Kenneally proposed that the Website Privacy Notice and Website Accessibility Notice be approved. This was seconded by Councillor D. De ste Croix and agreed. (Unanimous)

5510. To discuss and agree on HTC communication and media compliance.

The TC gave a brief update on upcoming events which was noted on a calendar for councillors to keep and it was stated an online calendar will be created for all utilising outlook. The reply all function on emails was discussed and it was suggested that when responding to only reply to the Town Clerk. The Town Clerk informed councillors of the need for a Holsworthy Town Council Mobile Phone to assist with confidential items and ensure security with banking, emails and other items it may assist. The Town Clerk also asked councillors if they would like to have .gov emails to protect sensitive information. Discussion ensued. Councillors would like .gov email if they are provided with assistance with setting it up and using.

Councillor N. Kenneally proposed that an appropriate Mobile Phone is purchased for the Town Council Office and is agreed. This was seconded by Councillor D. De ste Croix and agreed. (Unanimous)

Councillor N. Kenneally proposed that councillors are given .gov emails be agreed. This was seconded by Councillor H. Parker and approved. (8 For, 1 Abstention, 0 Against)

5511. To Receive External Committee Updates

No external committee updates were received.

5512. To Receive Correspondence

- An email was received from a resident regarding a Newsletter which Holsworthy Town Council used to produce bi-yearly. It

-The housing association at Clifton Heights have agreed to allow Holsworthy Town Council to adopt the steps at the Skate Park and would like Holsworthy Town Council to proceed with the adoption of land in which they will pay the fees for.

Councillors discussed and would like the TC to engage Pam at Codes to finalise the adoption with

5513. Town Clerk's Report

The Town Clerk informed councillors that there are issues with the finances which need recovering which is currently being actioned. The storage will be transferred to the new storage unit but will need assistance – Cllr. J. Hutchings will assist on Thursday 26th September. The website is being updated regularly. The IT upgrade will include the CCTV.

The computers are due to be installed next week. The maintenance Operative has received his Basic DBS certificate. The ATTC has started CiLCA training and the TC has begun ILCA training. The TC is investigating First Aid training for the Maintenance Operative. The deeds have all been electronically registered and the paper copies are secure in the office. The TC and ATTC are working on updating all Holsworthy Town Council Policies which could be a 12 month project. The bollard outside Woolacotts has been replaced after 3 town clerks and over 6 months. There are 2 new members of staff at Torridge which aim to look at the Market Hall. The silent rider has been installed onto the Polaris. Remembrance Sunday Road Closure has been completed. Insurances are now up to date and paid. Projects list is a work in progress as is the banking.

Councillor N. Kenneally 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 Councillor J. Tadman and agreed (Unanimous)

5514. **To discuss and approve the Town Clerk Role from a Part-time to a Full Time contract and add extra interim staffing solutions on a month to month basis.**

Councillors used information provided to decide on the Town Clerk's contract as well as adding an additional interim staffing solution. Discussion ensued.


Councillor N. Kenneally proposed that the meeting is continued and be approved. This was seconded by Councillor L. Piper and agreed. (Unanimous)

Councillor J. Tadman proposed that the TC is granted 4 hours extra overtime per week which is to be reviewed in December. This was seconded by Councillor J. Hutchings and agreed. (8 For, 1 Abstention, 0 Against)

Councillor J. Hutchings proposed that an interim staffing solution is implemented which will do 2 days a week until December 2024 and use funds from General Reserves. This was seconded by Councillor D. De ste Croix. (Unanimous)

5515. **Close**

Councillor N. Kenneally closed the meeting at 22:38

Signed 

Dated 02/10/24

