



# Wadebridge Town Council

## Minutes of the Full Council meeting held remotely via Zoom on Wednesday 7 October 2020 at 7pm

**Present :** Cllrs; H Cooper-Waite, M Hollamby, J Leach (from 7.07pm), L Mitchell, P Mitchell, A Pennington, I Welch & T Wiltshire. **Absent :** Cllr E Gill.

**Public :** Cornwall Councillors Robin Moorcroft (Wadebridge West) and Stephen Knightley (Wadebridge East), and several members of the public – these Minutes do not record when members of the public joined or left the meeting.

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

**Housekeeping** – The Mayor welcomed everyone to the meeting and advised :

- That the meeting may be filmed or recorded by members of the public.
- That Wadebridge Town Council is recording the meeting.
- Members and members of the public to turn mobile phones to silent.

**1335/20 Apologies** were received from Cllr Gliddon.

- It was **RESOLVED** to accept apologies from Cllr Leah Gliddon due to illness.

**1336/20 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 Philip Mitchell advised an interest in agenda item 7.b.i. as a family member is a close neighbour to the applicant.
- Cllr Louise Mitchell advised an interest in agenda item 7.b.i. as a family member is a close neighbour to the applicant.
- Cllr Ian Welch advised an interest in agenda items 10 and 11 as a member of WREN.

Cornwall Councillor Robin Moorcroft advised an interest in agenda item 8.a.vi.

c) **Dispensations** – Cllr Pennington requested a dispensation, as a Director of WREN, to speak on items 10 and 11.

- It was **RESOLVED** to permit a dispensation to Cllr Pennington to speak on items 10 and 11. Cllr Pennington is not permitted to vote.

**1337/20 Minutes of Last Meeting** – *The Minutes of the meeting held on the 2 September 2020 were RESOLVED to be a true record of the meeting. Signing of the Minutes by the Mayor was deferred.*

## 1338/20 Public Participation

Public :

- The agent for item 8.a.i. confirmed he did not wish to address the meeting on the application (PA20/03864).
  - A member of the public and neighbour to the property addressed the meeting on item 8.a.vi., planning application PA20/07006. Information included details of the location of the proposed property and of existing neighbouring properties, the proposal is out of keeping with the surrounding area and concerns with parking as no additional spaces have been included in the proposal. A site visit from the council was requested prior to a decision being made.
  - The applicant for planning application PA20/07006 addressed the meeting providing a statement including details of the proposal, choice of window style and emergency access. It was also noted that the Town Council has approved similar proposals in the area.
- Reports from Cornwall Councillors :
    - **Cllr Knightley (Wadebridge East)** – Cllr Knightley advised the following :
      - Issues with Egloshayle Road - including; flooding which has been reported to Highways, trees on the Town Council's land which are being weighed down by rain, parking near the Old Chapel which is causing obstructions – Highways have now confirmed they will look to widen the road at that point and, flooding at the Old Bridge caused by a drain going into the river – Highways will look into the problems.
      - Leisure Centre update – Cornwall Council has funded the reopening which will be from 14 October 2020 including the pool. Thanked Cllr Pennington for organising the demonstration.
      - Andy Lyle, Citizenship Award – the ceremony has been permanently postponed and representatives of Cornwall Council will now present the awards in person.
      - Confirmation of receipt of the pre-planning letter regarding the proposed Bodieve development.

Cllr Pennington asked Cllr Knightley why he had not declared an interest in planning applications from his practice.

Max Knightley confirmed that the relationship is included on the applications and that Cornwall Council is aware of it.

- **Cllr Moorcroft (Wadebridge West)** – Cllr Moorcroft advised information on the following :
  - Molesworth Street – there has been positive feedback with the current closure, the planned planter will be installed soon and new benches are expected shortly.
  - A narrow footpath sign at Trevanion Road.
  - Relining works outside Glanvilles in Polmorla Road.

Cllr Moorcroft asked the Clerk if he could please have contact details in relation to item 7.b.i.

- To receive reports from the Police (circulated prior to meeting) –
  - The Police report was noted and **received**.  
The Clerk noted that apologies had been received from Sgt. Honeywill who advised that the force computers do not allow for Zoom access. There is a query around this as Sector Inspector Butler-Card had joined a Zoom meeting previously.

## 1339/20 Mayor's Report – None.

**1340/20 Finance - information circulated to Members with agenda :**

- a. August 2020 accounts for payment – *It was **RESOLVED** to approve payment of £76,093.18 as presented.*
- b. Additional cost of insurance due to the structure of the Parks Department building - *It was **RESOLVED** to approve the additional costs of £206.10. Noted that total insurance for the year is £14,170.02*
- c. Minutes of Finance and General Purposes meeting - *It was **RESOLVED** to receive the Minutes of meeting held remotely on 28 September 2020.*

**1341/20 Correspondence**

- a. The following correspondence for information was **received** –
  - i. **Camel Trail Partnership** – Camel Trail Update September 2020.
  - ii. **Wadebridge Neighbourhood Police Team** – September 2020 Newsletter.
  - iii. **Cornwall Fire, Rescue & Community Safety Service** – CCCTV Code of Practice Version 1.3.
  - iv. **Cornwall Council** – Wadebridge Library Performance Report August 2020 & August 2019 for comparison.
  - v. **Cornwall Streetworks Team** – Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic – Egloshayle, Wadebridge – 2 November to 6 November 2020.
  - vi. **Kier Group** – Notification of Road Closure: Foundry Court, Chapel Lane, Wadebridge; 7 – 11 December 2020.
- b. Correspondence for response (circulated with agenda) – Members discussed the requests received and made the following decisions :

**Cllrs Philip Mitchell and Louise Mitchell were moved to the waiting room.  
Deputy Mayor, Cllr John Leach took the next item.**

  - i. **Cornwall Council** – request to consider taking on land at Trevanion Close.
    - Cllr Moorcroft advised that the Town Council is being asked to consider holding the licence for this land and that there would be no financial burden to the Town Council as the residents will undertake the maintenance of the land.  
Members debated the request and Cllr Moorcroft’s information.  
Some of the concerns raised included :
      - Holding the licence will burden the Clerk with additional work which is not justifiable at this time.
      - The Town Council is not in a position to take on even more work/responsibility from Cornwall Council.
      - The Town Council cannot facilitate this request for various reasons including the financial impact it may have.
      - The Clerk advised that she is aware that conditions will be applied and that it is more than likely that this will include a financial element.
      - Residents could be encouraged to form a Community Interest Company.
    - *It was **RESOLVED** that the Town Council will not take on the piece of land as requested.*

**Cllrs Philip Mitchell and Louise Mitchell re-joined the meeting.  
Cllr Moorcroft left the meeting.**
  - ii. **James Ellis (Rural Solutions)** - Proposed development at Bodieve.
    - Members noted some inaccuracies in the letter and felt the tone of the letter to be mildly offensive.  
It was **AGREED** that due consideration will be given and a response submitted once the application has been officially received through the planning process.

- c. The following Minutes and Agendas from Outside Committees were **received** for information – None.

**1342/20 Planning** – Information advised on agenda :

**Cllr Knightley left the meeting.**

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

- i. **PA20/03864** : Land to The Rear of 91 Egloshayle Road, proposed new dwelling in the rear garden of No. 91 Egloshayle Road. **SUPPORTED – Members would ask that the Planning Office is mindful of the request made regarding the location of the spiral staircase.**
- ii. **PA20/06923** : 1 Trevanion Park, Two storey side extension. **SUPPORTED.**
- iii. **PA20/06975** : 6 Little Bridge Park, Proposed single-storey rear extension with balcony extension above and internal alterations. **SUPPORTED but Members have concerns with overlooking from the proposed balcony and would ask that the Planning Officer gives some comfort to neighbours on this this.**
- iv. **PA20/06479** : 35 Molesworth Street, Change of use from Class A1 retail shop to Class A4 off licence/bar. The shop is currently retail and is proposed to be an off licence/bar. **SUPPORTED.**
- v. **PA20/07332** : The Retreat, Gonvena Hill, Conversion of lean-to single garage, wc and room above to additional living space comprising of study, wc, bedroom and shower room. **SUPPORTED.**
- vi. **PA20/07006** : Land East of Tristram, Trevanion Road, Construction of two bedroom dwelling in the grounds of Tristram. It will have its own off street parking for two cars, whilst leaving two spaces for the host dwelling.

There was discussion with the Agent of the Applicant (Max Knightley) and the Applicant with regards to parking and access to the building. It was confirmed that these matters could be addressed should the Town Council wish this including; that the main access door could be moved and that a second parking space could be provided for the proposed property.

- **Members would GENERALLY SUPPORT the application but have serious concerns with parking and access to the building including DDA compliance. There are concerns with how the building would be accessed in the future should it change hands.**
- vii. **PA20/07915** : Land South of 53 Molesworth Street, Conversion of the redundant domestic garage and store to a new office space with meeting room and shared facilities. A first floor over is proposed providing additional office space. **SUPPORTED.**
  - viii. **PA20/07466** : 86 Foxdown, Conversion of garage to store and en-suite and construction of bedroom extension. **SUPPORTED.**
  - ix. **COMMENT SUBMITTED ON 18 SEPTEMBER 2020 DUE TO TIMESCALE :**  
**PA20/06827** : St Michaels Cottage, Gonvena, Beech tree 894 - Fell due to continued fruiting of Honey Fungus.  
**Wadebridge Town Council has not been able to consider this application at a full council meeting due to the timescale of the response date required. Members have been provided with the opportunity to advise their comments via email. The majority of Members SUPPORT the application in principle.**

- b. Decisions – the following decisions from Cornwall Council were **received** :
- i. **PA20/01209** : Long Cottage, 3 Tower Hill, Egloshayle, Wadebridge, Replacement kitchen/utility area and first floor extension. **WITHDRAWN.**
  - ii. **PA20/04712** : Wadebridge Cricket Club, Egloshayle Road, Proposed new Groundsman shed and Scorers Cabin. **APPROVED.**
  - iii. **PA20/04717** : Land North East of 90 Egloshayle Road, Demolition of existing garages and proposed new dwelling. **APPROVED.**
  - iv. **PA20/05524** : 2 Rose Cottage, Bradfords Quay Road, First floor extension over existing ground floor extension. **APPROVED.**
  - v. **PA20/06277** : Pras Ysel, Trevanson Road, Proposed reconfiguration of existing balcony and associated works along with hard and soft landscaping works and relocation of greenhouse. **APPROVED.**
  - vi. **PA20/04011** : 5 Lang Drive, Wadebridge, Construction of a garage to the gable side of an existing dwelling. **APPROVED.**
- c. **For information (no action required)** – the following information from Cornwall Council was **received** :
- i. **PA20/01481/PREAPP** : Ivy House, 53 Molesworth Street, Pre application advice for conversion of the redundant garage to a new office space with meeting room and shared facilities. A first floor over is proposed providing additional office space. The design is intended to be simple and contemporary incorporating a pitched roof and a flat roof between the existing stone building and the elevation facing Molesworth Street. **Closed – advice given.**
  - ii. **EGLOSHAYLE PARISH - PA20/06583** : Land Off Higher Trenant Road/Green Hill, Wadebridge, Outline application for the development of 204 residential dwellings together with associated infrastructure including formal and informal landscaping and layout of internal access road, details of access from Higher Trenant Road/Green Hill to be determined with all other matters reserved to vary Condition 3 (approved plans) on Decision Notice PA17/05689 dated 15<sup>th</sup> February 2018.
  - iii. **EGLOSHAYLE PARISH - PA20/07253** : Higher Trenant Road, Wadebridge, Non Material Amendment to Application No. PA19/07746 dated 20<sup>th</sup> December 2019 for Reserved Matters following Outline Approval APP/D0840/W/17/3173731) granted at Appeal on 16<sup>th</sup> November 2017 for layout, scale, appearance and landscaping for the construction of 93 dwellings and associated highway and drainage infrastructure, landscaping and parking provision namely Plots 82 and 83 detached; Plots 84 and 85 repositioned to suit.
  - iv. **PA20/01728/PREAPP** : 21 Egloshayle Road, Pre-application advice for the proposed creation of off road parking. **Closed – advice given.**
  - v. **PA20/06770** : 1 Hamilton Court, Lansdown Road, Works to trees in a Conservation Area to re-pollard Ash tree T1. **Decided not to make a TPO (TCA apps).**
  - vi. **PA20/6193** : 102 Egloshayle Road, Works to trees in a Conservation Area to reduce Eucalyptus tree in our rear garden by 4 to 5 metres to bring under control and within our boundaries. **Decided not to make a TPO (TCA apps).**
  - vii. **5 DAY PROTOCOL PROCEDURE - PA20/06590** : 5 Westcott, Demolition of existing conservatory, construction of new single storey extension and new timber decking area. **In accordance with the protocol the Town Council are satisfied that the concerns raised have now been overcome and agree with your recommendation to approve the application.**

**1343/20 Update of Town Council Operations and Activities** – This item was moved to Confidential Orders. Minute 1347/20 refers.

**Cllr Welch was moved to the waiting room.**



**1344/20 Solar Panels on Parks Department Building** – A representative from WREN addressed the meeting providing detailed information and options for moving the project forward. Members debated information provided by the Town Council's insurers and WREN. It was noted that funds are available for the Town Council to move forward with the project in-house rather than via a Community Share scheme.

- *It was **RESOLVED** that the Town Council will undertake the project in-house and that the Amenities Manager should move forward with the installation of solar panels for the Groundsman's Hut, the Pavilion building and the Town Hall if suitable.*

The representative from WREN advised that WREN would be happy to assist the Town Council and provide information as necessary to accelerate the project.

**1345/20 Electric Vehicle Charging** – Members debated information available and details provided by a representative from WREN.

- *It was **RESOLVED** that the Amenities Manager has delegated authority to investigate options to move forward with this project.*

The representative of WREN advised that WREN would support the Town Council in moving forward with the project.

The Mayor thanked WREN for their commitment to projects such as this.

**Cllr Welch re-joined the meeting.**

**1346/20 Wadebridge Library (information circulated with agenda)** – Members debated Cornwall Council's proposal regarding collection of overdue charges.

- *It was **RESOLVED** that fines relating to overdue charges should remain in place and to contact neighbouring councils requesting they do the same.*

**1347/20 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 –*

- a. Hire Fees & Charges** – to consider the addition of a Covid charge to hire charges due to significant costs incurred to make premises safe for the return of all hirers.
  - *It was **RESOLVED** that a Covid cleaning fee of £3 plus vat be applied to all bookings.*
  - *It was **RESOLVED** that the Clerk has delegated authority to apply flexibility to hire fees and bookings where necessary.*
- b. Car Park Machines** – The Clerk provided an update on the current status. There were no problems to report.
- c. Rugby Club** – The Clerk advised this matter is ongoing.
- d. Carpet Trader** – The Clerk advised this matter is ongoing.
- e. Staffing Committee Meeting Minutes** – *It was **RESOLVED** to receive the Minutes of the meeting held remotely on 25 September 2020.*
- f. Internal Audit Arrangements** – Internal Audit services for 2020/21 to 2022/23.
  - *It was **RESOLVED** to approve the proposals as presented.*

- g. Removal of Car Park Barrier** – Members considered information received.
- *It was **RESOLVED** that the Clerk has delegated authority to accept barrier removal offers including an offer to purchase the barrier for a sum of £200 if this remains available.*
  - *It was **RESOLVED** to re-instate Standing Order 1.c.*

**1348/20 Dates of Next Wadebridge Town Council meetings –**

- Full Council – 7pm, Wednesday 7 October 2020 (remote Zoom meeting)
- Finance & General Purposes – 7pm, Monday 16 November 2020 (remote Zoom meeting)

Meeting closed at 9.15pm

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

**Chair :** .....

**Date :** .....