



**Minutes of the Full Council of Holsworthy Town Council
held in the Holsworthy Market Chambers, The Square,
Wednesday 6th November 2024 commencing at 7:00pm**

Present: Councillors; N. Kenneally, D. de ste Croix, D. Cole, P. Brown, J. Tadman, L. Piper, J. Hutchings, S. Preston, H. Parker

In attendance: Town Clerk (TC), Assistant to the Town Clerk (ATTC),
Vanessa Saunders, Holsworthy Football Club(x3)

5539. Apologies for absence

TDC Cllr P. Shepherd.

5540. 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.

Cllr J. Hutchings signed book of declaration item 13 of agenda

Cllr N. Kenneally signed book of declaration item 13 of agenda.

Cllr L. Piper signed book of declaration item 22 of agenda

The Chairman suspended Standing Orders.

5541. Public Question Time - *To receive questions from the Public.*

No questions received from members of the public.

5542. County Councillor's Report

County Cllr J. Morrish was not in attendance. Cllr. N. Kenneally asked that for future meetings, DCC Cllr. J. Morrish sends apologies and a written report.

5543. District Councillor's Report

TDC Councillor P. Shepherd forwarded his apologies in advance of the meeting. Cllr. N. Kenneally requested that a written report is sent.

TDC Councillor L. Piper

- L. Piper expresses satisfaction at being back in Market Chambers and praises Cllr. Shepherd's efforts.
- Confirmation that the Levelling up scheme will continue, addressing prior concerns. Civil officers will collaborate to progress further.
- DC promotes support via Encompass (contact: 01271 371499). L. Piper requests HTC share this initiative for community benefit in regard to the cost of Living Fund.
- Progress with Coles Mill Viaduct has been paused due to challenges in removing vegetation. Building a relationship with Steve Irwin to address issues.
- At TDC's Full Council a motion to enhance the peer review process, aiming for a more member-led council structure was supported.
- There is an upcoming local plan meeting. Stresses the need to support farming communities facing unnecessary pressures.:

- Cllr. L. Piper suggested engaging relevant reps like TDC ground maintenance to progress with the Parish Paths.
- Aesthetic and conservation area issues raised in regard to Jhoots Pharmacy, though it was clarified that plans are underway to improve the building after functional setup.
- Cllr. L. Piper acknowledged the community's collaborative efforts in both the Firework Night & Remembrance Sunday though did apologise for being away and it was noted this was Cllr. L. Pipers first absence at the Remembrance Sunday in many years.

Leisure Strategy (Torridge District Council - TDC):

- Funding secured for solar panels and a new roof at Active Torridge in Holsworthy, subject to technical design feasibility. Bideford Town Hall's future includes plans to convert it into a gym.

Playzone and MUGA Funding:

- Collaborative efforts with the Football Foundation, Adrian Avery, and Sean Kearney. TDC proposes a 12.5% contribution, with the same from local communities (HTC).
- Cllr. N. Kenneally clarified changes to plans: now one MUGA managed by Active Torridge instead of two by HASP.
- Active Devon will continue research into community demand.

Q&A on Playzone and MUGA:

- Concerns raised by Cllr. Hutchings about communication and cost estimation (total: £275k; local/community share: 12.5%).
- Cllr. D. Cole queried the heat pumps in Holsworthy Leisure Centre. Cllr. L. Piper clarified with Cllr. D. Cole what information he was aware of.

5544. Council Meeting Minutes – To approve and sign the Minutes of the Council Meeting held on 2nd October 2024.

Councillors reviewed the minutes and agreed the Minutes were a true record.

Councillor D. De ste Croix proposed the Minutes of the Full Council Meeting held on 2nd October 2024 be approved. This was seconded by Councillor S. Preston and agreed with amendments. (5 For, 4 Abstentions)

5545. Matters Arising – To consider matters arising from the Minutes of the Council Meeting not already covered by the agenda. For information only.

Councillor J. Hutchings requested his name is added to the attendance for the Full Council meeting held on 2nd October 2024. Cllr. D. De ste Croix queried the progress of the silhouette statue.

The Chairman returned to Standing Orders.

5546. Review Action Items from Full Council Meetings

DCC has no budget for bench repairs, and TDC denies responsibility. Cllr. Hutchings noted a public fundraiser for a bench, suggesting Glebelands as a potential location. TC confirmed this option was discussed with the fundraiser. Cllr. D. Cole raised concerns about brickwork repairs, and Hutchings proposed reviewing all local areas for needed repairs and evaluating responsibilities (Action Plan item 18). There was a proposal to instruct MO to remove the bench wood, acknowledging that liability would fall on HTC.

TC read correspondence with TDC, highlighting TDC's inventory confirming the bench belongs to them, though TDC denies ownership. DCC also has no record of the bench. L. Piper discussed liability fears with DCC's chief executive and suggested sending TDC's inventory back to the chief executive as proof. Hutchings suggested contacting Maria Price about the bench, while Piper recommended MO addressing the bench for cost-effectiveness but agreed liability is a concern.

Park repairs are scheduled for 8:45 AM tomorrow. Plough Arts has contacted HTC with a motivated new representative, providing a list of plays for the Parks Committee to choose from. The online calendar is ready, awaiting .gov email setup for councillors. Office phone setup has been completed, and .gov email setup is progressing.

Cllr. D de ste croix exited at 19:41

Banking mandate is back in process. Skateboard park CCTV. The CCTV was due to be installed on Wednesday. ATTC – saw DCC – wrong lamppost – in hand

Cllr d de ste croix entered at 19:43

WhatsApp for Holsworthy Market. Social Media Policy – Cllr. J. Tadman to review it but TC noted to cllrs that it has been approved at January Full Council 2018. TDC have been contacted RE compensation for Market Hall & Market Chambers. Cllr. J. Hutchings – do we need to go through the entire list when some things have been completed. Suggest TC to go through it with things that are in progress. Cllr. Piper agrees with Cllr. Hutchings. It's time consuming.

5547. Mayor's Announcements – To receive a report from the mayor

Tree guardian and former councillor has recently passed, I send my condolences to his family & friends. I attended a meeting with RBL and Courtleet in regard to Remembrance Day order & Wreath Laying. I also attended a meeting with Chris Millgate (TDC) which positive and resulted in Full Council meetings now taking place in the Market Chambers. The Holsworthy Mutual aid organised a Halloween show and firework show. I would like to thank everyone that helped.

5548. Account Due for Payment and Budget Review – to receive and approve the accounts due for payment

Cllr. D. de ste Croix requested payments are itemised due to large expenditure. Cllr. P. Brown suggested amounts over £20 are itemised. Discussion ensued.

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

Councillors reviewed the budget. Discussion ensued. Cllr. L. Piper queried if in the finances from previous Parks Committee Meeting were addressed. TC confirmed they has been.

5476. To Receive, and to Note, the Minutes of the following Committee Meetings

A. Planning and Highways	9th October 2024
B. Parks	9th October 2024
C. Finance & General Purposes	16th October 2024
D. Market	23rd October 2024

The committee received and noted the above draft committee meeting minutes.

5249. To receive and approve the Calendar of Meetings for 2025.

Cllrs were provided with a copy of the current years meetings in addition to a proposed calendar of meetings for 2025. Discussion ensued.

Councillor D. De ste Croix proposed that the calendar of meetings be approved. This was seconded by Councillor H. Parker and agreed. (Unanimous)

- 5550. To nominate a Councillor for the Holsworthy Memorial Hall Committee of Management**
Cllr. N. Kenneally formally read a letter received from the Holsworthy Memorial Committee. Discussion ensued. Cllr. J. Hutchings gave a brief history regarding the Holsworthy Memorial Committee. Cllr. L. Piper suggested elected a position such as 'Mayor' as the representative. Further discussions ensued. Cllr. J. Hutchings stated that with 2 councillors already on the Holsworthy Memorial Committee currently, it would probably be more suitable to readdress the representative at a later date.

HFC entered the meeting at 20:05

Cllr J. Hutchings clarified there is no demand for a representative at the moment but one can be added to the list annually.

Councillor D. De ste Croix proposed that no further action is taken on electing a Representative for the Holsworthy Memorial Hall and be approved. This was seconded by Councillor S. Preston and agreed. (6 For, 3 Abstentions, 0 Against)

- 5551. To provide an update on the Christmas Switch On Event and if applicable authorise any expenditure .**

Event Bookings and Budget:

Majority of the event is fully booked.

Costs are under budget compared to last year, despite higher prices. Cheaper alternatives were found.

Snow Globe Replacement:

Opted for a bouncy castle snow globe.

Savings allowed for adding three extra items within the cost of one traditional snow globe.

Cherry Picker Costs:

Estimate: £35/hour from Cholwils Plant Hire, with a total estimate nearing £700.

Electrical Testing:

Scheduled for after the event.

Town Carol Service:

Budget estimate discussed.

TDC Locality Grant:

Cllr. Piper suggested applying for the grant to benefit the community.

Cllr. Hutchings clarified that the Christmas event is already budgeted for, leaving the grant available for other council initiatives.

- 5552. To discuss and agree the Contractor for the Badock Gardens Sun Lounge**
Cllr N. Kenneally proposed to move Agenda Item 15 to part 2 after Agenda item 23 and be approved. This was seconded by Cllr. D. De ste Croix and agreed. (Unanimous)

- 5553. To give an update on the Council's Earmarked Reserves.**

Cllr. J. Hutchings asked if items discussed in a public meeting are confidential; it was clarified they are not and should be declared as a draft budget. Cllr. Piper expressed satisfaction with the increased parks and gardens budget. Cllr. Parker asked if the national insurance increase has been factored into salaries. TC noted that research shows salaries typically account for 50-60% of the precept in other councils. Discussion about MUGA costs were queried as to whether the £52k estimate could be reduced. Cllr. Piper stated that while the funding strategy could feasibly allow for reductions, it might be premature without consultation. Excess funds could be invested in other items residents prioritize. V.S. clarified that funds would be categorized under "MUGA / Parks Projects."

5554. To discuss the Draft Budget for 2025/26.

L. Piper noted that precept increases depend on TDC's decision, emphasizing the need to be mindful of the potential impact. No percentage increase references are available yet. TC stated TDC will decide in December, providing a clearer indicator. Cllr. D. de Ste Croix asked about a pre-meeting to decide the precept amount, referencing last year's process of discussing precept paperwork in an extraordinary December meeting and agreeing in January. Councillors discussed the timing and agreed it would be beneficial to prepare in advance.

5255. To discuss possible Projects the Council may wish to undertake for the Financial Year 2025/26.

TC advised creating an IT reserve and play park reserve to assist in future issues. Cllr. Hutchings queried if the IT and play equipment reserves should be listed as projects. V.S. clarified these items are included at the bottom of the suggested projects 25/26 sheet. Discussion ensued.

5556. To receive External Committee Updates.

There were no external committee updates

5557. To receive a list of Correspondence.

- Member of Public received RE Tesco.
- Washing machine corner correspondence & photos. Cllrs discussed and will respond noting that it's on private property.

5558. Town Clerk's Report – To receive a report from the Town Clerk, for information only.

MO and I passed and attending Training in First Aid

Defib training had 6 attendees in AM and 3 in PM

Payroll outsourced

In process in removing security codes and putting them on HTC phone

Remembrance parade – meeting at 2.30 in Square. Cllr J. Hutchings & L Piper apologies for remembrance parade. Order of position is 10th. On Monday 11am Monday 11th 11am square and tree

to email cllrs. and ask availabilities.

Sunday 24th Nov – from 10am:

10am & 3pm 30th Nov:

Sunday Jan 5th 10am:

It update new switch installed in the office and there is now internet in the Market

Hall/Chambers. Currently sourcing a screen but needed to make sure it is suitable. It will be on wheels.

Renegotiation Shredit contract – 5th dec getting a smalling bin.

GM Contractors contracted the path in Stanhope last week on Monday. Unfortunately the Gates were not agreed to be completed. It went to parks in end of May. I think cllrs were under the impression that the quote included both the path and the gates. Cllr. Piper there was a historic issue of raising the gates. To review at a later date to confirm the gates.

Yoga lady has been advised on how to get licensing at Badock

I like to thank Cole & Parker for planting bulbs in Stanhope park.

V.S exited the meeting at 20:53

Councillor L. Piper 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 S. Preston and agreed (Unanimous)

- 5559. Holsworthy Football Club to present an update on the Upcott Field Undersize Pitch Project followed by a discussion and agreement on the Planning and Lease strategy**

Councillor J. Tadman proposed that the Football Club manage the planning with HTC offering support and be approved. This was seconded by Councillor J. Hutchings and agreed. (8 For, 1 Abstention, 0 Against)

Holsworthy Football Club exited the meeting at 21:44

- 5560. To discuss and agree the Contractor for the Badock Gardens Sun Lounge**

Councillor J. Tadman proposed that the committee remain the same in addition to the contractors be contacted as the preferred contractors for the Sun Lounge and be approved. This was seconded by Councillor S. Preston and agreed. (Unanimous)

- 5561. Town Clerks Report**

TC gave an additional report.

- 5562. Close**

Councillor N. Kenneally closed the meeting at 21:49

Signed

Dated