

Present:

Chairman: Cllr. R. Kennedy

Councillors: Cllrs R. Buckingham, M. Heslip, P. Johns, D. Jose, R. Latty, B. Priddy, D. Smith, E. Squire and M. Barfett

Acting Town Clerk in attendance

1836

APOLOGIES FOR ABSENCE

Cllr. Brown sent apologies

Cllrs. Barfett and Johns sent apologies for possible lateness

County Cllr. Parsons sent apologies for possible lateness

1837

DECLARATION OF INTERESTS

The Deputy Mayor requested that interests be declared as matters arose.

1838

PUBLIC OPEN QUESTION TIME

No matters arose.

Cllr. Barfett arrived at 7.03 p.m.

1839

POLICE REPORT

Sgt. Channing reported that there had been 17 reported crimes in May including 3 Assaults, 1 Shoplifting, 1 Domestic Harassment, 7 Criminal Damages, 3 Burglaries non-dwelling, 1 Theft of mini moto bike, and 1 Damage to Motor Vehicle. She also reported that there appear to be organised 'gangs' coming down from Merseyside, targeting old peoples' homes and caravan parks. PCSO Emma Tokies will be joining Holsworthy Police from 7th June and PC Sharon Gifford joined on 17th May. Sgt. Channing asked for any questions. Cllr. Heslip said he had received a complaint from a resident of Pinns Park about speeding on the stretch of road past the Bude Road garage, towards Bude; Cllr. Kennedy said this is an ongoing problem in various locations of Holsworthy. Sgt. Channing said the Police obviously have to catch the speeding motorist in the act before prosecuting; they do try and 'police' speeding in the area.

1840

COUNCIL MEETING MINUTES

Minutes of the Council Meeting held on 5th May, 2010 had previously been circulated. Cllr. Heslip pointed out that the first point under Item 1831 should read 'Cricket Club' not 'Football Club'. This was corrected. Cllr. Smith proposed that the Minutes of the Council Meeting held on 5th May, 2010, be approved. This was seconded by Cllr. Latty and agreed. (Vote 8 For. 0 Against. 1 Abstentions).

1841

MATTERS ARISING

There were no matters arising.

Cllr. Johns arrived at 7.15 p.m.

1842

MAYOR'S ANNOUNCEMENTS

The Mayor had provided Cllr. Kennedy with a list of his announcements, which Cllr. Kennedy read out as follows:

The Mayor had attended the following: the General Election Result for the Holsworthy area; a Special Breeds Sale in support of the 'Harvesting the Future Project'; the last home match at Holsworthy AFC and the presentation afterwards; he had led a Macmillan Walk – over £800 was raised; an NTCTA meeting to re-launch the Ring and Ride after it had received a Lottery grant; a cream Tea in aid of the St. Peter's Fair Committee, over £600 was raised and the Football Club buffet, where he had received the 'Ross Bloomer Award'. A reminder was given that the Ruby Run takes place on Sunday, 13th June and the Vintage Rally later in the month.

Cllr. Parsons arrived at 7.20 p.m.

Cllr. Jose proposed that the order of business be changed and Item 12 on the Agenda be heard next.
Cllr. Squire seconded the proposal which was carried unanimously.

Cllr. Squire proposed that Standing Orders be suspended. Cllr. Jose seconded the proposal which was carried unanimously. (Vote 10 For. 0 Against. 0 Abstentions).

1843

COUNTY COUNCILLOR'S REPORT

Cllr. Parsons reported that he was extremely disappointed with the way in which TDC had dealt with the Catesby Appeal. He has spoken to the Leader of TDC expressing this disappointment and Cllr. Morrish will be taking the matter further at TDC.

He had attended a Meeting of the MTCI and issue of the non-effectiveness of the broadband system in the area was discussed. Cllr. Parsons will be taking this up with DCC.

He also raised the question of the opening times of Holsworthy Police Station and again this subject is being looked into. He asked for questions.

Cllr. Smith said he had received complaints about the state of the cycle path, along the viaduct, in terms of horse droppings. Cllr. Parsons said he would contact Graham Cornish about this. Cllr. Heslip enquired if his query re. students and transport costs had been progressed. Cllr. Parsons said that it is being looked into by the TDC County Committee.

Cllr. Latty proposed the Meeting return to Standing Orders. This was seconded by Cllr. Priddy and unanimously agreed. (Vote 10 For. 0 Against. 0 Abstentions).

1844

ACCOUNTS DUE FOR PAYMENT AND BUDGET REVIEW

Cllr. Jose, Chairman of the F&GP Committee, went through accounts due for payment:

HOLSWORTHY TOWN COUNCIL - APRIL TO BE PAID IN MAY 2010

COUNCIL EXPENDITURE

Date	Pay To	Voucher	Gross	Nett	VAT	Reason
12.04.10	BT Payment Services Ltd	105365	£20.91	£18.24	£2.67	Rental Charges
28.04.10	M. Fenner & S. Cole	105366 & 105367	£799.89	£799.89		Salaries
28.04.10	M. Fenner & S. Cole	105368	£88.00	£88.00		PAYE refund
16.04.10	DALC		£488.84	£434.00	£54.84	Subscription paid direct from precept
28.04.10	Ultimate Finance Ltd	105369	£8.55	£7.28	£1.27	Call charges
05.05.10	Viking Direct	105370	£66.96	£56.99	£9.97	Stationery
05.05.10	Concorde Copiers	105371	£58.02	£49.38	£8.64	Copies taken
05.05.10	St. Peter's Fair Committee	105372	£40.00	£40.00		Ad. In Programme
05.05.10	Viking Direct	105373	£90.44	£76.97	£13.47	Stationery - shredder
05.05.10	Orakle	105374	£801.94	£682.50	£119.44	Custom built PC system
05.05.10	Playsafety Ltd	105375	£91.66	£78.00	£13.66	Annual Inspection 2010
05.05.10	The White Hart Hotel	105376	£271.80	£231.32	£40.48	St. Peter's Fair Luncheon
05.05.10	Bude Skip Hire Ltd	105377	£206.80	£176.00	£30.80	Skip Hire - Badock Gardens
05.05.10	NALC	105378	£13.50	£13.50		Subscription 2010/2011
05.05.10	C. Drew	105379	£336.92	£336.92		Maintenance Badock & Stanhope
05.05.10	Cash	105380	£52.78	£52.78		Petty Cash
05.05.10	Cornish & Devon Post Ltd	105381	£202.34	£172.20	£30.14	Advert re. Co-option
05.05.10	Cornish & Devon Post Ltd	105382	£67.45	£57.40	£10.05	Advert re. Annual Meeting
05.05.10	Plandscape	105383	£473.91	£403.33	£70.58	Maintenance Stanhope Park
05.05.10	D. Smith	105384	£35.00	£35.00		Subsistence allowance
	Cheque 105379 (C Drew) cancelled lost in post					
			£336.92	£336.92		
	TOTAL		£3,878.79	£3,472.78	£406.01	

PETTY CASH

Date			
22.03.10	Window Cleaning	£8.00	£8.00

25.03.10	Newspapers	£1.50	£1.50
25.03.10	Stamps	£11.88	£11.88
30.03.10	Milk	£0.42	£0.42
29.03.10	Stamps	£4.88	£4.88
01.04.10	Newspapers	£1.50	£1.50
06.04.10	Water Council Meeting	£1.30	£1.30
07.04.10	Newspaper	£0.65	£0.65
07.04.10	Water Council Meeting	£0.64	£0.64
08.04.10	Newspaper	£0.85	£0.85
12.04.10	Stamps	£7.68	£7.68
12.04.10	Milk	£0.49	£0.49
15.04.10	Frames for f'man&cadet certs.	£4.50	£4.50
16.04.10	Newspapers	£1.50	£1.50
19.04.10	Milk	£0.49	£0.49
21.04.10	Engraving of Freeman cup	£6.50	£6.50

TOTAL

£52.78 £52.78

COUNCIL RECEIPTS

Date	Paid By	Council	Nett	VAT	Reason
08.04.10	Cheques	£30.00	£30.00		Newsletter
08.04.10	Cash	£197.28	£197.28		Market Takings
08.04.10	Cash	£297.16	£297.16		Market Rent - 1 week advance
15.04.10	Cheques	£50.00	£50.00		Newsletter
15.04.10	Cash	£113.53	£113.53		Market Takings
22.04.10	Cheques	£415.00	£415.00		Rent Penroses Terrace
22.04.10	Cash	£142.29	£142.29		Market Takings
16.04.10	BACS	£22,511.00	£22,511.00		Precept less DAPC subscription
28.04.10	Cash	£10.00	£10.00		Newsletter
28.04.10	Cash	£123.80	£123.80		Market Takings

TOTAL

£23,890.06 £23,890.06

Cllr. Jose asked if there were any questions. There being none, Cllr. Jose proposed the payments be approved. This was seconded by Cllr. Latty and unanimously agreed. (Vote 10 For. 0 Against. 0 Abstentions).

1845

TO RECEIVE AND REVIEW THE INTERNAL AUDITED ACCOUNTS FOR THE FINANCIAL YEAR 2009/2010 PREPARED BY DAVID VAUGHAN ACCOUNTANTS, IN CONJUNCTION WITH THE TOWN COUNCIL'S RESPONSIBLE FINANCIAL OFFICER.

The Accounts for the year 2009/2010 had been presented to full Council at the Meeting on 5th May, 2010. Cllr. Smith asked if there were any queries on the accounts, there were none. Cllr. Latty proposed that the internal audited accounts for the financial year 2009/2010 be agreed. Cllr. Heslip seconded the proposal which was carried unanimously. (Vote 10 For. 0 Against. 0 Abstentions).

1846

TO DISCUSS AND AGREE THE AUDIT COMMISSION'S ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH, 2010

Copies of the Annual Return had circulated with the Agenda. Cllr. Smith (RFO) explained the Annual Return and asked for any questions. Cllr. Smith proposed that the Audit Commission's Annual Return for the year ended 31st March, 2010 be agreed. Cllr. Priddy seconded the proposal which was carried unanimously. (Vote 10 For. 0 Against. 0 Abstentions).

1847

TO DISCUSS AND APPROVE THE ANNUAL GOVERNANCE STATEMENT DETAILED IN THE AUDIT COMMISSION'S ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH, 2010

Cllr. Smith explained the Governance Statement. Cllr. Smith proposed that the Annual Governance Statement detailed in the Audit Commission's Annual Return for the year ended 31st March, 2010 be approved. Cllr. Heslip seconded the proposal which was carried unanimously. (Vote 10 For. 0 Against. 0 Abstentions).

1848

TO RECEIVE, AND TO RATIFY THE DECISIONS THEREIN, THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS: -

a)	Newsletter	7th May
b)	Market	12th May
c)	Parks	19th May
d)	Market Liaison	26th May
e)	F & GP	26th May
f)	Planning	1st June

The Minutes, with the exception of the Finance and General Purposes Committee and the Market Liaison Committee, had been circulated prior to the Meeting. The ATC informed the Meeting that the Planning Committee Meeting scheduled for 1st June had been cancelled as no applications had been received. On the morning of the 2nd June an application had arrived. Cllr. Kennedy proposed that this application be discussed at this Meeting of the full Council. Cllr. Priddy seconded the proposal which was unanimously agreed. The following application was discussed:

1/0407/2010/FUL Change of garage to ancillary accommodation and alterations
12 Coles Mill Close
Holsworthy

After discussion Cllr. Latty proposed the application be recommended to TDC for approval. Cllr. Smith seconded the proposal which was carried unanimously. (Vote 10 For. 0 Against. 0 Abstentions).

Cllr. Kennedy asked if there were any questions regarding the Minutes of the various Committees. Cllr. Latty pointed out that he had been appointed as Chairman to the Parks' Committee; this was not noted in the Minutes. The ATC will correct the Minutes. Cllr. Buckingham pointed out that in the paragraph before Item 57 (in Committee) of the F& GP Minutes her name is listed; she was not at that Meeting. The ATC will correct the Minutes. Cllr. Kennedy proposed that the Minutes of the Committees be approved and ratified. The proposal was seconded by Cllr. Latty and unanimously agreed. (Vote 10 For. 0 Against. 0 Abstentions).

1849

TO DISCUSS AND AGREE A PROPOSAL FROM THE NEWSLETTER COMMITTEE TO CHANGE THE FORMAT OF THE HOLSWORTHY NEWSLETTER

Copies of the proposed format had been circulated with the Agenda. Cllr. Squire explained the Newsletter Committee's proposal and asked for any questions. Cllr. Heslip proposed that the Newsletter Committee's proposal to change the format of the Holsworthy Newsletter, for a trial period of one year, be agreed. This was seconded by Cllr. Jose and unanimously agreed. (Vote 10 For. 0 Against. 0 Abstentions).

1850

TO DISCUSS A LETTER RECEIVED FROM SPECCOTTS CHARITY REGARDING THE APPOINTMENT OF A TRUSTEE TO THE CHARITY

The ATC read the letter out and informed the Meeting that Cllr. Brown had offered to be nominated as a Trustee to the Charity. This offer was accepted by the Meeting and the ATC will inform the Speccotts Charity.

1851

TO RECEIVE CORRESPONDENCE

Correspondence Received – May 2010

- 1 Clerks & Councils Direct May issue (**landing**)
- 2 **Mrs. French – Badock Gardens compliments**
- 3 Mrs. Steele – thank you grant Good Neighbours Luncheon
- 4 HM Customs & Excise – Employer bulletin (**file**)
- 5 St. Peter's Fair – re. Market stalls for cream teas
- 6 S. Toon – re. Fines for parking outside bays in Square
- 7 Landscape SW – hanging baskets

- 8 Wessex Cadets Assoc. Invite to Mayor
- 9 M. Prentice – application re. Cooption **(in file)**
- 10 P. Burtenshaw – app. Re. Co-option **(in file)**
- 11 S. Leroy – app. Re co-option **(in file)**
- 12 J. Adams TDC – hanging baskets
- 13 J. Adams TDC – litter bins locking mechanism
- 14 The Clerk magazine – May edition **(landing)**
- 15 Rube Read – Issue 3
- 16 TDC – Policy Performance & Resources Mtg 10 May **(landing)**
- 17 TDC – Extraordinary Meeting 13th May **(landing)**
- 18 Cllr. Heslip – St. Peter's Fair and photocopier
- 19 Cllr. Squire – contractor and land at Badock
- 20 SLCC – copy of branch meeting minutes
- 21 D. Vaughan – copy of e-mail to audit comm. Re. Assets
- 22 D. Vaughan – audit comm. Guidance on market values of the asset register
- 23 Rural Services – weekly info sheet
- 24 DCC – monthly news letter
- 25 Cllr. Heslip – swapping Parks cttee. Day for F&GP day
- 26 TDC – Annual Meeting 17th May **(landing)**
- 27 S. Willetts – Halwill Community News
- 28 Carey Valley – Re. Parish Paths – estimate for work at Church Lane **(copy Cllr. Barfett)**
- 29 Specotts Charity – re. Trustee
- 30 HSBC – Revised mandate **(Cllr. Smith has paperwork)**
- 31 Gary Stone Groundworks – re. Item 16 of sent
- 32 TDC – Plans cttee Agenda 20th May
- 33 Swinton Commercial – renewal of insurance 5 Penroses Terrace **(copy on file)**
- 34 Bideford Council – invite to Mayor introduction 8th June **(copy to Cllr. Brown)**
- 35 Rural Services Community – weekly news
- 36 TDC – Annual Meeting Addendum – 17th May **(landing)**
- 37 TDC – Standards Cttee Agenda – 21st May **(landing)**
- 38 Catesby – press release
- 39 J. Scott – Housing Survey – possible mtg
- 40 L. Curtis – mobile cinema re. Market **(copy in market file)**
- 41 DALC – monthly newsletter **(landing)**
- 42 DCC – copy of letter sent to Cllr. Barfett re. Parish Path Grant
- 43 His Carnival Committee – thank you for grant.
- 44 Ruby Country – Workshop 8th June – making your website work for you
- 45 DCC – leaflet Parish Lengthsman **(copies on landing)**
- 46 DCC – Parking lines/signs The Square
- 47 North Devon+ - newsetter **(landing)**
- 48 TDC – Register of electors update
- 49 Devon & Cornwall Police – Newsletter May
- 50 Cllr. Parsons – see item 46 – Cllr. P's reply
- 51 EDF Energy – new meter to be installed in Sun Lounge 9th June 10-12
- 52 D. Vaughan – Assets held in Trust **(D. Smith)**
- 53 TDC – Volleyball Court (free to Holsworthy and other parishes)
- 54 TDC – Holsworthy Area Advisory Group agenda 7th June **(circulated to Cllrs)**
- 55 D. Vaughan – letter enclosing account
- 56 C. March – reason we use holsworth.net **(query from Cllr. Smith)**

The ATC drew Cllrs. attention to the highlighted items.

Item 31 – Cllr. Squire explained this subject.

Item 39 will be passed to the Planning Committee

Item 46 – the ATC read this out. A Meeting of the Highway's Committee will be arranged to discuss this, and other matters.

Item 56 – Cllr. Smith pointed out that he queried why we do not use holsworthy.gov.uk not holsworthy.co.uk. The ATC will investigate further.

Correspondence Sent – May 2010

1. Launceston – declining invite
2. J. Adams – hanging baskets
3. KJ Bromell – acceptance of quote Penroses Terrace
4. Customs & Excise – vat reclaim **(copy of form in file)**

5. M. Heslip – invite to cricket club to Parks Committee mtg.
6. Sgt. Channing – re. Drugs crimes
7. K. Chilton – fines in square parking
8. Mr. Muller – Primary School – congrats. On green flag award
9. M. Prentice – thank you re. Co-option app.
10. P. Burtenshaw – thank you co-option
11. C. Le-Roy – thank you co-option
12. Zurich Insurance – change RFO
13. HSBC – change RFO
14. Skipton – change RFO
15. NatWest – change RFO
16. Groundworks 2 Acres – land at Badock/dumping
17. Cllr. Heslip – St. Peter's Fair and Photocopier
18. Cllr. Heslip – explaining why Parks & F&GP cannot be rearranged
19. Mrs. P. Johns – as sec. of CofT and shopping bags
20. Pre-Invites – St. Peter's Lunch
21. L. Curtis – permission re. Stalls
22. Cadet Crompton – invite to lunch
23. A Blackman – declining quote re. Penroses Terrace
24. T Jollow – declining quote re Penroses Terrace
25. Kings – chaser invoice re. Newsletter
26. 2 Pease in a Pod – chaser invoice re. Newsletter
27. R. Davies – Parish Paths – grant application
28. M. Bailey – invoice chaser
29. Swinton Commercial – insurance renewal cheque Penroses Terrace
30. R. Davies – Parish Paths – acknowledging letter
31. DCC – acknowledging e-mail re. parking signs
32. HSBC – updating mandate form re. RFO
33. Official invites to St Peter's Lunch
34. Bideford – accepting invite to Mayor introduction
35. B. Pedrick – paving slab Victoria street and road markings
36. Cllr. Kennedy – mtg 2nd June
37. Cllr. Buckingham – e-mail re. Stanhope Park Community Group
38. Wing Commander Wills-Pope – declining invite

The ATC drew Cllrs. attention to the highlighted items.

Correspondence Received – June 2010

1. Plandscape – reply re. our complaint about dog and litter bins
2. Sgt. Channing – reply re. drug offences in Holsworthy (copies to Cllrs)
3. TDC – Supply of Agendas & restructure of PPR Cttee.
4. S. Toon – price for reserved parking for dignitaries St. Peter's lunch
5. LGE – monthly update

Correspondence Sent – June 2010

1. Plandscape – litter & dog bin emptying
2. C. Cornish – non availability of ticket for Mr. Prideaux

The ATC drew Cllrs. attention to the highlighted items.

1852

ACTING TOWN CLERK'S REPORT

The ATC reported as follows:

- She reminded Cllrs. about updating their Declarations of Interest forms if necessary.
- She explained that Courtney Drew and Mr. Daw, the owner of a mini-digger, would be taking out the concrete base of the now defunct mini roundabout in Stanhope Park.
- Cllrs. Squire, Barfett and Buckingham had volunteered to help C. Drew and R. Seaton with the planting of bedding plants on Thursday, 10th June at 7.00 p.m. Other Cllrs. were invited to help and Cllrs. Johns and Jose offered their services.
- The flagpoles cannot be repaired and this subject will be referred back to the F&GP Committee.

- The next Council Meeting is scheduled for the 7th July, St. Peter's Fair Week. In accordance with Standing Order 4, the Meeting will now be held on 14th July, 2010. The Market's Committee schedule for that date will not take place, unless there is anything urgent to be discussed.
- The ATC read out a letter received from the Court Leet and the ATC will reserve 12 seats.
- The ATC had printed off a Fact Sheet from DALC regarding Minutes. Copies are available for Cllrs. to read. The ATC to provide Cllr. Heslip with a copy.
- The ATC brought to the attention of Cllrs. a meeting on 15th June at 7.00 p.m. regarding TorrAGE Neighbourhood Links.

1853

DISTRICT COUNCILLORS' REPORT

Cllr. Johns reported that she had attended TDC's AGM on 17th May. Cllr. Morrish was re-elected as Leader. There are now two Overview & Scrutiny Committees – Internal and External.

Cllr. Jose asked about the recent meeting regarding progress on the possible moving of the Cattle Market.

Cllr. Johns said that Savilles, the consultants, had made recommendations and that things were moving forward positively.

1854

EXCHANGE OF INFORMATION

Cllr. Barfett gave a brief report on a meeting and walk she had with representatives of DCC's Parish Paths. Holsworthy Town Council would be receiving a grant from them for the upkeep of the paths and also for work necessary on the bridge in Church Lane.

Cllr. Smith reported that the Standards Board had deemed the evidence, given in a recent complaint made against him, as 'hearsay'.

Cllr. Squire proposed that in view of the special or confidential nature of the following business to be transacted, it is advisable, in the public interest, that the public and press be temporarily excluded and they be instructed to withdraw. This was seconded by Cllr. Smith and agreed. (Vote 10 For. 0 Against. 0 Abstentions).

1855

TO CONSIDER AND DISCUSS THE APPLICATIONS FOR CO-OPTION OF A COUNCILLOR AND TO APPOINT AN APPLICANT AS A CO-OPTED COUNCILLOR

Copies of all applications had been circulated with the Agenda. Cllrs. Kennedy, Squire, Smith, Johns, Buckingham and Barfett declared personal interests. Cllr. Kennedy proposed that a written vote take place. This was seconded by Cllr. Latty and unanimously carried. (Vote 10 For. 0 Against. 0 Abstentions).

The votes were counted and Cllr. Kennedy declared that Mrs. Patricia Burtenshaw had been elected to Holsworthy Town Council as a Councillor.

1856

TO DISCUSS A PROPOSAL FROM THE FINANCE & GENERAL PURPOSES COMMITTEE IN RELATION TO CHANGES IN THE CONTRACT OF THE ACTING TOWN CLERK

Mrs. Fenner left the meeting. Cllr Jose outlined the discussion which took place in Finance and General Purposes Committee for the Acting Town Clerk to increase her hours to 20 per week from the 1st June 2010 and any extra hours worked for meetings to be paid separately. Cllr Squire is still waiting to hear from South West Employers regarding annual leave and salary increment. Cllr Latty proposed and Cllr Johns seconded the proposal and all were in favour. (carried unanimously).

1857

CLOSE

The Mayor formally closed the Meeting at 8.45 p.m.

Signature

Date

Minutes of Council Meeting held in Committee on Wednesday, 2nd June, 2010 at 7:00pm in the Council Chambers

Present:

Chairman: Cllr. R. Kennedy

Councillors: Cllrs R. Buckingham, M. Heslip, P. Johns, D. Jose, R. Latty, B. Priddy, D. Smith, E. Squire and M. Barfett

Cllr. Squire proposed that in view of the special or confidential nature of the following business to be transacted it is advisable, in the public interest, that the public and press be temporarily excluded and they be instructed to withdraw. This was seconded by Cllr. Buckingham. (Vote 11 For. 0 Against. 0 Abstentions).

1855

TO CONSIDER AND DISCUSS THE APPLICATIONS FOR CO-OPTION OF A COUNCILLOR AND TO APPOINT AN APPLICANT AS A CO-OPTED COUNCILLOR

1856

TO DISCUSS A PROPOSAL FROM THE FINANCE & GENERAL PURPOSES COMMITTEE IN RELATION TO CHANGES IN THE CONTRACT OF THE ACTING TOWN CLERK

Signature **Date**