



Wadebridge Town Council

Minutes of the Annual Council meeting held on Wednesday 17 May 2023 at 7pm in the Main Hall, Wadebridge Town Hall

Present : Cllrs; C Boswell-Munday, H Jarvis, T Leach, L Nathan, J Metcalfe, L Mitchell, P Mitchell, E Pate, K Rowe, C Viqueira & I Welch (Mayor).

Public Present : Cornwall Councillor Robin Moorcroft (Wadebridge West & St. Mabyn) and Simon Andrews, Temporary Inspector (Police)

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'.

1792/23 Mayor Choosing Ceremony

- **Election of Town Mayor 2023/24** –

Cllr Kelly Rowe proposed that Cllr Ian Welch is appointed Mayor 2023/24

Cllr Charlie Viqueira seconded

- *It was **RESOLVED** to appoint Cllr Ian Welch as Mayor for the year 2023/24.*

- **Mayor's Declaration of Office** – Cllr Ian Welch signed the Declaration of Acceptance of Office. Town Clerk witnessed.
- **Mayor's Oath of Allegiance & acceptance speech** – Cllr Ian Welch swore the Oath of Allegiance and gave a short acceptance speech.
- **Civic Service** – Cllr Welch advised that the Civic Service will be held Sunday 2 July 2023, 11am at Egloshayle Church and afterwards at the Town Hall for lunch.
- **Past Mayor's Report for 2022/23** – Cllr Ian Welch referred to his Annual Town Meeting report. He gave a brief update on meetings, events and activities that he has attended over the past few months.

1793/23 Apologies were received from Cllr Pate.

- *It was **RESOLVED** to accept apologies from Cllr Emma Pate due to a work commitment.*

1794/23 Election of Deputy Mayor 2022/23 –

Cllr Charlie Viqueira proposed that Cllr Kelly Rowe is appointed Deputy Mayor 2023/24

Cllr Ian Welch seconded

- *It was **RESOLVED** to appoint Cllr Kelly Rowe as Deputy Mayor for the year 2023/24.*

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

1795/23 Register of Interests – All Councillors were reminded that they are required to review and update their current Register of Interest form if necessary.

1796/23 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 Phil Mitchell declared an interest in item 21.i., Allotments Bore Hole.
- Cllr Louise Mitchell declared an interest in item 21.i., Allotments Bore Hole.
- Cllr Jules Metcalfe declared an interest in item 16.b.i., as a member of the Carnival Committee.

c) **Dispensations** – None.

1797/23 Outside Committees/Organisations –

i. Outside Committees/Organisations for Town Council representation (2023/24) – *It was RESOLVED to appoint representatives to the following groups and organisations :*

- St. Breock Fund.
- Treworder Fund.
- Camel Trail Partnership.
- Town Team.

ii. Representatives to outside Committees/Organisations (2023/24) – Item deferred.

- **St. Breock Fund** – *It was RESOLVED to appoint Cllr Ian Welch as the Town Council representative.*
- **Treworder Fund** – *It was RESOLVED to appoint Cllr Linsey Nathan as the Town Council representative.*
- **Camel Trail Partnership** – *It was RESOLVED to appoint Cllr Henry Jarvis as the Town Council representative.*
- **Town Team** – *It was RESOLVED to appoint Cllrs Ian Welch and Kelly Rowe as the Town Council representatives.*

1798/23 Town Council Committee Membership 2023/24 (Planning, Finance & General Purposes and Staffing) –

• **Planning** –

- It was RESOLVED to appoint Cllr Henry Jarvis to the Planning Committee.*
- It was RESOLVED to appoint Cllr Jules Metcalfe to the Planning Committee.*
- It was RESOLVED to appoint Cllr Ian Welch to the Planning Committee.*
- It was RESOLVED to appoint Cllr Louise Mitchell to the Planning Committee.*
- It was RESOLVED to appoint Cllr Phil Mitchell to the Planning Committee.*
- It was RESOLVED to appoint Cllr Linsey Nathan to the Planning Committee.*

• **Finance & General Purposes** –

- It was RESOLVED to appoint Cllr Henry Jarvis to the Finance & General Purposes Committee.*
- It was RESOLVED to appoint Cllr Linsey Nathan to the Finance & General Purposes Committee.*

- iii. It was **RESOLVED** to appoint Cllr Phil Mitchell to the Finance & General Purposes Committee.
 - iv. It was **RESOLVED** to appoint Cllr Louise Mitchell to the Finance & General Purposes Committee.
 - v. It was **RESOLVED** to appoint Cllr Thomas Leach to the Finance & General Purposes Committee.
 - vi. It was **RESOLVED** to appoint Cllr Ian Welch to the Finance & General Purposes Committee.
 - vii. It was **RESOLVED** to appoint Cllr Chris Boswell-Munday to the Finance & General Purposes Committee.
- **Staffing** – Terms of Reference state the Mayor with five councillors are to be appointed.
 - i. It was **RESOLVED** to appoint Cllr Charlie Viqueira to the Staffing Committee.
 - ii. It was **RESOLVED** to appoint Cllr Kelly Rowe to the Staffing Committee.
 - iii. It was **RESOLVED** to appoint Cllr Henry Jarvis to the Staffing Committee.
 - iv. It was **RESOLVED** to appoint Cllr Phil Mitchell to the Staffing Committee.
 - v. It was **RESOLVED** to appoint Cllr Louise Mitchell to the Staffing Committee.

1799/23 Town Council Meetings – It was **RESOLVED** to accept the meeting schedule for 2023/24 as presented.

1800/23 Minutes of Last Meeting – The Minutes of the meeting held on the 12 April 2023 were **RESOLVED** to be a true record of the meeting and were signed by the Mayor.

1801/23 Draft Minutes of the Annual Town Meeting – It was **RESOLVED** to receive the draft Minutes of the Annual Town Meeting held on the 20 April 2023.

1802/23 Issues Raised at the Annual Town Meeting – Cllr Rowe advised of an issue raised with the unfairness of the Precept specifically around the funding of services which are available to non-parishioners. The member of the public who raised this has been advised that the town council will continue to address this matter.

There was brief discussion around the need for a fairer deal for Wadebridge moving forwards. It was suggested that the Governance Review working group address this issue.

1803/23 Amended Minutes of the Finance & General Purposes meeting held on the 13 January 2023 (tabled) – The Clerk advised that the internal auditor had noted that there were several important items missing from the January 2023 Minutes. The Finance Officer has now corrected the Minutes in accordance with the internal auditor's recommendation. The Minutes will go back to next F&GP meeting however, in the meantime, they require to be received by Full Council in order to satisfy the external auditor.

- It was **RESOLVED** to receive the amended Minutes as presented.

1804/23 Written Reports from Councillor Representatives on Outside Committees – None.

1805/23 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 :
 - Community Area Partnership (CAP) – the first meeting is set for 21 June 2023, 5.30pm at Chy Trevail. The aim is to meet on the third Monday of the month going forwards.

- Community Chest – So far, approximately £1,500 has been awarded to local groups.
- Standards Committee – Guidance for councillor personal safety has now been revised. This will be reviewed and updated.
- Town Team – Awaiting news on the grant application submitted.
- Post Office – No update as yet.

Cllr Boswell-Munday asked when a decision on the post office would be made. Cllr Moorcroft advised he was unsure as yet but he is in contact with Scott Mann MP regarding this matter.

Cllr Viqueira asked what the timeframe of the closure is. Cllr Moorcroft said the Spar shop is due to close towards the end of June.

Police Reports – Simon Andrews introduced himself to the meeting as the Temporary Inspector for the Bodmin and Wadebridge areas. Regie Butler-Card has now retired and a replacement for him is expected mid-June or July. Inspector Andrews apologised that he did not have specific facts and figures available for the meeting but he would assure everyone that the Wadebridge area is fairly trouble free and relative safe. He referred to recent issues at the bus station and advised that the Police would encourage feedback on further incidents as they arise. There has been shoplifting issues in Bodmin which officers have come down hard on. It has now been noted that the shoplifters are moving into Wadebridge - retailers are encouraged to be vigilant and report any issues directly to the Police.

Cllr Phil Mitchell asked if there is CCTV relevant to the shoplifting that could be shared. Insp. Andrews advised not and that retailers should be vigilant and report all incidents.

Cllr Moorcroft pointed out that the Police 101 e-mail has been discontinued, as from 19 April 2023. He asked if the public have been made aware of this. Insp. Andrews agreed it should be. Noted that the public can still e-mail the Police via their website although this is a different set-up to the 101 facility.

Cllr Viqueira thanked Inspector Andrews for attending as it has been a while since Police have attended a meeting. She asked about officer numbers. Insp. Andrews advised that it is hoped to have a Neighbourhood Police Officer in post next month and he would like more PCSOs for the area. Cllr Viqueira briefly referred to several anti-social behaviour incidents that she is aware of taking place over the past few days.

1806/23 Finance – Information was circulated prior to the meeting :

- i. **April 2023 accounts for payment** – *It was **RESOLVED** to approve payment of £64,995.62 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 No 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 2022/23 Questions 1-10 as presented.
- It was **RESOLVED** that item 11.b. is not applicable to Wadebridge Town Council.

The Mayor signed Section 2.

1807/23 Correspondence (information circulated with agenda for Members) -

a. The following correspondence for information was **received** –

- i. Inspector Regie Butler Card- retirement.
- ii. Cornwall Council – Community Area Partnerships Update.
- iii. Cornwall Council – Community Governance Review – Notice of No Changes
- iv. Cornwall Council – Affordable Housing Newsletter (May 2023).
- v. Cornwall Council – Event Intention Notice – Wadebridge Carnival (22/7/23; 18:30 to 20:30).
- vi. Bodmin & Wadebridge Police- Neighbourhood Team Newsletter May 2023.
- vii. Cornwall Council – Town & Parish Council Newsletter (5 May 2023).
- viii. RES – intention to extend life of St Breock Wind Farm.
- ix. Cornwall Council – Wadebridge & Padstow Community Network Highways Scheme Update.

Cllr Moorcroft advised on the above item – The speedbump located towards The Ship Inn has had white lines added due to accidents with cyclists. Additionally, the gap will now be filled to reduce further accidents.

b. The following correspondence requesting a response was **received** and considered –
7.57pm, Cllr Metcalfe & Inspector Andrews left the meeting.

- i. **Wadebridge Carnival** – requests for the use of Council facilities and equipment and permissions for activities to take place on Council land.
 - Members voiced their support for the event however, several points were raised and discussed.
 - It was **RESOLVED** to support the request subject to the following ;
 - i. Provision of risk assessments, insurance documents and relevant management plans which are required for the use of the town council's land and facilities.
 - ii. Confirmation that there will be prompt and adequate removal of all waste.
 - iii. That there is adequate and proper promotion of the town council's contribution to the Carnival event.
 - iv. Whilst there is support for the use of fireworks the town council would question the duration of the display and request it is minimised.
 - v. That the Clerk has further dialogue with the Carnival Committee to clarify and confirm the management of the event including the points raised.

Cllr Moorcroft, as a past Carnival Committee member, had provided brief information on past events with regards to the firework display and the refuse situation.

8.13pm, Cllr Metcalfe returned to the meeting.

- ii. **Fowey River Canoe Club** – request to lift height restriction in Council car park and permission for gazebo and changing tent.
 - It was **RESOLVED** to support this request.

c. The following Minutes and Agendas for Outside Committees for information were **received** –

- i. **Camel Trail Partnership** – meeting Minutes of 20 April 2023.

1808/23 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. **PA23/02169:** The Workshops Brook Road Wadebridge Cornwall. Demolition of existing commercial buildings and construction of 6 dwellings with associated landscaping and parking (re-submission on withdrawn application PA19/10376) – **NOT SUPPORTED due to the lack of access and parking, over development of the site, the environment factors and an incorrect ecological survey.**
- ii. **PA23/02173:** Flat 1 Gonvena House Gonvena Wadebridge. Listed Building Consent for replacement of timber sash windows, existing front door and demolition of collapsed lean too conservatory – **SUPPORTED provided that the recommendation of Historic Environment Planning is adhered to.**
- iii. **PA23/02538:** 52 Treguddock Drive Wadebridge Cornwall PL27 6BQ. Creation of balcony on the first floor at the rear of building – **SUPPORTED.**
- iv. **PA23/03436:** Chygover Tower Hill Egloshayle Wadebridge. Works to a tree subject to a Tree Preservation Order, and in a Conservation Area, for Yew Tree (T3) - remove lower branches to uplift crown over driveway and bring the canopy to the same level visually as the group of copper beech next to it (as shown in application photos) – **SUPPORTED.**

b. **Decisions** – the following decisions from Cornwall Council were **received** :

- i. **PA23/01167:** Wadebridge Methodist Church Cornerstone Trevanion Road Wadebridge. 'Demolition of existing church rooms and rebuild of new place of worship' with variation of condition 2 of decision PA21/12442 dated 03/10/2022. **APPROVED**
- ii. **PA22/09432:** Euro House Trevilling Road Wadebridge Cornwall. Demolition of workshop building and compound and re-development forming four townhouses and five apartments. **WITHDRAWN**
- iii. **PA23/01598:** The Cyclamens Gonvena Wadebridge Cornwall. Works to trees covered by a Tree Preservation Order, namely, T1 – Sycamore 13m a-symmetric crown - minimal reduction of 3m in height and 1-2m south side reduction; T2 - Sycamore 10.5m a-symmetric crown - minimal reduction of 2m max off height and 1-2m south side reduction; T3 - Oak 14m a-symmetric crown - hard reduction to suitable live growth of the top by 5m and the long heavily end loaded limb by 4m. **APPROVED**
- iv. **PA22/10580:** Land North East Of Glencoe Flats Glen Road Wadebridge Cornwall. Proposed demolition of delapidated garage and erection of 2 No 2 bed cottages. **APPROVED**
- v. **PA23/01557:** 2 St Marys Field Wadebridge Cornwall PL27 7GH. Creation of 2 No parking spaces. **WITHDRAWN**
- vi. **PA23/01550:** Gonvena House Gonvena Wadebridge Cornwall. Listed Building Consent for the reconstruction of the failing principal entrance steps, stabilising works to the historic fabric following delamination of the brick facade and random rubble stonework to the principal elevation, minor concrete repairs to the side first floor entrance and various window repairs. **APPROVED**

c. **For Information** – the following information from Cornwall Council was **received**

- i. **PA23/00181/PRE:** 16 Rivendell Wadebridge Cornwall PL27 7JN, Request for new Tree Preservation Order(s) (TPO) namely large veteran Oak tree on boundary to preserve from neighbours development. **Closed - advice given**

d. **Non-Material Amendment** – Confirmation of the town council's response to the following :

- i. **PA23/03569:** Former Bringwood Chase West Hill Wadebridge Cornwall PL27 7ET. Non-Material Amendment (1) to Application No. PA21/12507 dated 8th February 2022 for Demolition of dwelling and construction of a pair of semi-detached dwellings, namely, change of garage roof to pitched and alter width.
 - *May 2023 Comment uploaded from WTC:*
Wadebridge Town Council supports this non-material amendment.

1809/23 Working Groups –

a. **Existing Working Groups for the Electoral Year 2023/24** – *It was RESOLVED to confirm the following working groups for 2023/24 as :*

- i. Allotments
- ii. Climate Change and Flood
- iii. Culture, Sports and Recreation
- iv. Digital Communications
- v. Governance Review (to exclude NHP)
- vi. Toilets
- vii. Town Hall

b. **Membership** – *It was RESOLVED to appoint members as follows :*

- i. **Allotments** – Cllrs; Ian Welch, Jules Metcalfe and Henry Jarvis.
- ii. **Climate Change and Flood** – Cllrs; Ian Welch, Linsey Nathan and Jules Metcalfe.
- iii. **Culture, Sports and Recreation** – Cllrs; Thomas Leach and Linsey Nathan.
- iv. **Digital Communications** – Cllrs; Charlie Viqueira and Ian Welch.
- v. **Governance Review (to exclude NHP)** – Cllrs; Henry Jarvis, Ian Welch, Phil Mitchell, Louise Mitchell and Linsey Nathan.
- vi. **Toilets** – Cllrs; Louise Mitchell, Chris Boswell-Munday and Henry Jarvis.
- vii. **Town Hall** – Cllrs; Phil Mitchell, Louise Mitchell, Ian Welch and Chris Boswell-Munday.

1810/23 Councillor Vacancies – *It was RESOLVED to advertise both vacancies in June with a view to co-opt new members at the September 2023 meeting.*

1811/23 Business Rates (Library) – Cllr Louise Mitchell addressed the meeting with regards to lobbying Cornwall Council for the removal of business rates charged on the Library.

There was discussion on this item. It was noted that; the Library is non-profit making and Scott Mann MP has agreed the town council could lobby him on this matter, the Library is considered a Warm Space and an asset to the community and, that the service is used by neighbouring towns and parishes who do not contribute towards the running of it.

- *It was RESOLVED to write to Cornwall Council, the Valuation Office and Scott Mann MP to set out the town council's reasons as to why the business rates on the Library should be removed.*

8.52pm, Cllr Moorcroft left the meeting.

1812/23 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 matters and the quotations received. Members considered the items and made the following response:

8.53pm, Cllrs Louise & Philip Mitchell left the meeting.

- i. **Bore Hole** – It was **RESOLVED** to accept the quote received at £5,784 plus vat.

Noted that the National Grid works due to take place at the allotment site later in the year will provide a £3,000 contribution towards the works.

8.55pm, Cllrs Louise & Philip Mitchell returned to the meeting.

- ii. **Stage Flooring** – It was **RESOLVED** to accept Quote 1 at £2,333.33 plus vat.
- iii. **Car Park Resurfacing** –
- It was **RESOLVED** to accept Quote 1 for resurfacing works at £27,890 plus vat.
 - It was **RESOLVED** to accept Quote 1 for white lining works at £993 plus vat.
 - It was **RESOLVED** that the Clerk has delegated authority to schedule the works for the most convenient time.
- It was **RESOLVED** to re-instate Standing Order 1.c.

1813/23 Dates of Next Wadebridge Town Council meetings

- **Finance & General Purposes Committee** – Monday 26 June 2023, 7pm
- **Full Council Meeting** – Wednesday 28 June 2023, 7pm

Meeting closed at 9.24pm

Signed as a True and Accurate Account :

..... **Chair :**

..... **Date :**