



**Minutes of the Full Council Meeting held in the Market Hall, The Square, Holsworthy on
Wednesday 16th July 2025 at 7.00pm.**

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

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

5673. Apologies for absence

Councillors: D. Cole, S. Preston, G. Mardle, TDC Cllr P. shepherd

5674. 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 an interest in regard to Minute Number - 5687

5675. County Councillor's Report

School crossing person I have chased the request for the replacement crossing person to which Colin Savage's emails confirms :

the location still meets the criteria for a funded School Crossing Patrol.

He further advises that across the country it is difficult to recruit people to be Patrols the split shifts and the few hours per week deters many. We do not have people 'waiting in the wings' to take over this position so the site will be unmanned until a person is recruited. So far there hasn't been any interest in the vacancy.

We have found that the Patrol position often appeals to people who may have children or grandchildren at the school and/or may have other part time work in the school. Therefore, we have encouraged the school to help promote the vacancy and have attached various recruitment tools in this email so would appreciate if you can use your, and the Town Council's, local connections to promote too

- General information about working as a Patrol is here: [School Crossing Patrols](#)
- Patrols work, and are paid £12.26 per hour, for five hours per week during the school term
- The hours at the Holsworthy site are 8.15am to 8.45am and 3.10pm to 3.40pm

Waitrose Station Road

I am awaiting information regarding road marking and parking at the site and I am awaiting a response from Tegan regarding previous discussion involving the town council and warden options and why the original tentative option never went ahead. I shall update further when I receive this information.

Co-Responders – there was a well-attended meeting regarding this and the feeling was that this valuable asset to our area should not be disbanded. The result was that further investigation and data should be compiled and discussed in detail before any changes are undertaken.

And lastly on a serious note – I have been made aware of certain social media activity that attempts to undermine or intimidate me. This has been going on since I first began campaigning and is apparently still happening and it cannot continue. I request that it ceases as it is not helpful to the wider community to see HTC being so unprofessional by bullying

take action and report the council for bullying and harassment.

Cllr. N. Kenneally stated that the committee should discuss the final paragraph. Cllr. J. Hutchings noted that he has advised the TC to forward the complaints policy. Cllr H. Parker hopes we can work alongside Cllr. Rowsell for saving SWAST Co-responders and resolve and issues moving forward. Cllr. J. Tadman expressed full support for Cllr J. Hutchings as Leader of the council and believe it's unjust what has been said.

5676. District Councillor's Reports

District Councillor P. Shepherd's Report 16/7/25

Apologies for not being with you this evening, here is my report (I'll keep it brief)

Torridge

Not much to report home from Torridge for me this month.

No new news from me regarding the Government reorganisation or the Regeneration Project. I'll be sure to update as and when, no news is maybe good news!

Manor Court has been tidied up by TDC, one of the staff was replanting around Mrs Pearson's sculpture. If you think any TDC parts of the town need special attention please forward me on some pics and I'll pass them on.

Correspondence

Bench-gate is still on going with help from Cllr. Cole and the TC. The opinion is DCC own the land and TDC put a bench on it, I haven't got any concrete answers so please bear with me.

Other

The Youth Centre has set up a just giving page to help fund the project. I'll include the link, please share. https://www.justgiving.com/crowdfunding/holsworthy-youthclub?utm_medium=FA&utm_source=OF

Regards, Cllr. Pete Shepherd

District Councillor L. Piper's Report

Member briefing on 10th of July – Interesting to note that due to the stalled housing market and increased funding from Homes England registered affordable housing providers are now taking up more housing on new sites than allocated by planning conditions. Known as additionality this is helping improve the poor availability of affordable homes in the region. I am hoping that we will see this impact some of the developments proposed in our area.

Health and Well being thematic working group – Attended a day long workshop that will feed into the local plan. Working with strategic planners from Torridge and stakeholders such as the North Devon Biosphere. I continued to push discreetly for policies that increase access to our countryside and investment in active travel routes.....such as the Ruby Way.

Holsworthy Sports Hall – To be reopened on Monday 28th of July following significant upgrade works. Delighted to see this investment in vital infrastructure in the town.

The state of the Town – Liaising with officers at Torridge to see how we can enforce maintenance within our Conservation Area. We have tried the carrot but I fear the time has come to use the stick!



On a personal note I am slowly looking to contribute and inspire a guerilla movement to improve our public spaces. As I have said before – I do not see any help coming from above so it will be down to us as residents. Viva la revolucion.....against weeds. Probably best not put in a District Councillors report – but hey ho.

Manor Offices and courtyard – Very much looking forward to meeting with the Town Council on Tuesday 29th of July to discuss the renovation project and potential asset transfer. I think this is a wonderful opportunity for HTC to have increased purpose in the town and solve some long running issues. I have been enthused by some conversations to date. Funfair licence and use of free parking daysuggest a debrief and agree a timeline for information required for next year?

Dentistry consultation – The NHS are consulting on reforms to dentistry provision. A chance to have our say on the complete lack of provision in our town.

<https://www.gov.uk/government/consultations/nhs-dentistry-contract-quality-and-payment-reforms#:~:text=Summary,delivery%20of%20more%20preventative%20care.>

SWAST proposes to phase out its fire co-responder scheme in favour of a Community First Responder volunteer model which will look to reduce costs from £80 to £20 per call out. Due to our rural location this has the potential to severely impact emergency services provision in our area. Thankful to have representation at DCC for Rural affairs through our Torrington Rural Councillor and thanks to Cllr Hutchings and Cllr Kenneally for taking the time to make representations at the recent scrutiny committee at DCC.

Pipers Yard Chapel Street – an opportunity for the Town Council?

Local Govt reorganisation – The word from central government is that this will be going ahead. TDC is still pursuing a 1-4-5 model that will see us lumped in with North Devon, Mid Devon, East Devon, and Exeter, despite Exeter wanting to go it alone and spread their wings. Also consideration being given to a TDC, NDC, Mid Devon and West Devon alternative. My heart says ‘why don’t we go rural’ shared places that we have so much in common with and should be proud to be a part of – we have little in common with Exeter and could end up in the same boat as we are in now – a long way from the seat of power. The economics may not stack up however. Local Authorities are looking to share data to make informed decisions but neighbouring local authorities are slowing this process up.

Councillor J. Allen thanked Cllr. L. Piper for his report and noting that there is the suggestion for West Devon in joining together with Torridge for Local Government Reorganisation (LGR). Further discussions ensued. Cllr. L. Piper clarified several discussions regarding the LGR. The MUGA has been voted through and is due to go through with the planning process. There have been communications with the local residents of the area. Brief discussion ensued regarding asset transfers.

5677. Council Meeting Minutes - To approve and sign the Minutes of the Annual General Meeting of the Council Meeting held on 4th June 2025.

Councillor H. Parker proposed the Minutes of the Annual General Meeting of the Council held on 4th June 2025 be signed as a true record. This was seconded by Councillor and N. Kenneally approved. (8 For, 1 Abstention, 0 Against)

JH

5678. Matters arising - To consider matters arising from the Minutes of the Annual General Meeting of the Council Meeting held on the 4th June 2025. Not already covered by the Agenda.

No matters arose that were not already covered by the Agenda.

5679. Review Action Items from Full Council Meetings

Cllr. N. Kenneally I have spoken to TDC whereby I was informed that this would need to go through planning, therefore another public open space would need to be provided. I am in the process of organising a meeting to further progress this. The TC has emailed Cllr. L. Piper and he has acknowledged this. Work to the war memorial has not yet been completed it was suggested that if works have not been completed soon, to approach Bryant's to request information on their contractors. The works to the war memorial would include renovating all the letters and repaint the war memorial. ATTC has been following up on Devon Local Nature Partnership. TC asked for clarity for Action Item 7. It was clarified to follow up with the investigators and CC TDC District Cllrs & DCC County Councillor & MP. Cllr. J. Hutchings has been progressing with this too and awaiting an update.

5680. Mayor's Announcements - To receive a report from the Mayor

Welcome back Allison, we are all sorry for your loss.

- Allison and I met with the Leader of Torridge, Cllr. Ken James and the CEO of Torridge, Steve Hearse, which was a very productive meeting.
- I attended the Vintage Rally, where I presented prizes.
- I met with Richard Haste & Mike Crocker to discuss the Churchyard, Church Walk and the route to Well Park regarding the general tidiness of the town and refuse being left by residents. The town look much better for Fair Week! I also spoke with the RBL to ask if we could temporarily place their planters by the Church signage to reduce the impact of residents fly-tipping on the overall look of the Town.
- I attended the Holsworthy Community College's Year 11 Presentation Evening.
- I attended the Holsworthy Primary Schools Year 6 Leavers Service and gave a little speech with some advice which I hope helped.

St Peter's Fair Week – which was understandably very busy!

- Many hours were spent toing and throwing with Torridge District Council officers, including an eviction letter and a complaint. However, the fair will hopefully be returning for Holsworthy Carnival and St Peter's Fair next year!
- We are still awaiting a response from TDC regarding our free parking days which we agreed for ½ day to be used for the Fair.
- I am many Councillors attended the Court Leet on Tuesday 8th July, it was entertaining but also started strong with a great speech about the Fire Co-responders and the demand for them.
- I opened the new shop 'Devon Aromas' in the Pannier Market.
- I held a Mayor's Reception for Dignitaries and guests prior to the St Peter's Fair Luncheon, which was well attended.
- Then it was the Pretty Maid Ceremony at 12pm, outside St Peter & St Paul's Church, where it was announced that Paige Chidley is Pretty Maid for 2025.

County Hall

- I attended the Scrutiny Meeting at County Hall and read a piece on Fire Co-responders which I thank Terry Allcorn for his assistance and knowledge.
- I contacted the Devon County Councillor in reference to supporting the Fire Co-responders and I am awaiting a response.

Thank you to Tegan for her efforts in Allison's absence, she held the fort very well.
Holsworthy in Bloom will be judged on Thursday as it slipped past us.
When posting online such as Facebook – please think before you post.
If anyone contacts you on Town Council matters rather than as an individual Councillor,
please refer them to the Town Clerk in the first instance.

- 5681. Accounts Due for Payment and Budget Review** - To receive and approve the accounts due for payment.

The committee agreed that the Twinning expense of £470.04 was reasonable. The committee reviewed the monthly budget report. ATTC has received guidance on compiling the next budget sheet and will continue to do so going forward. TC informed the committee that a parking refund had been received from TDC. It was noted that cost code 66 is over budget; this will be resolved by transferring funds from cost code 45. Cllr. J. Hutchings informed the committee that there is a remaining balance of £2,386.72 for Victory events and asked whether the committee wished to organise something for VJ Day—this will be discussed later in the meeting. Cllr D. De ste Croix queried whether the F&GP meetings would return to evening scheduling which they will.

Councillor H. Parker proposed that the accounts due for payment be agreed. This was seconded by Councillor D. De ste Croix and approved. (Unanimous)

- 5682. To receive and to Note the minutes of the following committee Meetings:**

a) Planning & Highways	25 th June 2025
b) Parks	25 th June 2025
c) Finance & General Purposes	18 th June 2025
d) Markets	11 th June 2025

Parks Minutes to be numbered.

- 5683. To discuss and agree the TDC/HTC License for the Wishing Well**

Councillors discussed the TDC/HTC license for the Wishing Well outside the Manor Offices. Further discussion ensued. Councillors requested to view the new HTC License and to request the keys for the Wishing Well. Cllr. J. Allen suggested approving the license in retrospect of the new license.

Councillor J. Tadman proposed that the TDC/HTC License for the Wishing well is approved once the new license has been received and reviewed and be agreed. This was seconded by Councillor J. Hutchings and approved. (Unanimous)

- 5684. To agree the removal of prior Councillors from the Skipton mandate and to authorise the current RFO on the account.**

The TC informed the committee that Skipton Building Society have requested Full Council to agree the removal of former Councillors John Allen & Joanne Heaven and authorise the RFO to be added to the account. Further discussion ensued.

Councillor N. Kenneally proposed that John Allen & Jo Heaven be removed from the Skipton Mandate and be agreed. This was seconded by Councillor J. Tadman and approved. (Unanimous)

Councillor J. Tadman proposed that the RFO be authorised on the Skipton Account and be agreed. This was seconded by Councillor N. Kenneally and approved. (Unanimous)

5685. To discuss and agree correspondence for Holsworthy Co-responders

The committee discussed the correspondence for Holsworthy Co-responders. The committee discussed writing the SWAST as the Town Council. Further discussion ensued. It was suggested to send previous letter which was written by a resident, T. Allcorn. The Committee will discuss further on September's Full Council meeting to create a response for the Scrutiny meeting. The committee received further briefing from the recent Scrutiny meeting attended by Councillors J. Hutchings & N. Kenneally. Volunteer responders can refuse to go on duty, whereas co-responders cannot refuse and there have been no public consultations.

Councillor J. Hutchings proposed writing to the SWAST Trust CEO on behalf of the residents of Holsworthy to express concerns on the fire co-responders and be agreed. This was seconded by Councillor N. Kenneally and approved. (Unanimous)

Further discussions ensued regarding the Scrutiny meeting that will occur in September. To correspond with Devon County Councillor Lynne Rowsell. The option of notice of motion via Torridge was discussed. Cllr .L. Piper will put it forward with Torridge regarding the fire co-responders to show the overall support of the fire co-responders in the community. Cllr. L. Piper to put it forward too. Notice of motion ask Torridge to write a letter of representation on behalf of Torridge to support Holsworthy's comments. Further discussion ensued. HTC office to contact local parishes to ask them if they can contact SWAST to express their views.

5686. To formally ratify the decision to use ½ day parking on Saturday 12th July 2025 agreed by a majority via email.

Cllr. J. Hutchings asked the councillors via email if they agree to using ½ day of free parking for the Fair, there was a majority that responded in agreement. Originally, the ATTC contacted TDC, however they responded with several items for the Council to consider prior to agreeing the use of ½ a free day for the Fair. The committee felt this was unfair as Holsworthy Town Council have previously used parking days for events such as St Peter's Fair and Holsworthy Carnival. It was noted that St Peter's Fair is important to Holsworthy and is a great part of the town's traditions. Further discussion ensued. The committee noted that other than St Peter's Fair day and Christmas Switch-on, Holsworthy Town Council do not have use for free parking and would like to use if for beneficial reasons. Cllr J Hutchings suggested discussing the item further in a future Full Council meeting and agreeing. Discussion ensued.

Councillor J. Tadman proposed approving the use of ½ day parking for the St Peter's Fair and post dating it and be agreed. This was seconded by Councillor D. De ste Croix and approved. (Unanimous)

5687. To discuss and agree the renewal for the local bus shelters.

It was noted that the Finance and General Purposes Committee had briefly discussed the renewal of the local bus shelter agreement and had recommended not to proceed with the renewal. However, further information has since been received. There are five bus shelters in Holsworthy that the company would maintain. Although these shelters are not the Town Council's responsibility and are not located on land owned by Holsworthy Town Council, the company is willing to offer free advertising space. TC noted that at least one additional bus stop is not included in the contract. Further discussions ensued. Cllrs noted that the company must have an agreement with Devon County Council too and Cllr. J. Hutchings confirmed that they do.



The purpose of the contract is solely to allow the company to advertise within the town and to carry out maintenance and repairs. They have also expressed a willingness to promote local events, and Cllr. J. Hutchings suggested compiling a list of annual events for them to advertise. They will also be upgrading the bus shelters to have living roofs.

Councillor L. Piper declared an interest.

Councillor J. Hutchings proposed that the renewal of the local bus shelters is agreed with the addition of updated inventory and free advertising and be agreed. This was seconded by Councillor J. Allen and approved. (7 For, 1 Against, 1 Abstention)

5688. To receive External Committee Updates

No external committee updates were received.

5689. To receive Correspondence

- Fair Curfew Complaint – Funfair:

A resident gave feedback on the funfair. TC to respond, clarifying that this is not a Holsworthy Town Council issue, as the funfair is organised by the St Peter's Fair Committee.

- Noise Complaint – Fair (Wednesday):

Another complaint on the Wednesday of the fair. Cllr. L. Piper noted that the noise licence was issued by TDC, who were responsible for permitting live music.

- David Trout – Bowls Club Car Park Query:

A query was received regarding the grass wasteland near the bowls club and whether it could be used for parking. TC to respond, explaining that the land is not managed by HTC. The land would be either Redrow or TDC.

5690. Town Clerk's Report

- The TDC LOCAL GOVT Reorganisation meeting update is Wednesday July 23rd at the Market Hall. TDC have asked for the attendance of the TC and Mayor.
- The maintenance repairs at Stanhope Play Park will commence the week of July 20th.
- The Mayor and TC met with TDC CEO Steave Hearse and Leader Ken James on Tuesday June 17th and discussed the manor offices project, current issues with refuse collection in front of the Church, the list of TDC assets in Holsworthy, the overgrowth of the Church Walk, the Market Lease and food vendors trading in the Manor Car Park.
- The Mayor and TC met with TDC EDT on Monday June 23rd and discussed Town Regeneration, MUGA, Industrial Estate, Agribusiness Centre and New projects/other business which included discussion on Holsworthy JHoots Pharmacy.
- Sir Geoffery Cox MP will hold an open surgery from 1-4pm at the Memorial Hall on Wednesday June 30th - all are welcome.
- The Holsworthy leisure Centre re-open date is planned for Monday July 28th.
- The Manor offices Project working group will meet for the first time on Tuesday July 29th in the Market Hall at 2pm.
- The AGAR statements have been posted for public inspection and the inspection by local government electors on reasonable notice ends on Monday July 21st.



- On June 10th, the TC and ATTC attended the SLCC Clerk Expo in Exeter. This was a great networking opportunity with other Councils, introduced us to new suppliers and provided useful seminars about risk assessment, insurance and Clerk education options.
- HTC have now received the match funds for the previous Mayor's charities and will provide the grants funds this week.
- A big thank you to the ATTC, Mayor, Deputy Mayor and Councillors for all the support with HTC during my absence. Thank you very much for the flowers and cards.

5691. Exchange of Information

Cllr. H. Parker reported that she represented Cllr. J. Hutchings at the Northam and Bideford mayor-making ceremony and noted that both towns are facing similar challenges regarding devolution. She also attended the bicentenary dinner the Saturday before last and received a gift.

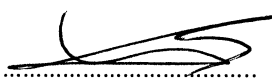
Cllr. H. Parker presented a commemorative plaque to Full Council. Cllr. H. Parker noted that the recent performance of *Romeo and Juliet* was excellent and well supported by the public. Cllr. P. Brown gave an update on Jhoots Pharmacy, reporting that there had been 145 representations, with an average score of 3 out of 5, while Holsworthy and Bideford had significantly lower scores, around 1.7. The next step will involve speaking with local councils in neighbouring parishes. Cllr. J. Hutchings added that the local MP has contacted Jhoots directly and is progressing the matter. Cllr. L. Piper stated he would raise the issue with TDC, particularly in relation to the conservation area and enforcement. It was suggested that towns and parishes should collaborate in claiming community assets to apply greater pressure.

The Mayor of South Molton had proposed quarterly meetings involving Torridge, West Devon, and North Devon councils to collectively discuss and claim desired assets. Further discussion took place around this proposal. Cllr. I. Edwards raised the idea of limiting committee membership to six councillors, however, Cllr. J. Hutchings disagreed, stating that two of the Councillors are required to be on all committees and that attendance is already inconsistent. Councillors suggested that committee agendas should continue to be circulated to all councillors, the Town Clerk also confirmed agreement with this approach.

Councillor J. Allen suggested the committee discuss VJ Day activities. There was overall support for a small event for VJ Day, 15th August 2025. Cllr. J. Hutchings noted that there is not much guidance as opposed to VE Day for the activities. Further discussion ensued. The committee agreed to correspond via email to further progress with the plans for VJ day as there are remaining funds in the Victory Events budget.

5691. Close

Councillor J. Hutchings closed the meeting at 20:58

Signed 

Dated 3/4/25