



**Minutes of the Full Council Meeting held in the Market Hall, The Square, Holsworthy on
Wednesday 1st October 2025 at 7.00pm.**

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

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

5716. Apologies for absence.

Councillors: G. Mardle, L. Piper, S. Preston, TDC Cllr. P. Shepherd & DCC Cllr. Lynne Rowsell.

5717. 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.

5718. Public Open Question Time.

No public in attendance

5719. County Councillors' Report.

No report received. No report received since June 2025, A complaint has been submitted to Head of Devon County Council & to leader of reform.

The Council held a brief discussion. Councillors requested the TC to contact the County Councillor Lynne Rowsell stating that no report has been received since July 2025. Brief discussion ensued. It was also noted that whilst the Devon County Councillor has responded to a constituent.

5720. District Councillors' Report.

Councillor Pete Shepherd's Report

Apologies for not being at full council this evening I'm on daddy duty.

Torridge

I attended the External O&S meeting on the 10th of September. The majority of the meeting was about TTVS and the work they do. Ultimately asking for £50k to fund the core cost of the organisation. This will go back to full council at a later date.

Apart from that it seems like I only mention a couple of other topics in these reports:

Local Government Reorganisation: no update to give you from Torridge, the deadline is creeping up and it's still no clearer what is going to happen.

Community Regeneration Partnership: Torridge agreed to reallocate £2M from the Bideford Business Park Project to the Hatchmoor Ind. Estate Project in Torrington as well as borrowing a significant amount of £3.65M to complete the further phases.

This leaves £600k remaining from the original £2.6M for the project, I'm hoping Holsworthy will benefit from this for one of our projects

JAH

Argo-Business site: This was in Part 2 at full council Monday the 22nd so can't go into specifics but ultimately it was to decide whether the project goes ahead or not. All I can say is the meeting started at 6.30pm and I didn't get home till 11.15pm and that was after a pre meeting I attended at 5pm!

This shows how much debate was taking place with many members stating their opinions, none least than myself and our own Cllr. Piper who presented an emotive and articulate case for the project. I can't state the outcome but it is certainly not as black and white as I was hoping for and in this regards it was decided to put this project in as a reoccurring Part 2 item.

The saga continues.....

Councillor L. Piper had no additional items to add to Cllr. P. Shepherd's Report.

5721. Council Meeting Minutes – To approve and sign the Minutes of the Council Meeting held on the 3rd September 2025.

The committee reviewed the minutes of the Council Meeting held on 3rd September 2025.

Councillor H. Parker proposed to sign the Minutes of the Council Meeting held on the 3rd September 2025 and be agreed. This was seconded by Councillor J. Tadman. (8 For, 0 Against, 1 Abstentions)

5722. Matters Arising – To consider matters arising from the Minutes of the 3rd September 2025 Meeting. Not already covered by the agenda. For information only.
No matters arose.

5723. Review Action Items from Full Council Meetings.

The Committee reviewed the Actions list from the Previous Full Council Meetings.

5724. Mayor's Announcements – To receive a report from the mayor.

Cllr. J. Hutchings updated Full Council on a recent meeting he attended regarding the Beacon Solar development. We were shown a map indicating the large size of the development. There will be more consultation and there would hopefully be funds from the development for Holsworthy.

Councillor P. Brown entered the meeting at 19:11

SWAST met again at the DCC's Scrutiny board meeting where they stated they will not phase fire co-responders out for rural areas such as Holsworthy until recruitment numbers have been met.

Councillor J. Hutchings also attended a meeting with Torridge District Council though will update later on the Agenda.

5725. Accounts Due for Payment and Budget Review – To receive and approve the accounts due
Councillor P. Brown requested all financial reports to be to the same date. Discussion ensued.

Councillor JH proposed the Finances for August are a true record and be agreed. This was seconded by Councillor HP and approved. (Unanimous)

JH

5726.To agree and sign the minutes of the Finance & General Purposes Committee meeting held on 15th July 2025.

The committee reviewed the minutes of the Finance & General Purposes committee meeting held on 15th July 2025.

Councillor H. Parker proposed to sign the Minutes of the Council Meeting held on the 15th July 2025 and be agreed. This was seconded by Councillor J. Allen. (3 For, 0 Against, 6 Abstentions)

5727.To Receive, and to Note, the Minutes of the following Committee Meetings:

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| A) Parks Committee | 10 th September 2025 |
| B) Finance & General Purposes Committee | 17 th September 2025 |
| C) Market Committee | 24 th September 2025 |

5728.To discuss possible projects the Council may wish to undertake for the financial year 2026/2027

Cllr J. Hutchings advised that Councillors think about any future projects for 2026/27 prior to the next Full Council meeting and submit a budget and a summary of the project to the TC to bring to the next Full Council meeting in November 2025.

5729.To discuss and agree any actions from the Holsworthy Stratton Show Resident survey results. Sheet & pie chart

Councillors reviewed and discussed the results from the survey results from the Holsworthy and Stratton Agricultural show. Noting the top 3 issues as

5730.To discuss and agree on banking investments as recommended by the September 2025, Finance and General-Purpose Committee

The TC briefed the committee that the Finances & General Purposes committee have recommended to Full Council to invest £40,00 into the Skipton Account. Brief discussion ensued. Councillors discussed the accessibility of the account should an emergency arise.

Councillor J. Hutchings proposed that £40,000 is invested into Skipton as recommended by the Finance & General Purposes Committee and be agreed. This was seconded by Councillor N. Kenneally and approved. (Unanimous)

5731.To agree the HTC AUP (authorised user policy for Technology).

The TC informed the committee that, by definition Holsworthy Town Council (HTC) provided by DALC " Holsworthy Town Council would be considered a smaller authority and not a parish meeting; parish meetings exist in parishes where there is no parish or town council. Since Holsworthy has a town council, it is not a parish meeting. They are subject to slightly different legislation and tend to only exist in very small parishes (generally, those with less than 100 electors)." The TC noted that as HTC is a Smaller authority an AUP for technology is required to comply with assertion 10 of the AGAR.

The TC also clarified that the government emails provided to councillors is a service, therefore would need to comply with the Acceptable Use Policy (AUP). Brief discussion ensued.

Cllr J. Hutchings clarified with the office staff if the office wanted to gain access to a councillor's email, could they do it without the councillors permission or knowledge. The office staff clarified that the office would require permission and access from the councillor and would only be requested if a concern has been raised, in line with the AUP. Discussion ensued.

Councillor I. Edwards proposed to accept the amended Authorised User Policy (AUP) and be agreed. This was seconded by Councillor J. Tadman and approved. (7 For, 0 Abstention, 2 Against).

5732.To give an update on the Market.

Cllr. I. Edwards updated the committee on a meeting held by the Markets Committee whereby the market's seasonal dates were agreed, ceasing on 29th October 2025 and being relaunched in Spring 2026. During the closure the Market Committee will be discussing and agreeing how to proceed with the relaunch to improve the quality of the market, aiming for a Farmer's market theme. Discussion ensued. The committee requested the TC to investigate the annual road closure for the market, to ensure it is still in place.

5733.To give an update on the Holsworthy Agri-business Park.

Cllr. J. Hutchings updated the committee on the Holsworthy Agri-business Park, he had attended a Torridge District Meeting where he urged councillors, that were completing a vote in part 2, to keep the project going forward. From J. Hutchings' understanding there was a unanimous vote to continue with the project and keeping the funds for the project.

Cllr. J. Hutchings expressed his concerns at the limited information and noted that there is currently, no official update from TDC regarding the Holsworthy Agri-business Park project. Therefore, he has submitted a Freedom of Information request for the discussions held in Part 2. Discussion ensued.

5734.To give an update on the Remembrance Day Civic service and authorise any expenditure if necessary.

The TC informed the committee that organisations taking part in the Remembrance Parade have been contacted, the road closure is in place and the Civic service will take place in the Methodist Church as it is an odd year. The Remembrance Parade will start at 2.30pm in the Square on Sunday 9th November 2025.

The TC asked Cllr. J. Tadman about a previously suggested idea to erect wooden poppy crosses on the memorial plaques around Stanhope Park. Brief discussion ensued. Cllr. J. Tadman suggested getting the youth involved in placing them. The poppy crosses will come out of the Victory Events budget if there are enough funds. TC to order wooden poppy crosses from the RBL.

5735.To give an update on the Christmas Switch on Event and other Christmas Events, and if applicable authorise any expenditure.

The TC updated Full Council on the progress of the Switch-on Event. Market is being booked, Lions will be serving food and tending to the Santa's Grotto, the lights will be going up on Sunday 23rd November 2025.

5736.To give an update on the Mayors Charity Fundraiser.

Councillor J. Hutchings informed Councillors that the Football club are counting the income from the event and will update us when figures have been received. Mr Ian Parker will double the funds currently raised. The event was a great success despite the rainy weather toward the end.

The TC thanked all councillors for their assistance and support with the event.



5737.To Receive External Committee Updates.

The committee reviewed Cllr J. Tadman's Councillor Advocate report. Cllr. J. Tadman added that he recalls Holsworthy Town Council purchasing 2 Vehicle Activated Signage (VAS), one permanent sign which is situated on The A3072 by Deer Park and a mobile Signa which can be erected temporarily in areas the Town Council feel appropriate and have permission to for example North Road. Further discussion ensued. Cllrs discussed whether VAS would encourage or discourage speeding on North Road.

5738.To Receive Correspondence – To receive correspondence and make decisions on any actions to be taken on matters arising from these.

The Town Clerk read out correspondence received to the Committee regarding speeding on North Road. The committee requested the TC to respond noting the letter was discussed at Holsworthy Town councils, Full Council meeting on 1st October 2025. We understand your concerns and have forwarded your letter to the Devon County Council, Councillor Lynne Rowsell. Councillors briefly discussed Vehicle Activated Signage (VAS).

Resident contacted Holsworthy Town Council regarding Beacon Solar development. It was agreed to respond noting that as the development is in early stages, we currently lack the resources and information.

5739.Town Clerk's Report – To receive a report from the Town Clerk. For information only.

Legislation and policies- updates

Lone Working -Employers must manage any health and safety risks before people can work alone. HTC now has Lone working protocols in place to meet legislative guidelines for staff who are Lone working. For example- daily check-ins and weekly meetings. Reported in full to the Finance and General-purpose Committee.

Sexual Harassment - Equality Act 2010 -Employers now must take reasonable preventative steps against sexual harassment, encourage cultural change where necessary, and reduce the likelihood of sexual harassment occurring. - email forwarded to Councillors on Sept 19th to provide examples of sexual harassment.

Memorials

The War memorial works will be completed by new supplier, William Blake by the end of October.

The Stanhope Park Memorial tree is being treated and re-painted on October 2, 2025.

The 2 damaged memorial signs in Stanhope Park have been replaced with new aluminium material signs. A third damaged sign is in process of replacement.

Training

Councillors were advised of training options for being a good Councillor and Chairing a meeting. No bookings to date.

HTC staff completed, fire safety awareness, COSHH (containment of Hazardous substances) and ladder safety training in September.

The TC attended the DALC – LGR presentation on Sept 10th and Scribe budgeting workshop on Sept 18th. Cllr Allen, the TC and ATTC attended a meeting with Scribe to address any outstanding reporting and cost centre issues.

Financials

The second quarter VAT refund request was submitted on October 1, 2025

The second precept payment of £106,400 was received from Torridge District Council on September 30th, 2025.

5740.Exchange of information – With permission of the mayor, exchange information only, on any other subject.

Councillor N. Kenneally informed the committee on a recent update from Devon County Council, noting that DCC are submitting a proposal for the Local Government Reorganisation which has been labelled 9.1.1 whereby it is Devon, Torbay and Plymouth alongside neighbourhood area committees.

5691. Close

Councillor J. Hutchings closed the meeting at 20:37

Signed

Dated

A handwritten signature in black ink, appearing to be 'JH' or similar, located on the right side of the page.