



**Minutes of the Full Council Meeting held in the Market Hall, The Square, Holsworthy on  
Wednesday 4<sup>th</sup> February 2026 at 19:00**

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

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

**5785. Apologies for absence.**

Councillors: J. Hutchings, L. Piper, S. Preston, TDC Cllr. P. Shepherd & DCC Cllr. L. Rowsell.

**5786. Declaration of interests - *To receive declarations of personal and prejudicial interests in respect of items on this agenda.***

The Deputy Mayor asked councillors to declare any relevant interests as they arise.

**The Chairman Suspended Standing orders (Unanimous)**

**5787. Public Open Question Time**

No members of Public in attendance

**The Chairman Resumed Standing orders (Unanimous)**

TC informed Councillors that other councils use an alternative layout for the agenda to promote a productive meeting. For example, having the public open question time at the beginning of the meeting, then councillor's reports' followed by apologies. Cllr. N. Kenneally asked if this follows standing orders. The TC advised that it does not breach any of the standing orders. Cllr. N. Kenneally recommended that the TC confirms with the mayor prior to any amendments.

**5788. Presentation and Questions: Holsworthy Medical Centre – *Practice Manager, Lesley Source***

Apologies were submitted and a request for their attendance being postponed due to illness.

**5789. County Councillors' Report**

**Councillor Lynne Rowsell's Report**

I have a visit booked with highways on Friday this week to do a drive around the ward, so if there are any particular areas you would like us to have a look at please let me know and I will take them to have a look. I have flagged a few up already which are being assessed and I am waiting for their decision.

Obviously no news on unitary as it is all in the hands of central government now, we are aware that nothing we say will influence the decisions but can only hope that any decision they make is for the benefit of Devon and not any other reason.

Beacon solar farm has been delayed while more research is done into the feasibility, the application being withdrawn by the developer from the NSIP process. We will keep an eye on things and I am sure either I or Nigel will update you as soon as we have any further information.

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Councillors requested clarification on communications regarding potholes. TC advised that Cllrs should report them via Devon County Council's (DCC) online portal, on their website, contacting DCC Highways directly and/or forwarding to the TC. Cllr N. Kenneally updated the committee on the Solar Beacon project noting that the project has been paused and their application has been withdrawn, though may return.

#### **5790. District Councillors reports**

##### **Councillor Lyndon Piper's Report**

At TDC we have a conflict between a desire and self-imposed targets to reduce Co2 emissions by 2030 (even though we will not exist by then!) but little available funds to make any changes!

My main point of note relates to central government's recent 'Fair Funding Review'. In a nutshell they have significantly reduced grant money to Torridge and all rural authorities and diverted the funds to urban areas. Torridge have a budget stabilisation fund which is forecast to run dry in around 2 years' time so measures are being put into place to balance the books in readiness for the transition to Unitary status via Local Government Reorganisation. This includes raising TDC's portion of Council Tax by the maximum 2.99%. TDC's portion of Council Tax bills is 7.7%. Bleak times ahead for rural local government – or perhaps a strangulation of rural authorities as part of LGR and Devolution?!

##### **Councillor P. Shepherd's Report**

Councillor P. Shepherd submitted his apologies and was unable to submit a written report.

**5791. Council Meeting Minutes** – To approve and sign the Minutes of the Council Meeting held on the 7<sup>th</sup> January 2026.

**Councillor G. Mardle proposed to sign the Minutes of the Council Meeting held on the 7<sup>th</sup> January 2026 and be agreed. This was seconded by Councillor I. Edwards and approved. (9 For, 0 Against, 1 Abstention).**

**5792. Matters Arising** - To consider matters arising from the Minutes of the (7<sup>th</sup> January 2026). Meeting. For information only.  
No matters arose

**5793. Review Action Items from Full Council Meetings.**

Councillors reviewed the action items from previous Full Council Meetings.

**5794. Mayor's Announcements – To receive a report from the Mayor.**

Sorry I cant be with you tonight, I am currently in Prague, oh no that was last week! I'm currently in Egypt.

No Pictures this month, look forward to a double dose in March!

The Deputy Mayor, Cllr. H. Parker reported to councillors that she will be attending the upcoming Northam Town Council's Civic Dinner in February and representing Holsworthy Town Council.

**5795.To Review payments and budget** – To receive and approve the accounts

Councillors reviewed the finances for December, in addition to the monthly budget.

**Councillor I. Edwards Proposed the Finances for December 2026 are a true record and be agreed. This was seconded by Councillor J. Tadman and approved. (Unanimous).**

**5796.To Receive, and to Note, the Minutes of the following Committee Meetings:**

A) Planning & Highways	14 <sup>th</sup> January 2026
B) Parks Committee	14 <sup>th</sup> January 2026
C) Finance & General Purposes Committee	21 <sup>st</sup> January 2026
D) Market Committee	24 <sup>th</sup> Sept 25, 22 <sup>nd</sup> Oct 25 & 28 <sup>th</sup> Jan 26

It was noted that page numbers on some minutes were absent. Councillor N. Kenneally felt that the decision made by the Market committee at the meeting held on 28<sup>th</sup> January 2026 should have been recommended by Markets Committee and agreed by Full Council.

Councillor J. Allen requested the F&GP minutes be amended to show further information regarding the discussions made during the meeting held on the 21<sup>st</sup> January 2026.

**5797.To ratify the decision made in January 2026 Full Council to re-invest the short-term HSBC investment.**

Cllr J. Allen informed the committee that historically it seems that the TC/RFO would continue re-investing if the TC/RFO felt it was appropriate, without Full Council/Committee approval. Brief Discussion ensued. TC advised councillors that they are ratifying their own decision regarding re-investing, short-term.

**Councillor I. Edwards proposed to ratify Full Council's Decision to re-invest £50,000 into the 3-month, short-term HSBC Investment and be agreed. This was seconded by Councillor D. De ste Croix and approved. (Unanimous).**

**5798.To agree a transfer of £50,000 into the Skipton Building Society Deposit Saver account as recommended by the January 2026 Finance and General-Purpose Committee.**

Cllr J. Allen briefed the committee on the Finance and General Purposes' Committee recommendation of transferring £50,000 into the Skipton Building Society Saver Account, after a withdrawal of £1,000 has been completed. This is to investigate the ease of access for the funds.

**Councillor J. Allen proposed to withdraw £1,000 from the Skipton Building Society Deposit Saver account and transfer an additional £50,000 if successful and be agreed. This was seconded by Councillor N. Kenneally and approved. (Unanimous).**

**5799.To nominate 2 member representatives to the Northern Devon Railway Development Alliance.**

The committee nominated and were in overall agreement for Councillors N. Kenneally & D. Cole to represent HTC at the Northern Devon Railway Development Alliance.

**5800.To nominate a member to the Holsworthy and District Forum, Youth shelter project working group.**

The committee nominated and were in overall agreement for Cllr D. De ste Croix to represent HTC at the Youth Shelter project working group.

**5801.To agree the Badock Sunlounge Community Use Policy as recommended by the Parks Committee.**

Councillors reviewed the Badock Sunlounge, Community Use Policy as recommended by Parks committee. Cllr. G. Mardle queried whether there will be first aid equipment and incident book located in the Sunlounge. The TC confirmed that there will be First Aid equipment available on site. Cllr. N. Kenneally suggested adding a defibrillator at the Sunlounge. Further discussion ensued. Cllrs noted that there is a defibrillator located opposite Badock Garden's Gate at the HATS Theatre. The TC advised that the Community Use Policy is only applicable to the Sunlounge during it's public open hours as there is a separate hire agreement for groups/individuals wishing to hire the sunlounge.

**Councillor D. De ste Croix proposed the Badock Sunlounge, Community Use Policy be adopted and be agreed. This was seconded by Councillor G. Mardle and approved. (Unanimous)**

**5802.To agree the virement and transfer of reserve funds for the HASP Equipment Storage.**

The TC briefed councillors on the virement and transfer of the HASP Equipment Storage funds into expenditure when it occurs.

**Councillor N. Kenneally proposed to agree the virement and transfer of the HASP Equipment Storage Reserve funds and be agreed. This was seconded by Councillor D. De ste Croix and approved. (Unanimous).**

**5803.To give an update on the HTC Market.**

The Chair of the Markets Committee, Cllr. I. Edwards updated councillors on the recent agreement made by the Markets Committee at the market meeting held on Wednesday 28<sup>th</sup> January 2026. Noting that due to varying factors such as possible relocation & permissions, staffing levels and in the process of revamping the market to create a new style market the Market committee felt it was important to pause the re-launch of the market and continue to investigate appropriate ways to improve the market prior to re-opening. A proposal has been submitted for an alternative location, and the Market committee are keen to continue to invest time and resources into revamping the market. Further discussion ensued. Cllr. D. De ste Croix noted that during the meeting it was noted that pausing the market and re-launching later could be the best option for the market, as advised by a representative from National Market Traders federation. Cllr N. Kenneally reiterated that he feels the Market should have recommended the decision to Full Council to make the overall decision. Councillors discussed the market committee's decision and discussed the alternative location for the market. Cllr. J. Tadman stated that he supports the market committees' decision and

appreciates the efforts and work they've done and are continuing to do, going forward. Cllr. D. De ste Croix concluded that the decision to delay the re-opening of the market is not fixed and if the varying factors align, the market could still be reopened as soon as April.

**5804. To discuss and agree the new electricity rates contract for the Badock Gardens Sunlounge and The Square, Holsworthy.**

The Town Clerk briefed the committee on the current electricity rates being provided for the Sunlounge, Badock Gardens and The Square. IT was noted that British Gas is currently the cheapest option and there are 3 options (1 year fixed, 2 year fixed or 3 year fixed). Brief discussion ensued. The committee agreed to accept the 3 year fixed plan with British Gas for both locations; the Sunlounge, Badock Gardens & The Square.

**Councillor N. Kenneally proposed to accept the 3 year fixed electricity contract with British Gas LITE for the Sun Lounge & the Square and be agreed. This was seconded by Councillor J. Tadman and approved. (Unanimous).**

**5805. To discuss and agree the new TDC Tenancy at Will agreement for the storage containers at the Manor Carpark, Holsworthy.**

The committee briefed the committee on the TDC Tenancy at Will agreement for the storage containers at the Manor Carpark, Holsworthy noting that a previous agreement was in place but is expiring and due for renewal.

**Councillor N. Kenneally proposed to agree and sign the new TDC Tenancy at Will agreement for the storage containers at the Manor Carpark, Holsworthy and be agreed. This was seconded by Councillor J. Tadman and approved. (Unanimous).**

**5806. To Receive External Committee Updates.**

Councillor N. Kenneally briefed councillors and staff on the Connectivity Forum Meeting at the Memorial Hall. Noting that there is an agreement to connect 99% of homes leaving 1% unconnected. They are aiming to move to project gigabit which overall means every household is eligible for a voucher to assist with the cost of £4,500 toward getting residents connected. There was an example used by Bush Broadband whereby a farmer couldn't get super fast, so teamed up with neighbours with their vouchers to install broadband for their area. It was also noted that 10% of every region is not serviced.

**5807. To Receive Correspondence – To receive correspondence and make decisions on any actions to be taken on matters arising from these.**

Democratic Services have invited HTC to attend a meeting with the Police Crime Commissioner on Friday 13<sup>th</sup> at 12pm. It's an excellent opportunity to discuss local concerns. Councillor D. Cole will attend on HTC's behalf. Cllr. N. Kenneally may also be in attendance as a District Councillor.

**5808. Town Clerk's Report - To receive a report from the Town Clerk for information only.**

HTC precept demand was submitted and receipt confirmed by Torridge District Council and a press release was sent to the Holsworthy post and published on the HTC website.

Third quarter VAT refund request was submitted and received on January 15<sup>th</sup> - £2968.37  
The internal auditor is booked for the 2025/26 financial year and given read only access to Scribe accounting software. Meetings are booked with Scribe to facilitate data entry of 2026/27 HTC budget along with a financial health check.  
Finance and General Purposes Committee is looking to visit an HSBC branch to investigate ways to increase

HTC has requested quotes via a tender process for:

- Removal of the old tennis court in Stanhope Park
- Contractors to fulfil Badock grass cutting, town, parish path strimming and pressure washing maintenance to cover the long-term absence of Park staff.

The deadline for both is February 20<sup>th</sup> at 1pm.

TDC has been asked to do the strimming in Stanhope Park along with the grass cutting with the caveat to be mindful of memorial signs and tree damage.

The Mayor and TC met with TDC Economic development team (EDT) in January and **discussed:**

Multi use games area to commence end of March 2026- planning applications in place

Agri business- hopes to incorporate an agricultural education facility- commence March 2027 with funding fulfilment by March 2028.

Torrige Youth shelter and HTC advised that an HTC representative will sit on the Holsworthy project run by the Holsworthy Community District Forum

Running a project to digitalise the Heritage trail working with an EDT project officer and Cllr Edwards.

Badock Gardens CCTV is now online and running through the central system. The Sunlounge shutter was installed for the kitchen area on January 22<sup>nd</sup>. Crockery has been purchased and furniture will be supplied in February. Parks Committee has agreed the Community use policy and is currently working on a private hire and fee schedule agreement.

A pre planning application was submitted to TDC planning department for the HTC Allotments project.

DCC has advised difficulties with the last year managing their P3 program for parish paths but has confirmed that HTC will receive funding due from 2024/25 report submitted.

The ATTC is on track to complete the CILCA (certificate in local council administration) by June 2026 and the Town Clerk will commence the CILCA program in March this year as per the TC's contract of Employment. Certification of the TC and 2/3rds of elected Members on HTC will enable the "the General Power of Competence"

Manor offices project pre planning application will be submitted this week with plans to commence the building refurbishment in Summer 2026. At this time the HTC office would operate from the Chamber/ Market Hall as an interim solution. TDC hired an architect that is

dedicated to the project. HTC manor offices working group will meet this month to discuss asset transfer options.

The main Holsworthy bus stop will be pressure washed by TDC within the week followed by fresh, neutral painting by TDC external contractors. HTC will then mount new notice boards in the bus shelter.

Councillor N. Kenneally requested the office to advertise public meetings to encourage community engagement and promote higher attendance from residents at meetings.

**5809.Exchange of information** - – With permission of the mayor, to exchange information only on any other subject.

Councillor H. Parker informed councillors that the next Mayor’s Charity Coffee Morning will be taking place on Wednesday 18<sup>th</sup> March 2026 at the Memorial Hall. Cllr H. Parker noted that she will be unavailable and requested volunteers to assist at the coffee morning. Cllrs I. Edwards and D. De ste Croix confirmed attendance and will assist. It was also noted that the entry fee has increased to £2.00, which included tea/coffee and biscuits.

**5810.Close**

Councillor H. Parker closed the meeting at 20:30

Signed .....

Dated .....