



**Minutes of the Annual Meeting of Holsworthy Town Council held in the Memorial Hall,
Holsworthy on Wednesday 7th May 2025 at 7.00pm.**

Present: Councillors; J. Allen, P. Brown, D. Cole, D. De ste Croix, I. Edwards, J. Hutchings,
N. Kenneally, G. Mardle, H. Parker & S. Preston

In attendance: Town Clerk (TC), Assistant Town Clerk (ATTC)

5637. Apologies for Absence

Cllrs; L. Piper & J. Tadman.

5638. Welcome and address by the retiring Town Mayor.

Welcome Everyone to this Annual Meeting of the Town Council.

In May, I wrote a letter in support of the Agribusiness Centre for funding from the Devon & Torbay Devolution Fund.

I had the pleasure of taking part in a Twinning trip, which was an amazing experience. During the visit, I went to the Normandy War Memorial – a moving and emotional experience. The site features approximately 1,070 metal silhouettes representing each of the British soldiers who lost their lives. I also attended a civic service with the Mayor of Les Monts d’Aunay, Councillor Christine Salmon.

As part of the visit, I presented a gift on behalf of Holsworthy Town and delivered a speech. In return, the people of Holsworthy were presented with two books about Normandy, which I have loaned to the Museum for residents to view.

On 5th June, I laid a wreath at the War Memorial outside St Peter & St Paul’s Church to mark the 80th Anniversary of D-Day. This event was held in conjunction with the Royal British Legion.

On Thursday 6th June, I attended the D-Day Proclamation, which was read aloud by our Town Crier, Mr Roger Dunstan. Children from local schools recited poems by the tree carving in Stanhope Park – a truly fantastic contribution. That evening, we held a fish and chips supper, which went exceptionally well. The event had a warm and positive atmosphere, with only one portion of chips remaining by the end!

In July, I attended the Court Leet, which was led by the new Portreeve, Mr Richard Brown. I also attended St Peter’s Fair – although sadly, the fair itself was unable to take place. However, the Holsworthy 44 weekend event in July, commemorating D-Day, was a great success.

I hosted a Garden Party on 10th August in Badock Gardens, and on 22nd August, I had the honour of opening the Holsworthy & Stratton Show.

In October, I attended the civic services in Bideford and Torrington, where I had the opportunity to meet fellow mayors, councillors, and community members.

In November, the Town Clerk and I met with Chris M. (TDC), which was a positive and productive meeting. As a result, Full Council meetings are now once again being held in the Market Chambers.

I took part in the Remembrance Day parade, which was a lovely and well-attended service. I also laid a wreath in Stanhope Park. The CCTV at the skateboard park is now installed and operational.

On 8th January 2025, I held my Annual Coffee Morning. HATS had a stall selling home-baked cakes, and I presented three cheques of £100 each – as agreed at the December Full Council meeting – to thank Holsworthy Lions, Holsworthy Town Band, and Holsworthy Youth Club for their valued support at our Christmas Switch-On event.

I attended the Holsworthy Area Advisory meeting, where discussions included location plans, housing, and other key matters impacting the town.

On 27th January, I attended the presentation of a hand-carved otter donated to Holsworthy by local woodcarver Mr Chris Osborne. On 29th January, I took part in a photo opportunity at Station Close alongside the Chair of Parks, Councillor Helen Parker, and contractor Mr Scott Cholwill, who completed the recent works.

The new Mayoral photographs of former mayors have been finalised and printed.

The Levelling Up project is now known as the Torridge Community Partnership. I'm also pleased to share that the Town Clerk has passed her probation period, has completed her FiLCA qualification, and will now begin her CiLCA training.

The works to the Sun Lounge in Badock Gardens have progressed well.

There were also some personnel changes during the year:

Resignations:

Cllr P. Shepherd resigned in Oct 24

Cllr K. Stone resigned in Sept 24

Cllr H. Dentlinger resigned in Jan 24.

Co-options:

Cllr J. Tadman was co-opted Jul 24

Cllr I. Edwards was co-opted in Dec 24

Cllr J. Allen was co-opted in Mar 25

Cllr G. Mardle was co-opted in Apr 25

Big thanks and I want to thank all residents of Holsworthy for their support and Holsworthy staff, my children Nate and Molly and my partner who kindly hasn't killed me and has put up with me.

5639. Presentation of the Cheques to the Mayor's Charities for 2024/25

Councillor N. Kenneally presented Holsworthy Amateur Theatrical Society (HATS) with a Cheque of £2258.42. HATS were represented by Sue Painter.

Sue Painter thanked Holsworthy Town Council stating that HATS were truly grateful and thoroughly enjoyed working with Councillor N. Kenneally who has been an excellent Mayor. Sue Painter also extended HATS thanks to Mr Ian Parker from ____ for his generous match funding.

Councillor N. Kenneally presented Friends of Holsworthy Primary School with a Cheque of £2258.42. They were represented by Rachel Schiller. Rachel Schiller thanked Holsworthy Town Council for their support to the Children of Holsworthy Primary School.

5640. To Elect the Town Mayor/Chairman for 2025/2026.

Councillor D. De ste Croix proposed Councillor J. Hutchings be elected as the Town Mayor/Chairman for the year 2025/2026. This was seconded by Councillor N. Kenneally and agreed (Unanimous)

The newly elected Mayor, Councillor J. Hutchings addressed the public.

Hello everyone, I am back again. I'd like to thank you all very much and I look forward to working with you. I would also like to thank our retiring Mayor, Cllr Nigel Kenneally – You've done a great job. You're going to go quite far with your political career.

5641. The Town Mayor will read and sign the prescribed 'Declaration of Acceptance of Office'.

Councillor J. Hutchings read and signed the prescribed Declaration of Acceptance of Office.

Whilst Cllrs J. Hutchings and N. Kenneally transferred robes, the Town Band played.

5642. To Elect the Deputy Mayor/Chairman for the year 2025/2026.

Councillor N. Kenneally proposed Councillor H. Parker be elected as the Deputy Mayor/Chairman for the year 2025/2026. This was seconded by Councillor I. Edwards and agreed. (Unanimous)

The Deputy Mayor thanked her fellow Councillors for their support.

5643. The Deputy Mayor will read and sign the 'Declaration of Acceptance of Office'.

Councillor H. Parker read and signed the prescribed Declaration of Acceptance of Office

5644. Presentation of the Civic Honour of Freeman of Holsworthy.

John Allen has been a big supporting figure in Holsworthy, supporting and building groups such as the Holsworthy Youth Club, Ruby Country Group & The Men's Shed. He has also previously been involved in Council duties as a former Mayor and Councillor supporting the town and representing it's residents.

Councillor J. Hutchings presented the Freeman cup to John Allen.

5645. Presentation of the Community Champion Awards for 2025/26.

The following people were presented with the Community Champions Awards for 2025/26.

Jacob Nosworthy

For his assistance with Holsworthy Football Club and leading the under 18's

Neil Ransome

For his assistance with the Market and community events.

Rachel Schiller

For her assistance with the Cubs and Squirrels and Primary School PTFA.

Jacquelynnne Edwards

For her assistance at Holsworthy Museum, H44 and history society.

Wendy Waters

For her assistance with the food hub and youth Centre

Keith Musker

For his assistance with local events and coffee mornings

Matthew Young

For his assistance with Holsworthy Scouts and his leadership.

Barbara Morris

For her assistance at the coffee morning.

There are two that are unable to be with us this evening:

Ria Zoltan

For her assistance at Holsworthy Museum, H44 and History Society.

Zoei Toms

For her assistance with local community groups and the Food Hub.

5646. Appointment of the Mayor's Chaplain for 2025/26

The Mayor Councillor J. Hutchings announced that Reverend Alison Hardy will be appointed as the Mayor's Chaplain for 2025/2026.

5647. Presentation of the Holsworthy Town Grants for 2023/24.

The following organisations received a grant in the form of a cheque from the Mayor Councillor Jon Hutchings.

TTVS (WOW & Man Down)	£400
Holsworthy Community College PTFA	£400
Holsworthy Preschool Playgroup	£400
Holsworthy Food Hub	£100
Netball Club	£100
Holsworthy Community Fridge	£400
Holsworthy Scouts	£400

Reoccurring Grants

Holsworthy Youth Club	£700
Holsworthy Community Transport	£700
St Peters Fair Committee	£2,000
Holsworthy Carnival	£400
Holsworthy Museum	£400

5648. Launch of the Mayor's Charity for 2025/26 (at the discretion of the appointed Mayor).

Mayor Councillor Jon Hutchings appointed Holsworthy Football Club as his first charity to support their growth in Holsworthy and noted how they support the community.

The second charity appointed was Holsworthy Museum, this is for treasuring Holsworthy's history and support to Holsworthy from their volunteers.

5649. Adjournment of Meeting To resolve to adjourn the Annual Meeting until Wed 14th May 2025 at 7pm

The Mayor thanked everyone for attending the meeting and showing their support to Holsworthy and to all the organisations and charities that had attended this meeting and invited all present to join the Town Council in enjoying some light refreshments

Councillor J. Hutchings then proposed that the Annual Meeting be adjourned until Wednesday 14th May 2025 at 7pm. Councillor H. Parker seconded the proposal which was carried. (Unanimous)

5650. Councillor J. Hutchings formally adjourned the Meeting at 20:15



**Minutes of the Adjourned Annual Meeting of Holsworthy Town Council held in the Market Hall,
The Square, Holsworthy on Wednesday 14th May 2025 at 7.00pm.**

Present: Councillors: J. Hutchings, H. Parker, J. Allen, D. De ste Croix, D. Cole, I. Edwards,
N. Kenneally, L. Piper, S. Preston, & J. Tadman

In attendance: Town Clerk (TC), Assistant to the Town Clerk (ATTC)
D. Redman, J. Brady, A. Gill, P. Winchurst & H. Purvis

5651. Public Open Question Time - To receive questions from the Public. Each member of the Public may have up to 2 minutes' time, the session to last no more than 10 minutes in total. Standing Orders will be suspended during this session

H. Purvis (Blagdon Wharf Barn Café)

Ms. Purvis addressed the Council regarding a recent letter of correspondence concerning the Blagdon Wharf Barn Café. She stated that she was present to hear the views and comments of councillors on the matter.

D. Redman (Resident)

Ms. Redman spoke in support of Blagdon Wharf, expressing her concern over its closure. She described it as a significant loss to the local community, particularly for elderly residents and individuals with disabilities, who benefited from the opportunity to socialise in a welcoming environment. She praised the efforts made by Blagdon to create a community space for Holsworthy and questioned why the closure occurred without explanation. She asked whether anything could have been done to resolve the situation.

5652. Apologies for absence

Councillors: P. Brown

5653. Declaration of interests - *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 for Agenda Item 32.

By discretion of the Chairman, Cllr. J. Hutchings moved Agenda Items 20 & 21 forward.

The Chairman suspended Standing Orders (Unanimous)

5654. County Councillor's Report

No apologies or report was received prior to the meeting. Cllrs requested the TC to email Devon Councillor to send a report. Cllr J. Hutchings also noted in the meeting that as advised by the Town Clerk, the County and District Councillors are now requested to forward their reports and be sent with the Agenda prior to the Meeting.

5655. District Councillor's Reports

Councillor L. Piper

A quieter few weeks for me regarding council business due to work commitments and Purdah slowing the cogs of Local Government.

As always I have been trying to coax things forward and can provide updates on:

- Stanhope Park Playzone

- The Football Foundation have backed TDC's application for the 3 sites across Torridge. The Shared Prosperity Funding which had to be spent by end of March was reallocated within Torridge which puts in a strong position to request the remaining funding required at June Full Council. Planning applications will proceed once the funding package is agreed. Good news.
- Manor Offices
- On tonight's agenda. I look forward to acting as a link between HTC and TDC Estates to try and make the most of the £750k funding.
- Agri-business park
- I have chased TDC officers for an update but no news. I understand negotiations over land ownership are ongoing. Hopeful that this very overdue project can finally Move forward for the good of our town.
- Ruby Way
- Working with various bodies to encourage progress and would like to dedicate more of my remaining time as a District Councillor to this project. Unfortunately, devolution, Local government reorganisation, lack of resources etc is proving to be a barrier but that has been the case for decades. I think we have put in sufficient groundwork and made enough good connections to really go for this now. The change in the guard at DCC may well help! We will see.

Congratulations to Lynne for being elected as our Devon County Council representative - I wish her well and look forward to working with her.
Commiserations to Nigel who came a valiant and close second.

Congratulations to Jon on becoming Mayor and a huge thank you to Nigel for his term - he navigated us through some tricky times extremely well. The time and energy that they both put into this council is second to none.

Thank you also to Debbie for performing the duties of Deputy Mayor so well over the past two years and thank you to Helen for stepping up once again.

Councillor P. Shepherd **Torridge**

It's been a fairly eventful month, negotiations ongoing with some important decisions to be made:

I have a group meeting with the other independent TDC Councillors including the leader of Torridge tomorrow night. All current topics will be discussed including the Government Reorganisation, Community Regeneration Project and the upcoming Torridge AGM.

Latest so far on the:

Government Reorganisation:

It's been highlighted the need for strategic planning and data collection. There is a debate on whether to explore alternatives to the preferred model. Torridge is working with N. Devon to ensure such a large rural area is not ignored.

Regeneration Project:

Torridge is negotiating with Kivells over the Agri-Business expansion. Kivells have requested additional funds beyond the agreed infrastructure works. I've been told if negotiations break down then the Council will consider other projects outside of Holsworthy. This concerns me greatly especially considering the history between TDC and Kivells.

The AGM is on Monday after an Extraordinary Full Council, I have a feeling both will be eventful. I will report back next month on all of the above.

Correspondence

Lots of correspondence this month relating to objections to planning applications, the usual dog poo and refuse collection dates. I pointed people in the right direction if I couldn't help them myself.

And my annual invitation to the British Kebab awards has landed in my inbox!

Other

There is a new round of TDC Councillor grant money. I've got £1000 to dish out, normally 10 lots of £100 so if you know an organisation or group that needs some financial help, please let them know. I've got forms in the shop, or I can't email them over.

The Chairman resumed Standing Orders (Unanimous)

5656. To appoint Representatives to the following outside bodies:

Group / Organisation	Councillor Representative(s) of 2025/26
DCC Parish Paths	Cllrs: S. Preston & J. Tadman
Holsworthy Area Advisory Committee	Cllr. N. Kenneally
Holsworthy Museum	Cllr. H. Parker
Holsworthy Football Club	Cllrs: J. Hutchings & L. Piper
Magpie / RBL	Cllrs: N. Kenneally & J. Hutchings
Holsworthy Area Sports Pavilion	Cllrs: N. Kenneally & L. Piper
Holsworthy Community College	Cllrs: P. Brown & L. Piper
One Northern Devon Active Travel Group	Cllr. L. Piper
Speccotts Charity	Cllr. H. Parker & Cllr. J. Hutchings
Higgs Trust	Cllr. J. Hutchings
St. Peter's Fair Committee	Cllrs: J. Hutchings
Holsworthy Community Forum	Cllr. L. Piper
Office of Police & Crime Commissioner Devon & Cornwall Advocate Group	Cllr. J. Tadman
Devon Local Nature Partnership	Cllrs: D. De ste Croix & D. Cole
Devon County Council Events	Cllr. L. Piper
Holsworthy Library	Cllr J. Allen

Councillor N. Kenneally proposed that the above Representatives are appointed to the suggested outside bodies and be agreed. This was seconded by Councillor H. Parker and approved. (Unanimous)

5657. To appoint the following standing and sub committees and to elect a minimum of four Councillors to each Committee:

Committee	Councillors (2025/26)
Planning & Highways	J. Hutchings, H. Parker, J. Allen, D. Cole, G. Mardle, L. Piper, S. Preston & J. Tadman.
Parks	J. Hutchings, H. Parker, N. Kenneally, D. De ste Croix, J. Allen, D. Cole, L. Piper, S. Preston & J. Tadman.
Finance & General Purposes	J. Hutchings, H. Parker, D. De ste Croix, J. Allen & P. Brown.
Markets	J. Hutchings, H. Parker, D. De ste Croix, P. Brown & I. Edwards.

Councillor H. Parker proposed that the above councillors are appointed to the four Sub-Committees and be agreed. This was seconded by Councillor I. Edwards and approved. (Unanimous)

5658. Deeds List - To receive a list of deeds and like documents and, if so desired by a member, to arrange to produce any item for inspection at the next meeting of the Council.

Councillors reviewed the deeds list. Councillor J. Hutchings requested to view Document 4 – 9th Feb 2010 at the next Full Council.

5659. Council Meeting Minutes - To approve and sign the Minutes of the Council Meeting held on the 2nd April 2025

Councillor J. Allen proposed the Minutes of the meeting held on 2nd April are a true record and are agreed. This was seconded by Councillor N. Kenneally and approved. (9 For, 2 Abstentions, 0 Against)

5660. Matters Arising - To consider matters arising from the Minutes of the 2nd April 2025 Meeting, not already covered by the agenda. For information only
No matters arose that were not already covered by the Agenda.

5661. Action List – To review Action Items from Full Council Meetings. (Appendix 1)
Councillors reviewed the actions list from the previous Full Council meeting.

5662. Mayors Announcements

What a week it's been!

Thank you to everyone who voted me in last Wednesday, and a special thank you to Nigel and Debbie. I officially took over last Wednesday and it's been non-stop since.

VE Day kicked off early Thursday morning with a lovely procession. The Town Crier did an excellent job, and afterwards we headed to the park where the local youth shared poems and stories – they were absolutely wonderful.

In the evening, we had ordered 300 portions of food, but we ended up serving around 400 portions in under 20 minutes! The food went down really well. However, there were reports of people being tapped on the head – please ensure this doesn't happen again in the future.

The parade was very well attended and the Remembrance Service was beautifully done – a big well done to all involved.

On Friday, I received a message that travellers had arrived. They stated they would stay overnight and leave by the end of the weekend – and they kept their word.

On Monday evening, I visited the Holsworthy Cadets to present voluntary service certificates for VE Day. It was a real pleasure to recognise their efforts.

5663. To Receive, and to Ratify the Decisions Therein, the Minutes of the Following Committee Meetings: -

a)	Parks Committee	12 th February and 9 th April 2025
b)	Markets Committee	26 th March 2025
c)	Finance and General Purposes Committee	16 th April 2025
d)	Extraordinary Full Council	23 rd April 2025
e)	Annual Towns Meeting	30 th April 2025

Councillors reviewed the minutes.

5664. To agree a Working Group for the Manor Offices project.

Councillors discussed the creation of a working group to progress with the renovations project for the Manor Offices. Councillors on the working group will assist with the renovations project as a tenant to assist Torridge District Council.

Councillor J. Allen proposed that the following councillors are appointed to the Manor Offices working group: N. Kenneally, D. De ste Croix, I. Edwards, H. Parker & J. Hutchings and be agreed. This was seconded by Councillor S. Preston and approved. (10 For, 1 Abstention)

5665. To agree the expenditure for the Twinning Event –29th May 2025.

Currently there are a total of 77 individuals who have registered their interest to attend the event. Cllr. J. Hutchings requested Cllrs to raise their hand if they will also be attending. Noting the new total of 90 attendees Cllr N. Kenneally suggested buck fizz and orange juice on entry and similar spread to the AGM. Discussion ensued. Cllr J. Hutchings will work with Cllr. H. Parker to source a gift for the Twinning event.

Councillor S. Preston proposed that the expenditure for the Twinning Event has a maximum expenditure of £750 and be agreed. This was seconded by Councillor N. Kenneally and approved. (10 For, 1 Abstention, 0 against)

Councillor J. Tadman proposed that the refreshments are provided by White Hart Hotel and be agreed. This was seconded by Councillor D. De ste Croix and approved. (9 For, 2 Abstentions, 0 Against).

5666. To discuss and agree the renewal of Holsworthy Defibrillators.

Councillors discussed the importance of renewing the defibrillators and ensuring they are usable for residents. Discussion ensued. Cllr J. Hutchings suggested renewing the defibrillators and approaching local groups again to ask if they would be interested in fundraising or donating toward the defibrillators. The total cost will be £5800 + VAT.

Councillor J. Hutchings proposed that the Council renew the Defibrillators and be agreed. This was seconded by Councillor H. Parker and approved. (Unanimous)

Councillor J. Tadman proposed the cost for the Defibrillators are taken from the Town Centre Regeneration fund and be agreed. This was seconded by Councillor I. Edwards and approved. (Unanimous)

5667. To discuss and agree the renewal of the Rural Market Town Subscription

Councillors discussed the benefits and costs of the Rural Market Town Subscription. Cllrs J. Allen & L. Piper noted that a large benefit is it can help with a variety of things such as lobbying and grants for local community groups.

Councillor J. Hutchings proposed to the renewal of the Rural Market Town Subscription and be agreed. This was seconded by Councillor N. Kenneally and approved. (Unanimous)

5668. To receive External Committee Updates

Cllr H. Parker reported that Speccots now has new members, including the Vicar and the Chair of Holsworthy Hamlets. There are hopes that there will be a Pretty Maid this year. Cllr J. Hutchings confirmed that there will be a Funfair this year, provided that TDC are responsive.

Regarding the **Cricket Club**, it was noted that the club is responsible for their area unless Holsworthy Town Council (HTC) decides to formally request they erect a fence. Cllr J. Hutchings suggested writing to the club to remind them of their responsibilities. Cllr L. Parsons highlighted that it is HTC's role to ensure licence agreements are in place so that all necessary paperwork is completed. HTC will check with the Cricket Club to confirm that appropriate insurance is in place and to address any safety concerns. The Town Clerk will write to the club accordingly.

5669. To Receive Correspondence – To receive a list of correspondence and make decisions on any actions to be taken on matters arising from these.

The Town Clerk read the Council's response for Blagdon Wharf. Cllrs. Agreed for the TC to send correspondence.

5670. Town Clerk's report - To receive a report from the Town Clerk for information only
The TC gave a brief update on recent activities notably the progress with banking.

5671. To approve the new RBL Magpies Lease and agree the Lease signatories.
Councillors discussed the Agenda Item.

**Councillor J. Hutchings proposed for the Lease to be approved at the next Full Council meeting if received. This was seconded by Councillor N. Kenneally and approved.
(Unanimous)**

5672. Close

Councillor J. Hutchings closed the meeting at 20:07

Signed

Dated