



**Minutes of the Full Council Meeting held in the Market Hall, The Square, Holsworthy on
Wednesday 3rd September 2025 at 7.00pm.**

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

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

5692. Apologies for absence.

Councillors: S. Preston, L. Piper, P. Brown & DCC Cllr L. Rowsell.

5693. 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.

The Chairman suspended Standing Orders (Unanimous)

5694. Public Open Question Time.

No members of public in attendance

5695. Presentation by Devon and Somerset Fire rescue service – Fire Co-responders proposal.

The TC informed the committee that the Devon and Somerset Fire Rescue Service sent their apologies. The TC spoke with Henry M. and conveyed some of their issues noting that nothing has happened now, however they will happen in waves. Holsworthy will be in the second wave.

Cllr J. Hutchings noted that there will be a meeting coming up between 15th Sept – 19th Sept which once received will be forward to Councillors.

5696. County Councillors' Report.

The Town Clerk informed the committee that the Devon County Councillor Lynne Rowsell sent apologies however noted that there was nothing to report on this month. Cllr's expressed concerns with the absence of updates. Further discussion ensued. The committee felt it was discerning that HTC do not have a link with Holsworthy's Devon County Councillor and stressed the importance of working together as a community and elected representatives, for the good of Holsworthy.

Cllr. N. Kenneally informed the committee that Devon County held an extraordinary committee meeting recently, noting a strategic plan is being written for Devon County Council and will be discussed further at a meeting tomorrow, 4th Sept 25.

Councillors requested the TC to write to DCC Cllr L. Rowsell to express the concerns with the lack of updates.

5697. District Councillors' Report.

District Councillor Shepherd's Report 3/9/25

I hope everyone has had a nice summer, it certainly seems like it's over now!

Torrige

Things are ongoing at TDC; however, it does feel like democracy slows down in August.

The two big topics are still Local Government Organisation (LGR) and the Community Regeneration Projects (CRP). I have spoken to the Leader of Torrige Cllr. Ken's James for almost an hour this week about these to give you the latest.

LGR: The favoured option of 1-4-5 is still being pushed at Torrige and other Districts. (1: Plymouth. 4: South Hams, Teignbridge, West Devon, Torbay. 5. East, Mid, North Devon, Exeter, Torrige.)

I believe this to be the best outcome for us in Holsworthy, although the area covered will be large stretching from the east to the west of the county, the area formally known as Torrige will be with one of the power houses that is Exeter.

However, Exeter have proposed a 3 Unitary Council plan at an extraordinary Council meeting on the 14th of August. 1: Plymouth (including 13 surrounding parishes). 2: Greater Exeter (Exeter and 49 surrounding parishes) 3: Rest of Devon. This will certainly mean we in Holsworthy will be worse off financially and democratically and I hope our County Councillor is fighting hard for us in County Hall.

Final plans need to be submitted to Government by November this year and all need to be on board. Other proposals are being touted by Plymouth, Torbay and Devon County so we will have to wait and see.

Ultimately, I see Devon devolving into a regional strategic authority with a mayor at some point down the line.

CRP: Torrige and Cllr Ken James met again with Kivells again this week. I can't mention the specifics, but the issue of land division is holding things up. As I have mentioned before that negotiations tend to work themselves out the closer it comes to a deadline, there are still on-going discussions taking place with both parties recognising the urgency in terms of the time schedule.

In my opinion the court case of 2019 still lingers in the minds of some in both camps but I'm confident that outcome will be positive.

I will state again that *if* the talk with Kivells breaks down then there is an agreement with the MHCLG (the Government) that the monies allocated to Holsworthy can be distributed to other named projects in the district. This sounds worrying but I can't see this happening as the development of the Agri-Business site is beneficial to both Kivells and TDC. On a more positive slant, any funds not used elsewhere in the district could come Holsworthy's way to help develop the Manor Offices.

Elsewhere here in Holsworthy the Leisure Centre as I'm sure you're aware is up and running since our last meeting. It was decided at Torrige Full Council on the 28th of July that the extra time in replacing the boilers for new oil powered ones or a heat pump system for decarbonisation will be shelved so the Centre can fully open to the public after being closed at Christmas.

The works carried out already on the building has improved thermal efficiency and the new solar PV panels creating enough energy to cover the use of the Centre during the summer months.

The council agrees that the negligible energy saving of a heat pump and the disruption involved didn't warrant the Leisure Centre being closed for periods of time for the installation. The original boilers will now be working less hard and with regular maintenance will hopefully last for some time. Well done to all involved at TDC and to the lead member for leisure, our very own Cllr. Lyndon Piper who has been keeping a close eye on the proceedings.

Cllr H. Parker thanked TDC Cllr. P. Shepherd for his report and updating the committee on the Agricultural Business Centre. Brief discussion ensued. TDC Cllr. P. Shepherd felt positive that it could progress effectively. Further discussion ensued.

The Chairman resumed Standing Orders (Unanimous)

5698. Council Meeting Minutes – To approve and sign the Minutes of the Council Meeting held on the 10th of July 2025.

The committee reviewed the minutes of the Council Meeting held on 10th July 2025.

Councillor H. Parker proposed to sign the Minutes of the Council Meeting held on the 10th of July 2025 and be agreed. This was seconded by Councillor D. De ste Croix. (7 For, 0 Against, 2 Abstentions)

5699. Matters Arising – To consider matters arising from the Minutes of the 10th of July 2025 Meeting. Not already covered by the agenda. For information only.

Page 2060 Item 5691 – Cllr N. Kenneally informed the committee that MP Sir Geoffrey Cox is writing to Jhoots in addition to the MP of North Devon.

5700. Review Action Items from Full Council Meetings.

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

5701. Mayor's Announcements – To receive a report from the mayor.

The Mayor Councillor J. Hutchings presented several photos to Council showcasing what activities he has been up to since the previous Full Council Meeting in July such as:

- VJ Day – HTC held a memorial service at the War Memorial in memory of those that lost their lives. It was well attended. We also now have a memorial Bench at Glebelands for VJ Day.
- Holsworthy Peloton's Annual Charity Bike Ride – I was invited by to start off the riders for the Holsworthy Peloton's Annual Charity Bike Ride. I had an early morning start and rode from the Town to Stanhope Park, with my mayoral robes and chains equipped!
- Holsworthy & Stratton Show - It was a very busy day. I began by opening the show and visiting many stalls. The HTC stall was well organised.
- Area sky engineers kindly volunteered their time to clear weeds and repair brickwork at the Longhouse, by the medical centre.

TDC Councillor P. Shepherd exited the meeting at 19:24

I attended a meeting with TDC and the manor offices working group to discuss the manor offices, I am not sure it was successful. I also attended a HTC meeting regarding the manor offices where we toured the property and it appears to be a refurbishment of the building though going forward it will be a better building.

TDC Councillor P. Shepherd entered the meeting at 19:26

Cllr. J. Hutchings informed the committee that during the internal Manor Offices meeting MP Sir Geoffrey Cox requested to see the Council to discuss the Agricultural Business Centre in addition to the issues surrounding Jhoots. The MP will be calling the CEO of Jhoots into Parliament. Sir Geoffrey Cox has also invited the mayor councillor J. Hutchings to attend with him.

5702. Accounts Due for Payment and Budget Review – To receive and approve the accounts due for payment.

The committee reviewed the financial documents provided. Brief discussion ensued. Cllr J. Hutchings requested reducing the documents provided to Full Council. Further discussion ensued. It was noted that more informative documents will continue to go to F&GP committee meetings. It was noted that if councillors wish to see further breakdowns of the finances they can log into Scribe or Scribe can be reviewed during the committee meeting.

The committee requested the staffing costs for the maintenance of the Skateboard Park are accounted for in the Skateboard Park budget.

Councillor J. Tadman Proposed the Earmarked Reserves, Working Budget & Net Cost Centre be the only printed financial documents for Full Council meetings and be agreed. This was seconded by Councillor I. Edwards and approved. (Unanimous).

Councillor N. Kenneally proposed the Finances for July are a true record and be agreed. This was seconded by Councillor H. Parker and approved.

5703. To Receive, and to Note, the Minutes of the following Committee Meetings:

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| A) Parks Committee | 30th July 2025 |
| B) Finance & GP Committee | 15th July 2025 |

It was noted that page numbers for Parks Committee Minutes are disordered. Parks-1587-Cllr D. De ste Croix gave a massive well done to Cllr H. Parker.

5704. To discuss and agree correspondence regarding Holsworthy Fire Co-responders.

Councillor J. Hutchings requested the previously received letter from a resident is amended and sent to SWAST. Brief discussion ensued. The TC noted that after contacting TC's from other Parishes, many forwarded their letters. The Committee requested Town Clerk to amend the letter about the fire co-responders.

5705. To receive the external auditors review of the Council's Annual Governance and Accountability Return for the Financial Year ending 31st March 2025.

The TC informed the committee of the external auditors' review of the Council's Annual Governance and Accountability Return for the Financial Year ending 31st March 2025. Noting that on Section 1, Assertion 5 has been incorrectly completed. TC confirmed this was due to the Risk Management being approved outside of the financial year in March instead of in April. Therefore, due to the Risk Management being approved early it has resulted in an incorrect completion of Section 1, Assertion 5.

5706. To agree the HTC Compassionate and Bereavement Leave policy.

The TC brief the committee on a Compassionate and bereavement leave policy being introduced. Brief discussion ensued.

Councillor N. Kenneally proposed the HTC Compassionate and Bereavement Leave policy be adopted and be agreed. This was seconded by Councillor D. De ste Croix and approved. (Unanimous).

5707. To agree the new Glebelands bench expenditure from the Victory Event budget.

Councillor J. Hutchings brief the committee noting that originally the idea was to purchase the bench out of the Mayor's Budget and then if we purchased a plaque for VJ day using the Victory Event budget however, the contractor from Academic Facilities Services Ltd has decided to donate the bench and plaque to Holsworthy. Brief discussion ensued. The committee agreed that the contractor should be asked to put his own plaque on the bench and to have an unveiling of the bench with the contractor to acknowledge his kind donation to Holsworthy. Further discussion ensued. The committee also agreed to write a thank you letter to Academic Facilities Services Ltd. Councillors discussed the maintenance of the grass surrounding the bench. Further discussion ensued.

It was also discussed that the WW1 memorial tree in Stanhope Park has fading colours. The committee suggested going to Parks to agree to use some of the remaining funds in the Victory Events budget to restore and preserve the Memorial Tree.

5708. To agree the updated AUP (authorised User for Technology) Policy as per new AGAR mandate and legislation for 2025/26.

The TC brief the committee on the recent legislation updates. The new legislation Assertion 10, 1.54: "All smaller authorities (excluding parish meetings) must also have an IT policy." Councillors queried whether 1.54 is applicable to HTC due to being a Parish Council. Further discussion ensued. TC to source clarification on the definition of 'parish meetings' in this context. TC advised the committee the AUP must be adopted and approved within this financial year as per new AGAR mandate and legislation for 2025/26. Once clarification is sourced to be put on Agenda for October 2025.

5709. To agree the virement for the Sun Lounge VAT refund from General Reserve to the Sun Lounge Project.

The TC brief the committee on the Virement/Cost Code Transfer totalling £ 4694.34. Brief discussion ensued.

Councillor N. Kenneally proposed to approve the Virement/code transfer of £4694.34 from the Sun Lounge VAT refund to Cost Code 66 and be agreed. This was seconded by Councillor J. Hutchings and approved. (8 For, 0 Against, 1 Abstention)

5710. To discuss the Mayors Charity Event 2025/26.

Cllr Hutchings also informed the committee that though the Mayor's Charity Fundraiser has changed dates several times it is due to occur on Saturday 27th September 2025 at the Holsworthy Football Field. Cllr. Hutchings met with his chosen Charities for 2025/26 (Museum and the football club) to discuss organising an event to fundraise.

He asked for volunteers to assist from 10am with kick off from 2pm. Cllrs I. Edwards & N. Kenneally expressed their support and will be present to assist. There will be refreshments, stalls and entertainment in addition to football matches. The ladies team vs football club team (wearing wellies) and the Mayor will have a Mayor's Select team who will be against the VETS. There will be a charge on the gate £5 for adults, £2.50 for kids. It will be a great fun day out for all.

The event is still in the process of being organised, however further updates will be sent to councillors. Cllr. J. Hutchings will also forward councillors the proposal being presented to the Museum and Football Club in reference to the fundraiser.

5711. To Receive External Committee Updates.

There were no external committee updates, not already discussed on the agenda.

5712. To Receive Correspondence – To receive correspondence and make decisions on any actions to be taken on matters arising from these.

The TC informed the committee that an email from a resident has been received regarding an upcoming solar panel development consultation on 18th September 2025 in the Memorial Hall. The resident suggested that Holsworthy Town Council have a representative in attendance. The TC asked for a rep. Cllr. J. Hutchings will attend representing as the mayor.

5713. Town Clerk's Report – To receive a report from the Town Clerk. For information only.

Events August 2025

VJ Day was well received on August 15th and a commemorative bench placed at Glebelands to mark the occasion. Badcock Gardens – Secret Gardens Play- 40 plus in attendance on August 19th and the sum up device was used.

Holsworthy and Stratton Show on August 28th- report of the survey results to be presented at Full Council in October. Thank you, Councillors, for attending on time and being very positive and motivating the public.

NK well done to TC, Town Ranger & ATTC.

Upcoming events- Remembrance Day Road closure completed, and community groups are in the process of being contacted. Xmas working group will meet on Monday September 15th at 4pm, Manor offices. Xmas light count/inventory is complete.

Social Media Update

Recently, Holsworthy Town Council (HTC) have been posting more regular updates on social media. These updates have included projects such as the Sun Lounge, photos of the Plough Arts performances, Holsworthy & Stratton Show in addition to activities happening around Holsworthy. This has already had a positive impact on community engagement.

Over the past 28 days, the HTC's Facebook page has had 187 interactions, which is an increase of 35.5% compared to the last month.

This includes 147 reactions, 10 comments, and 30 shares.

Out of the 187 interactions, 70% came from followers and 30% from non-followers, showing we are now reaching a wider audience.

We now have a total of 212 followers, which is a 4.4% increase from last month.

On a recent video whereby Councillors Helen & Debbie are announcing the winner of the produce hamper we have received 95 views!

This shows that overall engagement and visibility of the HTC's page is growing.

Councillor N. Kenneally to assist the ATTC with additional social media groups to join to increase engagement.

HTC Staff

Annual Appraisals completed- August

Training – Office – ATTC - CILCA and Fire safety.

Parks- Town Ranger- COSHH (control of substances hazardous to health), Ladder safety and Fire Safety.

Also established Lone working procedures for Park staff based on government guidelines in the areas of risk assessment, training requirements, communication and monitoring systems and PPE/safety equipment.

Town Ranger now has an annual calendar of events for Parks tasks.

Policies

Updated the AUP (IT Policy) to meet the new AGAR compliance requirements for 2025/26
Created a Compassion and Bereavement policy for HTC staff

Visited by the Devon and Somerset Fire Chief with TDC for a safety inspection and HTC was required by legislation to complete a Fire Risk assessment for the HTC Office that is now complete with the action items of training to follow.

Banking

All HSBC banking is now updated with a new mandate and RFO. I would like to ask Full Council to recommend an investment amount of £50,000 to be transferred to the HSBC savings investment account for ratification at September F& GP.
Skipton – waiting on approval for the new mandate and RFO.

Councillor J. Hutchings proposed the investment of £50,000 to be ratified at Full Council in October 2025 and be agreed. This was seconded by Council J. Allen and approved. (Unanimous)

Grants

HTC office applied to the Awards for All lottery and the Balsdon trust for funding towards the SHINE BRIGHT – Xmas event and new lights inventory.

Manor Offices- TDC project- HTC working group had a tour of the Manor offices building on August 12th and met with TDC and the HTC working group on August 13th to discuss the project. Feedback regarding the new floorplans was submitted to Harvey Garnder- TDC head of estates on August 15th.

Insurance

An insurance claim for the stolen Manor Park container items was submitted for £788.26.

Thank you to all the volunteering in August by HTC Councillors and the hard work by HTC staff and Councillors to facilitate a wonderful HTC stall at the Holsworthy and Stratton agricultural show.

5714. Exchange of information – With permission of the mayor, exchange information only, on any other subject.

Councillor D. Cole presented 2 photos which he suggested be displayed in the Market Chambers, they depict the former Methodist Chapel cottage prior to it's construction. Further discussion ensued. Councillors suggested Cllr. D. Cole asks the Methodist chapel or Museum to display them where they will reach a wider audience. Further discussion ensued. Cllr. D. Cole to visit TDC Cllr. P. Shepherd who may be able to assist Cllr. D. Cole in erecting the pictures in the pannier market.

Cllr. N. Kenneally informed the committee that in due time he wishes to make a donation to the Mayor's Charity on behalf of Councillor J. Tadman.

Cllr. D. De ste Croix informed the committee that at the recent Holsworthy & Stratton Show she came first in 2 categories for her Cherry Bakewell & Bunting.

5715. Close

Councillor J. Hutchings closed the meeting at 20:32

Signed

Dated