



# Wadebridge Town Council

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## Minutes of the Annual Council meeting held on Wednesday 11 May 2022 at 7pm in the Main Hall, Wadebridge Town Hall

**Present :** Cllrs; H Jarvis, T Leach, A Pennington (Mayor), K Rowe, C Viqueira & I Welch.

**Public Present :** Cornwall Councillor Robin Moorcroft (Wadebridge West & St. Mabyn) and PC Alex Allan.

**In Attendance :** Anne Minnis (Town Clerk) & Beverley Collins (Minutes Clerk).

**Housekeeping** – The Mayor welcomed everyone to the meeting and advised of evacuation routes in case of an emergency (there were no hazards to note) and reminded all those present of the following:

- That the meeting may be filmed or recorded.
- That the meeting is being recorded by Wadebridge Town Council.
- Members and members of the public to turn mobile phones to silent.
- Should a Member or member of the public wish to film or photograph the meeting please sit in the 'Film/Photograph Area'.
- Members of the public, children or vulnerable persons who do not wish to be filmed or photographed please sit in the 'No Film/Photograph Area'.

### **1625/22 Mayor Choosing Ceremony**

#### **• Election of Town Mayor 2022/23 –**

Cllr Ian Welch proposed that Cllr Amanda Pennington is appointed Mayor 2022/23.

Cllr Thomas Leach seconded.

- *It was **RESOLVED** to appoint Cllr Amanda Pennington as Mayor for the year 2022/23.*

#### **• Mayor's Declaration of Office** – Cllr Amanda Pennington stated and signed the Declaration of Acceptance of Office. Town Clerk witnessed.

#### **• Mayor's Oath of Allegiance & acceptance speech** - Cllr Amanda Pennington swore the Oath of Allegiance and gave a short acceptance speech.

#### **• Civic Service** – Cllr Pennington advised that arrangements for the Civic Service would be advised at a later date.

#### **• Past Mayor's Report for 2021/22** – Cllr Amanda Pennington gave a brief report on the past year.

### **1626/22 Apologies** – None.

### **1627/22 Election of Deputy Mayor 2022/23 –**

Cllr Ian Welch proposed that Cllr Kelly Rowe is appointed Deputy Mayor 2022/23.

Cllr Charlie Viqueira seconded.

- *It was **RESOLVED** to appoint Cllr Kelly Rowe as Deputy Mayor for the year 2022/23.*

Cllr Pennington thanked Cllr Welch for his hard work over as Deputy Mayor over the past year.

- **Deputy Mayor's Declaration of Office** – Cllr Kelly Rowe signed the Declaration of Acceptance of Office. Town Clerk witnessed.

**1628/22 Register of Interests** – All Councillors were reminded that they are required to review and update their current Register of Interest form if necessary.

**1629/22 Declarations of Interest –**

a) **Pecuniary Interests** (*To declare those interests which have been declared on your Register of Interests relevant to the Agenda of the meeting. Whenever the item is being discussed, including public participation, Councillors must leave the room and not take part in the discussion and decision*) – None.

b) **Non Registerable Interests** (*To declare non registerable interests at the start of the meeting or whenever the interest becomes apparent. When the item is being discussed, including public participation, Councillors must leave the meeting and not take part in the discussion or decision*) –

- Cllr Leach declared an interest in agenda item 13.a.vi., PA22/03913.
- Cllr Pennington declared an interest in agenda item 13.a.ii., PA22/03138 as a friend of the applicant.

c) **Dispensations** – None.

**1630/22 Outside Committees/Organisations –**

i. Outside Committees/Organisations for Town Council representation (2022/23) – *It was RESOLVED to defer this item until new councillors have been appointed.*

ii. Representatives to outside Committees/Organisations (2022/23) – Item deferred.

**1631/22 Town Council Committee Membership 2022/23** (Planning, Finance & General Purposes and Staffing) –

• **Planning** –

i. *It was RESOLVED to appoint Cllr Welch to the Planning Committee.*

ii. *It was RESOLVED to appoint Cllr Rowe to the Planning Committee.*

iii. *It was RESOLVED to appoint Cllr Jarvis to the Planning Committee.*

iv. *It was RESOLVED to appoint Cllr Pennington to the Planning Committee*

• **Finance & General Purposes** – Item deferred.

• **Staffing** – Terms of Reference state the Mayor with five councillors are to be appointed.

i. *It was RESOLVED to appoint Cllr Viqueira to the Staffing Committee.*

ii. *It was RESOLVED to appoint Cllr Rowe to the Staffing Committee.*

iii. *It was RESOLVED to appoint Cllr Jarvis to the Staffing Committee.*

**1632/22 Town Council Meetings** – *It was RESOLVED to accept the meeting schedule for 2022/23 as presented.*

**1633/22 Minutes of Last Meeting** – *The Minutes of the meeting held on the 13 April 2022 were RESOLVED to be a true record of the meeting and were signed by the Mayor.*

**1634/22 Public Participation**

• Questions from members of the Public relating to items on the agenda – None.

• Reports from Cornwall Councillors –

➤ **Cllr Mould (Wadebridge East & St. Minver)** – apologies received.

➤ **Cllr Moorcroft (Wadebridge West & St. Mabyn)** – Cllr Moorcroft advised the following :

- He has £3,000 available from his Community Chest fund.

- Anneka's Bridge – an update on the proposed schedule of works and the delay with the appropriate licences required was provided.

The Mayor asked if the Flood Risk Activity permit had an end date as this may be relevant to the other licences in respect of expiry dates. Cllr Moorcroft said he would ask about this.

The Clerk advised that Biffa have contacted the town council asking if there are premises available to them as Cornwall Council has given them notice on their current premises. There was a brief discussion about this and Cllr Moorcroft said he would look in to this and speak to Cllr Mould.

Cllr Viqueira asked what the criteria for the Community Chest fund is. Cllr Moorcroft advised that the fund is open to community constituted groups and organisation who have a constituted account.

Police Reports – The report for the period 1 May-8 May 2022 had been circulated to Members.

PC Allan advised a full police report would be available for the Annual Town Meeting on 19 May 2022. He provided a verbal report which included details of the crimes contained within the circulated report, information on anti-social behaviour linked with Wadebridge School and additional resources that are now available for the Wadebridge area. Issues with the 101 call centre were referred to and it was advised that the live web chat service is now the preferred option for reporting crime. The importance of officially reporting crime and incidents was highlighted.

Work relating to the drug problems within Wadebridge was discussed and it was confirmed that the Police are interested in any information on drug misuse or supply.

The Mayor asked how the Police would be managing the Queen's Jubilee celebrations. PC Allan advised that extra resources will be available through the bank holiday and weekend period.

Cllr Viqueira asked if having additional resources would now mean that there would be an increased presence in town on a regular basis. PC Allan said it would. There was a brief discussion around anti-social behaviour in the park and play areas.

PC Allan explained the process for contacting the 101 live web chat facility which is accessed via the Devon and Cornwall Police website.

**7.35pm, PC Allan and Cllr Moorcroft left the meeting.**

#### **1635/22 Finance –**

- i. **April 2022 accounts for payment** – *It was **RESOLVED** to approve payment of £80,152.08 as presented.*
- ii. **Section 1 of the Annual Return** – The Mayor read each question in order and a resolution for each was made separately as follows :
  - *It was **RESOLVED** to agree Yes to Question 1.*
  - *It was **RESOLVED** to agree Yes to Question 2.*
  - *It was **RESOLVED** to agree Yes to Question 3.*
  - *It was **RESOLVED** to agree Yes to Question 4.*
  - *It was **RESOLVED** to agree Yes to Question 5.*
  - *It was **RESOLVED** to agree Yes to Question 6.*
  - *It was **RESOLVED** to agree Yes to Question 7.*
  - *It was **RESOLVED** to agree Yes to Question 8.*
  - *It was **RESOLVED** that Question 9 is not applicable to Wadebridge Town Council.*

The Mayor signed Section 1.

iii. **Section 2 of the Annual Return -**

- *It was **RESOLVED** to accept Section 2, Accounting Statements 2021/22 Questions 1-10 as presented.*

The Mayor signed Section 2.

The Mayor signed the Rialtas Statement of Accounts to 31 March 2022.

**1636/22 Correspondence (information circulated with agenda for Members) -**

- a. The following correspondence for information was **received** –
  - i. **Cornwall Council** – Town & Parish Council Newsletter (8 April 2022).
  - ii. **Bodmin & Wadebridge Neighbourhood Policing Teams** – April 2022 Newsletter.
- a. To receive correspondence requesting a response – None.
- b. To receive Minutes and Agendas for Outside Committees for information – None.

**1637/22 Planning –**

- a. **New Applications** – Cllr Welch provided details and relevant information for each application for Members consideration. *It was **RESOLVED** to make the following responses:*

- i. **PA22/03443:** 104 Egloshayle Road Wadebridge Cornwall PL27 6AF. Works to trees within Wadebridge CA namely to fell group of group of poor form Leylandii (G1) and to fell Cypress (T1) - now too large for position. **SUPPORTED IN LINE WITH THE TREE OFFICER'S COMMENTS.**

**7.41pm, Cllr Pennington left the meeting.**

- ii. **PA22/03138:** Meldon Whiterock Road Wadebridge Cornwall. Single replacement dwelling. **SUPPORTED SUBJECT TO THERE BEING A CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN TO ENSURE NO DAMAGE TO THE NEIGHBOURING PROPERTIES AND USE OF OBSCURE NON-OPENING GLASS TO MAINTAIN PRIVACY.**

**7.47pm, Cllr Pennington returned to the meeting.**

- iii. **PA22/03430:** 32A First Floor Flat 1 Molesworth Street Wadebridge Cornwall. Certificate of lawfulness for the existing use of the property as a residential flat. **SUPPORTED.**

- iv. **PA22/03633:** HSBC Bank HSBC Holdings, 12 Molesworth Street Wadebridge Cornwall PL27 7DB. Replacement ATM and associated signage. **SUPPORTED.**

- v. **PA22/03634:** HSBC Bank HSBC Holdings, 12 Molesworth Street Wadebridge Cornwall PL27 7DB. Advertisement Consent for signage over ATM. **SUPPORTED.**

**7.49pm, Cllr Thomas Leach left the meeting.**

- vi. **PA22/03913:** 9 Fisher Close Wadebridge Cornwall PL27 6BG. Construction of a small single storey front porch and other alterations to existing property. **SUPPORTED.**

**7.50pm, Cllr Thomas Leach returned to the meeting.**

- vii. **PA22/04014:** Kernow House Gonvena Hill Wadebridge Cornwall. Construction of pool house in rear garden. **SUPPORTED.**

- viii. **PA22/04088:** Lumb & Osbourne, 83 Egloshayle Road Wadebridge Cornwall PL27 6AF. Proposed two storey rear extension. **SUPPORTED.**

- b. **Decisions** – the following decision from Cornwall Council were **received** :
- i. **PA22/00991**: 7 Two Trees Wadebridge Cornwall PL27 7PF. To erect a single storey rear extension comprising a Kitchen and Bedroom with en-suite facilities. **APPROVED**
  - ii. **PA22/01507**: 2 Parkwood Polmorla Road Wadebridge Cornwall. Side extension to semi-detached dwelling. **APPROVED**
  - iii. **PA22/02284**: Tregarthen Gonvena Wadebridge Cornwall. Works to trees namely:- height reduction to (T4) Beech and (T5) Sycamore - subject to a Tree Preservation Order(TPO). **APPROVED**
  - iv. **PA22/00883**: 29 Foxdown Wadebridge Cornwall PL27 6BD. Conversion of an integrated garage, remove garage door and replace with casement window and stone block wall. **APPROVED**
- c. **For Information** – None.

**1638/22 Working Groups –**

- a. **Existing Working Groups & Members** – A schedule of current workings groups and membership was advised.

- *It was **RESOLVED** to continue with the current working group structure.*

- b. **New Working Groups** – None.

- c. **New Members** –

- i. Allotments – None.
- ii. Climate Emergency – None.
- iii. Community Flood – None.
- iv. Digital Communications – None.
- v. Toilets – *It was **RESOLVED** to appoint Cllr Henry Jarvis to the working group.*
- vi. Town Guide – None.
- vii. Town Hall – None.
- viii. Queen's Green Canopy – None.
- ix. Queen's Platinum Jubilee Event - None.

- d. **Minutes and Recommendations** - Minutes and recommendations from the following working groups were approved as necessary :

- x. Allotments – None.
- xi. Climate Emergency – None.
- xii. Community Flood – None.
- xiii. Digital Communications – Minutes of meeting held Friday 6 May 2022 were tabled and **received**.

**Recommendations for approval :**

- *It was **RESOLVED** that councillors review and comment on proposed changes.*
- *It was **RESOLVED** that councillors regularly provide suggestions for new content to the Administration Assistant, especially images.*

- xiv. Toilets – None.
- xv. Town Guide – None.
- xvi. Town Hall – None.
- xvii. Queen's Green Canopy – None.
- xviii. Queen's Platinum Jubilee Event – None.

**1639/22 Councillor Vacancies** – *It was **RESOLVED** to advertise the vacancies with the intention to co-opt new members at the June 2022 meeting.*

It was **agreed** to promote the vacancies via social media posts leading up to the June meeting.

**1640/22 Confidential matters** – *It was **RESOLVED** to suspend Standing Order 1.c., so that the Press and Public be excluded from the meeting for the following item of business because of the confidential personnel nature of the business to be transacted - Public Bodies (Admission to Meetings) Act 1960 –*

The Clerk provided details on the confidential matter and the quotation received. Members considered the item and made the following response:

- a. **Mulch Deck** –
  - *It was **RESOLVED** to purchase the Mulch Deck at a cost of £1,600.00.*
  - *It was **RESOLVED** to re-instate Standing Order 1.c.*

**1641/22 Dates of Next Wadebridge Town Council meetings**

- **Annual Town Meeting** – Thursday 19 May 2022, 6pm Town Hall
- **Full Council** – Wednesday 22 June 2022, 7pm, Town Hall

Meeting closed at 8.25pm

**Signed as a True and Accurate Account :**

..... **Chair :**

..... **Date :**