



Minutes of the Full Council of Holsworthy Town Council
held in the Holsworthy Scout and Guide Hq, Well Park, Holsworthy, EX22 6DH
on Wednesday 2nd October 2024 commencing at 7:00pm

Present: Councillors; N. Kenneally, D. De ste Croix, J. Hutchings, J. Tadman, P. Shepherd, S. Preston

In attendance: Town Clerk (TC), Assistant to the Town Clerk (ATTC), 1 Member of Public.

5516. Apologies for absence

Councillors L. Piper, P. Brown, H. Parker.

5517. 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.

5518. Public Question Time - *To receive questions from the Public.*

No questions received from members of the public.

5519. County Councillor's Report

27 correspondences received from Holsworthy residents

18 are on survey – single occupants discounts. It has been contracted out. No contact details for TDC on it which lead to many people have believing it to be a scam. Official complaint has been put in toward the officers and their response to my call. Many of the 18 are elderly, on their own and cautious of scams.

8 on link centre building

1 on personal matter

There is a large pot hole in glebe meadows – the resident has spoken to TDC. TDC to investigate further.

Morrish gave a brief update about the devolution funding, Levelling up Fund, a motion that did not pass regarding Devon County council becoming a vegan council and housing.

Councillors asked several questions to which Morrish answered where possible.

5520. District Councillor's Report

District Councillor Shepherd's Report 02/10/24

Full Council - 9/9/24

Fairly mundane meeting. There was a recorded vote on a written notice of motion from Cllr. Thomas regarding improvement to working practices. It was carried by 17 votes to 15, there will be a further report to Full Council to consider the implications. For me personally trying to get officers to carry out request or even getting back to me via email is difficult enough so I'm not a fan of this motion that potentially could take up more of the officers time in making these 'improvements'.

Devon & Torbay devolution deal and proposal for the Combined County Authority (CCA) meets the statutory tests so it looks like we are well on the road for devolution. Whether this is good or bad for us here in rural Holsworthy I don't know.

Residents of Torridge claiming single persons discount for Council tax are being asked to fill out an online form to assess whether they are still entitled to the discount. A money saving scheme no doubt but a legal one never-the-less so please make people aware of the importance to fill out these forms. Help is available to those not online

Correspondence

- Street Light out
- Weed Control
- Road Sweeper
- Bench Ownership
- Tree Pruning
- Planning Issues

Other

Meeting with fellow Councillor Piper regarding Ruby Country and especially exciting plans for Cole's Mill viaduct, the Mayor will read out a report later on.

Market Chambers. The fire doors were up to standard, they just needed some new hinges and fire strip not the £30k spending on them as we were told earlier this year so we might be able to get back to using the Chambers soon. Thanks to new guys Chris and Harvey at TDC for making this possible and pushing these works above other project in the pipeline at Torridge.

The Chairman returned to Standing Orders.

- 5521. Council Meeting Minutes** – *To approve and sign the Minutes of the Council Meeting held on the 4th September 2024*

Councillor S. Preston proposed that the Minutes of the Full Council Meeting held on the 4th September 2024 be approved. This was seconded by Councillor D. De ste Croix and agreed. (For: 4, Against: 0 , Abstain: 2)

- 5522. Matters Arising** – *To consider matters arising from the Minutes of 4th September 2024 not already covered by the Agenda. For information only.*

No matters arose that were not already covered on the agenda

- 5523. Review Action Items from Full Council Meetings**

The Town Clerk gave a brief update on the progress of each project stated on the attached action plan. For full details please see Appendix 1.

- 5524. Mayor's Announcements** – *To receive a report from the Mayor*

Over the past month, I have had the privilege of attending several civic events and meetings:

- I attended the Bideford and Torrington Civic Services, where I had the opportunity to meet with fellow mayors, councillors, and members of the community. These events were valuable occasions to strengthen ties with neighbouring towns.
- I met with representatives from the Royal British Legion (RBL) and the Courtleet, where we discussed the order of parade and wreath laying for Remembrance Day on Sunday, 10th November 2024. I would like to kindly invite you all to join me for this important day as we honour those who served.

- I assisted in transferring our items into the new storage unit, working alongside Cllr. Hutchings and our Maintenance Operative.
- In preparation for the festive season, I attended the Christmas Working Group, where we have begun organizing the highly anticipated Christmas Switch-On Event. This will take place on Saturday, 30th November 2024, from 4pm until 8pm.
- I have also begun promoting my Mayoral Charity Event, which is 'A Night with Elvis' at the Memorial Hall on Saturday, 29th March 2025, from 7pm until late. This event will be in aid of my chosen charities: HATS and Friends of Holsworthy Primary School.
- I would like to extend my thanks to my Deputy, Cllr. Debra De Ste Croix, for attending the Holsworthy Rural Community Transport's 25th Anniversary Coffee Morning on 18th September on behalf of myself and Holsworthy Town Council.
- I will be attending a defibrillator awareness session on Tuesday, 29th October, at the Scout Hall. There will be two drop-in sessions available from 2-4pm and 6-8pm. I encourage fellow councillors to attend as it's a fantastic opportunity to gain life-saving skills, and I hope to see many of you there.
- Lastly, I'd like to announce some changes in our committees:
 - Cllr. Kirstie has resigned, I would like to thank her for her contributions.
 - Cllr. Pete Brown did an excellent job as temporary Chair of F&GP, and I commend his leadership.
 - Cllr. Debra De Ste Croix has resigned as Chair of the Markets Committee, and I was nominated to step in as the new Chair of Markets.

I have continued to engage with residents, support our community and promote Holsworthy. It's been a productive period, and I look forward to the busy months ahead.

5525. 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 proposed that the accounts for payment be approved. This was seconded by Councillor and agreed.(Unanimous)

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

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|------------------------------------------|---------------------------------------|
| a) Planning and Highways | 11th September 2024 |
| b) Parks | 11th September 2024 |
| c) Finance & General Purposes | 18th September 2024 |
| d) Market | 25th September 2024 |

The committee received and noted the above draft committee meeting minutes and the TC noted that in future councillors must advise if they would like a paper copy.

5526. To provide an update on the Christmas Switch On Event and if applicable authorise any expenditure .

The ATTC gave a brief update on the Christmas Switch on event, noting that we have progressed with setting a date **Saturday 30th November 2024 from 4pm until 8pm**, booking Christmas market traders, silent disco, kids rides, face painting, road closures, snow globe, bucking bronco, live entertainment and more. The ATTC also asked for judges for a Christmas window competition. Councillors N. Kenneally, D. De ste Croix and S Preston will be the judges of this competition.

5527. To appoint members to Council's Committees

Councillor J. Tadman requested to be appointed to the following committees: Parks and Planning & Highways. Discussion ensued.

Councillor N. Kenneally proposed to appoint Councillor J. Tadman to Parks Committee and Planning & Highways Committee and be agreed. This was seconded by Councillor J. Tadman (unanimous)

5528. To discuss and confirm Councillors Training

The ATTC gave the committee a short list of dates for training:

- Module 2 @ 4th November 6pm
- Module 3 @ 9th October 1pm / 25th November 6pm
- Module 4 @ 23rd October 1pm / 9th December 6pm

Cllrs discussed the training and it was decided that councillors should email the office regarding the dates they wish to attend. Cllr S. Preston would prefer in- person training.

5529. To give an update on the Mayor's Civic Event

Councillor N. Kenneally gave a brief update on the Mayor's Civic Event: The singer, venue, food vendors and date has been booked. It will be held in Holsworthy Memorial Hall on Saturday 29th March.

5530. To give an update on the Priority Projects for HTC 2024/25 and discuss possible projects for 2025/26 Appendix 2

The Town Clerk provided councillors with the prioritised project list agreed by Finance & General Purposes Committee. Councillors went through the list and the TC asked cllrs to think of priority projects for the next financial year (2025/26). Several projects suggested are as follows:

- CCTV at the Skateboard Park to be erected.
- Decorated bikes linked with Cyclepath trail on junctions to brighten the area up. (Cllr. J. Tadman will speak to PCSO Frank Morgan to ask if they have any bikes).
- To continue Former Councillor Stone's work on a Youth Shelter. (Cllr. De ste Croix would like to continue this project).
- Planting winter bedding plants.

Councillor J. Hutchings asked the TC if cllrs should price projects up prior to submitting them to the TC. The TC agreed that this would be best. The TC informed the council that if they have any more suggestions to email them to the TC.

5531. To agree on the HTC Social Media Policy.

Councillors were provided with a copy of the HTC social media Policy to review. Discussion ensued. Councillors did not feel it was worded suitably for councillors and should be for staff only. Further discussion ensued. Councillor J. Tadman suggested he take it home and make suitable amendments for council to review in a future meeting. Discussion ensued.

5532. To give a brief update on the playground inspection and if applicable authorise any expenditure.

The TC provided councillors with the playground reports and stated that there are several high priority repairs required. Discussion ensued. Councillors agreed with the Town Clerk's advice to repair high priority repairs.

5533. To agree and authorise a virement for the works associated with the Holsworthy 44 Statue.

The TC gave a brief description of the virement. Further discussion ensued. Councillors discussed the cost of the works associated with the Holsworthy 44 Statue and agreed to postpone the virement until the amount has been clarified.

5534. To Receive External Committee Updates

Councillor J. Tadman forwarded 2 Holsworthy Neighbourhood Policing Team (NPT) Meeting & Holsworthy Town Council: Councillor Advocate Seminar Meeting – Policing update. Councillors thanked Cllr. J. Tadman for his reports.

5535. To Receive Correspondence

Councillors discussed 3 items of correspondence received. Cllr N. Kenneally read the correspondence out to councillors. Discussion ensued.

5536. Town Clerk’s Report

- HTC Banking Mandate is now in the post.
- Storage has now been finalised and organised.
- Market Hall / Chambers, Chris M. Will be organising Training for the Evac Chair that has now been in the Market Hall. There is a fire assessment due next week.
- The Market Weather Policy has been approved and traders have been contacted.
- The steps at the Skateboard park are in the process of being adopted.
- The CCTV at the Skateboard Park is progressing, it began in July. The office is liaising with the contractor and DCC.
- The bench at Glebe lands is TDC’s and TDC have been asked for action.
- The clearing at Station Close will commence tomorrow.
- A skip was hired and has been filled and collected.
- The road closure for Christmas has been applied for.
- Co-option Update- May need an extraordinary meeting for interviews. Councillors discussed this item further.
- The second part of the Precept has been received.
- HTC Staffing – Productive, filling in gaps, finances, project and grant applications.

Projects

- Sunlounge tender has been sent out. Currently looking for site visits with a deadline of 31st Oct 2024.
- HYFC Site assessment completed by GMA and has been reviewed by Councillor piper. Jason Jones will present at a future Council meeting
- IT – Networking upgrade is due 11th October and phone options are due.
- TC attended a meeting with Tom W. And ATTC regarding the HTC website and Tom W. Will be preparing a proposal for upgrading the website and making it more accessible and up to date along with a Service Level Agreement.
- Have a Scribe demo with John F. On 10th October.
- Training – TC is progressing with training and has booked the MO and TC onto a first aid course on 5th November. Councillors will receive training for their gov emails. There is defib awareness training on 29th October, 2 sessions. 2-4pm and 6-8pm.

Councillor D. De ste Croix 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. Hutchings and agreed (Unanimous)

5537. To discuss and agree in principle the Correspondence from Holsworthy Football Club

Councillors discussed correspondence received by Holsworthy Football Club.

Councillor J Tadman proposed to email Holsworthy Football Club agreeing in principle to the contents of the legal requirements. This was seconded by J. Hutchings and agreed. (6 for,1 Abs, 0 Ags)

5538. Close

Councillor N. Kenneally closed the meeting at 20:52

Signed

Dated