



# Wadebridge Town Council

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## Minutes of the Full Council meeting held on Wednesday 11 October 2023 at 7pm in the Main Hall, Wadebridge Town Hall

**Present :** Cllrs; C Boswell-Munday, H Jarvis, T Leach, L Nathan, L Mitchell, C Viqueira & I Welch (Mayor).  
**Public Present :** Cornwall Councillor Robin Moorcroft (Wadebridge West & St. Mabyn) and 8 members of the public.  
**In Attendance :** Anne Minnis (Clerk), Julie Raynes (Finance Officer) and 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'.

**1846/23 Apologies** were received from Cllrs; J Metcalfe, K Rowe & P Mitchell.

- It was **RESOLVED** to accept apologies from Cllrs Jules Metcalfe, Kelly Rowe and Philip Mitchell due to a family commitments.

**1847/23 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*) –
- c) **Dispensations** – None.

**1848/23 Minutes of Last Meeting** – *The Minutes of the Full Council Meeting held on the 13 September 2023 were **RESOLVED** to be a true record of the meeting and were signed by the Mayor.*

**1849/23 Public Participation**

- Questions from members of the Public relating to items on the agenda –
  - The planning agent for application PA23/07738 addressed the meeting regarding correspondence submitted which outlines the reasoning for the change of use.  
The Mayor confirmed the correspondence had been received and the information will be taken into account.

- A member of the public addressed the meeting in relation to PA23/07464 as a neighbour to the proposed development. He advised that there are issues with the access to the site as ownership of this is currently unknown however, he believes it may be part of his land. Concerns that the access will not be able to cope with the additional traffic were raised and with the lack of infrastructure. Covenants also exist on the farmland. It was reiterated that access is in doubt as ownership is unknown. Issues with overlooking were also relayed.
- A member of the public also raised concerns with PA23/07464 advising of his concerns with access in Glen Road including the difficulties faced by first responders in the area. He agrees that housing is needed but there are infrastructure and access issues with this particular application.
- Reports from Cornwall Councillors –
  - **Cllr Mould (Wadebridge East & St. Minver)** – Apologies received.
  - **Cllr Moorcroft (Wadebridge West & St. Mabyn)** – Cllr Moorcroft advised the following :
    - Town Team update – Rise Associates has been appointed to develop a strategy for Wadebridge. Representative consultants will be in town next week over several days and will meet with the Town Team and Sustrans at their public event and also with local stakeholders.
    - Standing Stone Project – The benches and stone are now in place and there will be an opening event on Saturday 21 October 2023, 11am.
    - CAPs meeting on 18 September 2023 where the Active Travel Group project was discussed - funding is currently being assessed by the Community Facilitations Team and the outcome will be advised next week.

Police Reports – None. October 2023 Police Newsletter included at agenda item 9.a., Correspondence.

**1850/23 Mayor’s Report** – The Mayor provided a verbal report to the meeting. Copy attached.

**1851/23 Clerk’s Report** – Deferred to next meeting.

**1852/23 Finance & General Purposes Committee** – The Mayor referred to the problems with the lack of membership which cause the meetings to be inquorate. The Mayor invited all those councillors who are currently not on the committee to join. There was brief discussion around the meetings being held on a Monday evening which is problematic for several councillors. The Clerk confirmed that legislation does not permit committee meetings to be held remotely.

**1853/23 Finance** – Information had been circulated to councillors prior to the meeting. Cllr Jarvis as Chair of F&GP Committee took the item :

- i. **September 2023 accounts for payment** – *It was **RESOLVED** to approve payment of £80,979.86 as presented.*
- ii. **Budget monitoring figures to 30 September 2023** – *It was **RESOLVED** to approve the figures as presented.*
- iii. **Bank reconciliation to 30 September 2023** – *It was **RESOLVED** to approve the Bank Reconciliation as presented.*
- iv. **Banking authorisation (Councillor responsibility)** – Cllr Jarvis explained the current situation in that Cllrs Rowe and Welch are authorising all payments. There is a need for additional councillors to sign up to this. The Mayor advised the process of authorising payments.

The Clerk addressed councillors outlining their responsibilities and the importance of ensuring that suppliers are paid. She asked that councillors contact the Finance Clerk to discuss signing up to this system.

The Finance Clerk addressed councillors on the difficulties of obtaining authorised councillors to undertake the work and the lack of response to her emails. Financial Regulations do not allow for the same two councillors to continue to authorise payments and this situation now needs to change. It was noted that email is the town council's form of communication rather than WhatsApp as this is not available to staff.

There was discussion around the procedure and the option to use the office facilities if necessary. The Finance Clerk confirmed that she is flexible in working with councillors as and when necessary to meet payment deadlines so long as they contact her to arrange this. Councillors also have access to the Finance Officer's computer if need be.

It was **agreed** that all councillors should contact the Finance Officer to discuss subscribing to this and the options available to authorise payments.

- v. **External Auditor's Report and Certificate 2022/23** – *It was **RESOLVED** to approve the report as presented.*
- vi. **Energy (contract renewals)** – *It was **RESOLVED** to accept the contract renewals as presented.*
- vii. **RINGO (contract renewal)** – The Finance Officer advised that a decision on this was required in September however, due to the lack of Finance Committee meetings it has been necessary for the Clerk and herself to make the decision to go forward with this renewal. Information on the renewal options and the potential savings to the town council were relayed. Noted that there is minimal difference to the end user.
  - *It was **RESOLVED** to accept the contract renewal as presented.*
- viii. **Parking Charges Review** – Not available. Work to be undertaken collectively for consideration at next Finance & General Purposes Committee meeting.
- ix. **Internet Banking Policy** – Amendment to add the 7pm time cut off to Section 3 required.
  - *It was **RESOLVED** to approve the draft policy subject to the amendment.*
- x. **Local Government Pension Scheme Discretion Policy** – *It was **RESOLVED** to approve the draft policy as presented.*
- xi. **Grant Distribution Policy** – There was discussion on the policy content. The Clerk explained the grant budget is set annually at Precept and is advised within the budget figures not the policy itself. This is because the grant budget may change annually which would mean the policy would need to also change annually. The policy is regarding procedure.

There was discussion around applicants attending the appropriate meeting. The Clerk confirmed his requirement has been included as it provides an opportunity for councillors to ask questions if need be. There was a suggestion that this requirement is made more obvious within the policy and to also provide a suitable on-line form. The Finance Officer advised the application form is available as both pdf and word versions on the website and can be completed and submitted electronically. The Clerk agreed that an alternative option could be considered.

The benefits of moving to a yearly award system, or twice yearly was discussed.

Noted that 1.4 of the draft policy refers to there being no set budget. The Clerk advised the policy will be revised.

- *It was **RESOLVED** to change the grant distribution to a bi-annual awards scheme with grants being approved in April and October annually.*

- xii. **Precept 2024/25** – The Clerk advised there is an F&GP committee meeting scheduled for November. Suggested ideas are put forward as soon as possible for consideration. There was brief discussion around the current financial climate and the need to be mindful of that. Suggestion to look at another open-air cinema event. Cllr Leach some ideas on the timing of that.

#### 1854/23 **Correspondence (information circulated with agenda for Members) -**

- a. The following correspondence for information was **received** –
- Cornwall Council** – Town and Parish Council Newsletter (8 September 2023).
  - Cornwall Council Public Protection** – Drink Drive Lift legend Letter.
  - Cornwall Council** – Town & Parish Council Bulletin (14 September 2023).
  - Cornwall Council** – Town & Parish Council Bulletin (20 September 2023).
  - Cornwall Council** – Polling Districts and Polling Places Review 2023.
  - Cornwall Council** – Air Quality Engagement Events.
  - Cornwall Community Flood Forum** – Annual Conference, Friday 3 November 2023.
  - Bodmin & Wadebridge Neighbourhood Policing Teams** – Newsletter October 2023.
- b. The following correspondence requesting a response was **received** and considered (information circulated prior to meeting) –
- Wadebridge Chamber of Commerce** – request for 'late night shopping' free parking on 1 and 2 December 2023 and permission for Fireworks display on Town Council land (Cricket pitch).
    - *It was **RESOLVED** to permit the request as presented.*
  - Wadebridge Methodist Church** – toilet twinning request.
    - *It was **RESOLVED** to support the twinning request.*
  - Post Office** – request to meet to discuss temporary solution.
    - Deferred as the information submitted is no longer valid.
- c. The following Minutes and Agendas for Outside Committees for information were **received** –
- Camel Valley Community Area Partnership Meeting (18 September 2023).
  - Camel Valley Active Travel Working Group Update (September 2023).

#### 1855/23 **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:*
- PA23/06517:** Land To Rear Of Cresta Trevanson Road Wadebridge Cornwall. Outline application for the construction of dwelling including access (all other matters reserved). **SUPPORTED.**
  - PA23/05124:** Land Rear Of 84 Egloshayle Road West Park Wadebridge Cornwall. Proposed two storey dwelling on building plot to the rear of existing dwelling. **SUPPORTED.**
  - PA23/07313:** Hambray House Bodieve Wadebridge Cornwall. Construction of front porch and rear extension with internal remodel. **SUPPORTED.**

- iv. **PA23/07464:** Land At Trevanion Road Wadebridge PL27 7DY. Outline application for proposed residential development comprising up to 30 new dwellings (including 30% affordable homes) with associated landscaping and site infrastructure (all other matters reserved); access only. **WADEBRIDGE TOWN COUNCIL WILL NOT SUPPORT THE PLANNING APPLICATION UNTIL THE ACCESS LAND OWNERSHIP AND PUBLIC SAFETY ISSUES ARE RESOLVED.**

**Cllrs Louise Mitchell and Thomas Leach abstained.**

- v. **PA23/06484:** The Flat 43 - 45 Molesworth Street Wadebridge Cornwall. Conversion of unused loft space to residential annex with staircase access. **SUPPORTED.**
- vi. **PA23/07738:** 16 Trevanion Road Wadebridge Cornwall PL27 7NZ. Proposed change of use of the dwelling to a house in multiple occupation. **SUPPORTED.**

**8.07pm, A member of the public left the meeting.**

- vii. **PA23/07838:** 4A Bess Park Road Trenant Industrial Estate Wadebridge Cornwall. Storage extension to industrial unit to replace existing container. **SUPPORTED.**

**8.08pm, 5 members of the public & Cllr Moorcroft left the meeting.**

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

- i. **PA23/02437:** 22 Rivendell Wadebridge Cornwall PL27 7JN. Two-storey side extension to dwelling. **APPROVED**
- ii. **PA23/05862:** Woodland Area Rear Of Treguddock Drive Trenant Vale Wadebridge Cornwall. Works to trees under a tree preservation order (TPO): T2 (Ash) Reduce to a 2.5- meter monolith. G4 (Ash) Reduce height and spread by 2.5 meters Western limb extending over the rear garden. (Ash) Fell (Ash) Fell. G5 - Remove broken branches and deadwood over the footpath. G6 - Reduce by 3 meters exposed branch. G10 (2 x Ash) Fell. G13 (Alder) Fell. **APPROVED**
- iii. **PA23/05007:** Demolish an existing garden shed and replace with a two storey semi-subterranean new-build dwelling on the land to the rear of 81 Egloshayle road. **APPROVED**
- iv. **PA23/06582:** Demolition of existing garage and replacement with a new 3 bedroom dwelling at land to the rear of 85-85 Egloshayle Road, Wadebridge. **APPROVED**

**1856/23 Camel Valley Active Travel Working Group (Information circulated with agenda)**  
– Noted.

**1857/23 Fireworks (Correspondence circulated with agenda)** – Cllr Boswell-Munday provided brief details on options for silent fireworks and laser shows.

The Finance Officer advised that the current contractor has said that he has staffing issues and may not be able to provide a display this year. Further information is awaited.

The Clerk advised that, from last meeting, she has spoken to other town and parish councils and it appears that very few fund or run displays. Displays generally seem to be funded by other organisations within the town.

There was discussion around displays that take place within Wadebridge through the year. It was noted that the environmental impact of firework displays is open for discussion as well as the financial aspect. The Clerk reminded councillors that there is an Environmental Policy to be mindful of.

It was felt that there should be no change to this year's arrangements for New Years Eve unless the contractor is unable to provide the display. However, the town council could look to make changes for 2024 and would consider asking the parishioners of Wadebridge, who pay for the display, their views.

**8.16pm three members of the public left the meeting.**

- It was **RESOLVED** to include this item for discussion at January 2024 Full Council meeting.

There was brief discussion around a contingency plan should the current contractor not be able to provide the display. Cllr Boswell-Munday will share alternative contractor details with the Finance Officer.

**1858/23 Christmas Lights** – Minutes of the meeting held 2 October 2023 were **received**.

- It was **RESOLVED** to accept the recommendation that the Christmas Lights are not switched on in the morning to save on energy costs.

**1859/23 Working Groups** –

a. It was **RESOLVED** to receive Minutes and recommendations from the following working groups (as previously circulated) :

- i. Allotments – None.
- ii. Climate Change and Flood – None.
- iii. Culture, Sports and Recreation – None.
- iv. Digital Communications – None.
- v. Governance Review (to exclude NHP) – Notes of meeting held 25 September 2023 were **received**.

- It was **RESOLVED** to accept the recommendation to consider engagement with Wadebridge parishioners to update and inform them of the inequalities and seek their views.

- vi. Toilets – None.
- vii. Town Hall – None.

b. **Membership** – None.

**1860/23 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 nature of the business to be transacted - Public Bodies (Admission to Meetings) Act 1960 –

Details of the confidential matters and the quotations received were presented. Members considered the items and made the following responses:

- i. **Fire Retardant Safe for Burial Records**– It was **RESOLVED** to delegate authority to the Clerk to purchase a suitable fire retardant safe up to the value of £2,000.
- ii. **Cornwall Folk Festival Grant application** – Correspondence received was considered.
  - It was **RESOLVED** that, after a full discussion it was agreed to adhere to the current Grant Policy and that the Finance Officer will respond to the applicant.
- iii. **Leases** – Lease arrangements for Town Hall rooms 9, 10 and 11 were considered.
  - It was **RESOLVED** to obtain a valuation of the lease arrangements.

- iv. **Fire Security (Town Hall)** – Quote not available. The Clerk advised that, if necessary, she is able to authorise the purchase of new equipment due to the Health and Safety aspect of the matter.

- *It was **RESOLVED** to re-instate Standing Order 1.c.*

**1861/23 Dates of Next Wadebridge Town Council meetings**

- **Finance & General Purposes Committee** – Monday 13 November 2023, 7pm. Apologies received from Cllr Welch.
- **Full Council Meeting** – Wednesday 15 November 2023, 7pm. Apologies received from Cllr Welch.

Meeting closed at 9.03pm

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

..... **Chair :**

..... **Date :**