



Wadebridge Town Council

Minutes of the Full Council meeting held on Wednesday 15 November 2023 at 7pm in the Main Hall, Wadebridge Town Hall

Present : Cllrs; C Boswell-Munday, H Jarvis, T Leach, L Nathan, J Metcalfe, K Rowe (Deputy Mayor) & C Viqueira.

Public Present : PC Bartlett (NBM for Wadebridge) and PS Gwinell (Response Officer).

In Attendance : Anne Minnis (Clerk) and Beverley Collins (Minutes Clerk).

Housekeeping – The Deputy 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'.

1862/23 Apologies were received from Cllrs Louise Mitchell, Phil Mitchell, and Ian Welch.

- It was **RESOLVED** to accept apologies from Cllr Louise Mitchell due to illness.
- It was **RESOLVED** to accept apologies from Cllr Phil Mitchell due to a family commitment.
- It was **RESOLVED** to accept apologies from Cllr Ian Welch due to a family commitment.

1863/23 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)** – None.
- c) **Dispensations** – None.

1864/23 Minutes of Last Meeting – *The Minutes of the Full Council Meeting held on the 11 October 2023 were **RESOLVED** to be a true record of the meeting and were signed by the Deputy Mayor.*

1865/23 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)** – Apologies received.

- Police Reports – PC Bartlett and PS Gwinell introduced themselves and addressed the meeting explaining their roles within Bodmin and Wadebridge Police.

PC Bartlett provided a brief crime report and an update on new officers coming into post shortly.

There was discussion around the reluctance to report anti-social behaviour and the current situation with this especially around the bus station area. An update on this was provided and PC Bartlett stressed the importance of reporting issues so that as much information as possible is obtained in order for the Police to act.

PS Gwinell referred to the ongoing problems within town and noted that the poor lighting near band stand area doesn't help as youths now gather there because of this. He reiterated the importance that the public should report any issues where they feel a situation does not appear right.

Heavy workload and the balance of that with being out on the street and covering such a wide area was highlighted.

PS Gwinell invited councillors to join them for a ride-on which will provide an interesting perspective of Police duties. Councillors to contact PC Bartlett regarding this.

7.22pm, PC Bartlett and PS Gwinell left the meeting.

1866/23 Clerk's Report – The Clerk provided a verbal report advising the following :

- The Changing Places toilets planning application was submitted to Cornwall Council two weeks ago.
- The Finance & General Purposes Committee meeting scheduled for Monday 13 November 2023 did not go ahead as it was inquorate. This has been rescheduled for Monday 27 November 2023.
- Pantomime rehearsals are underway, and tickets are on sale now. This year's panto is Robin Hood and will take place week commencing Monday 4 December 2023. Councillors may be required to help at the performances - the office will be in touch for councillor availability.
- CCTV (changes to monitoring due to Cornwall Council withdrawing the Tolvaddon service) – the town council has been omitted from information on alternative options. New solutions for monitoring need to be found and some town councils are now linking together to achieve this. There is potential to join with Liskeard and Bodmin town councils who are also currently looking for alternative options. Further information will be available once there has been a discussion with them. Related costs moving forwards are unknown.

1867/23 Finance & General Purposes Committee – Cllr Jarvis, Chair of Committee, advised the difficulties with current membership and the importance that all councillors become members in order that town council financial business can be properly transacted.

- *It was **RESOLVED** to appoint Cllr Kelly Rowe to the Finance & General Purposes Committee.*
- *It was **RESOLVED** to appoint Cllr Charlie Viqueira to the Finance & General Purposes Committee.*
- *It was **RESOLVED** to appoint Cllr Jules Metcalfe to the Finance & General Purposes Committee.*

1868/23 Finance – Information had been circulated to councillors prior to the meeting. Cllr Jarvis as Chair of Finance & General Purposes Committee took the item :

- October 2023 accounts for payment** – *It was **RESOLVED** to approve payment of £82,385.47 as presented.*

1869/23 Correspondence (information circulated with agenda for Members) -

- a. The following correspondence for information was **received** –
- i. **Cornwall Council** – Town and Parish Council Newsletter (9 October 2023).
 - ii. **Cornwall Council** – Town and Parish Council Newsletter (3 November 2023)
 - iii. **Bodmin & Wadebridge Neighbourhood Police** – November Team Newsletter.
 - iv. **Wadebridge Library** – October 2023 performance update.
 - v. **Cornwall Council - Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic; 10 – 22 November 2023; Tower Hill and West Park, Wadebridge.**
 - Cllr Viqueira advised she has contacted Oliver Jones (Cormac) regarding issues with road closures in this area.
 - vi. **Post Office Limited** – information re new post office location.
 - vii. **Cornwall Council - Road Traffic Regulation Act 1984, S.16A. Wadebridge Late Night Shopping 4pm – 6pm.**
 - viii. **Dept for Health & Social Care** – Defibrillator Community Automated External Defibrillators (AED) fund.
 - Cllr Viqueira provided information on units within Wadebridge noting that the area around Molesworth Street and the Police Station appear to be lacking in units. Noted that this may be an issue with the registering of the units. The Clerk provided information on related costs, including maintenance, and the town council's position with funding units. Noted that a wider discussion around locating units within neighbourhood areas may prove beneficial and it was suggested that the Cornwall Councillors may be able to assist with this. Clerk to investigate related costs for further consideration.
 - ix. **Cornwall Council** – Community Buildings Energy Efficiency Event (21/11/23).
 - x. **Cornwall Council** – Affordable Housing Newsletter (November 2023).
- b. The following correspondence requesting a response was **received** and considered (information circulated prior to meeting) –
- i. **Zero Hour** – request to support.
 - *It was **RESOLVED** to support the Climate and Ecology Bill and that Cllr Linsey Nathan will undertake the necessary steps to complete the motion, issue a press release and contact Scott Mann MP.*
- c. The following Minutes and Agendas for Outside Committees for information were **received** – None.

1870/23 Planning –

- a. **New Applications** – Cllr Jarvis (Deputy Chair of Planning Committee) provided details and relevant information for each application for Members consideration. *It was **RESOLVED** to make the following responses:*
- i. **PA23/08521:** 3 Eddystone House Eddystone Road Wadebridge Cornwall. Prior Approval for change of use of first and second floors from commercial to 5no flats. **SUPPORTED HOWEVER, COUNCILLORS HAVE CONCERNS REGARDING POTENTIAL NOISE, SMELLS AND DISTURBANCE SHOULD THE GROUND FLOOR SPACE REMAIN A RESTAURANT.**
 - ii. **PA23/07165:** 9 New Park Wadebridge Cornwall PL27 7PL. Rear extension incorporating a new kitchen and dining room at ground floor level and a small extension to the existing bathroom at first floor level. Minor alterations to ground floor plan to improve property layout. **SUPPORTED.**

- iii. **PA23/07209:** Endellion Whiterock Road Wadebridge Cornwall. Dormer roof extension to rear of property and single storey extensions to sides of property. **SUPPORTED.**

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

- i. **PA23/05742:** Land Rear Of 82 - 83 West Park Wadebridge Cornwall. Amendments PA22/10348 to Change Ground Floor into Attached Garage & Lifting Ground Floor to Add Additional Floor Level. Rear of No 83. **WITHDRAWN**
- ii. **PA23/06597:** 1 St Giles Drive Wadebridge Cornwall PL27 6DS. Works to trees under a tree preservation order (TPO) namely: T1 - Holm Oak: Reduce upper crown by three metres. T2 - Beech: Reduce by 2.5/3 metres. T3 - Mature Beech: Reduce crown by 3m. T4 - Eucalyptus: Reduce crown by 3m. T5 - Oak: Thin by 20%. **APPROVED**
- iii. **PA22/07833:** West Of The A389, The Site Is To The North And South Of Green Hill Lane. Submission of details to Discharge Conditions 4, 5, 6, 10, 11, 12, 13, 16 and 17 in respect of Decision Notice PA17/05689 dated 15th February 2018. **Disch of cond not all conditions agreed**
- iv. **PA22/07834:** West Of The A389, The Site Is Known As Green Hill Lane. Submission of details to discharge conditions 3,6,7,8,9, and 10 in relation to decision notice PA20/10912 dated 29/07/2022. **Disch of cond not all conditions agreed**
- v. **PA22/07384:** Land North Of Heather Cottage Green Hill Wadebridge Cornwall. Submission of details to discharge condition 3 in relation to decision notice PA20/10914 dated 24/06/2022. **S52/S106 and discharge of condition apps**

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

- i. **PA23/08950:** 92 Egloshayle Road Wadebridge Cornwall PL27 6AF, Works to a tree in a Conservation Area for Leylandii (L1) - reduce height of tree by 50% following storm damage and remove completely a large branch overhanging the neighbour's garden (branch is approximately 8 to 10 metres high). Reducing crown height of tree will improve safety. **To be decided under Cornwall Council delegated authority.**

1871/23 Councillors Allowances 2023/24 (information circulated prior to the meeting) – It was clarified that Elected members only are able to take the allowance.

- *It was **RESOLVED** to approve the allowance as presented.*

1872/23 Cemetery – There was discussion around the introduction of small slabs to mark reserved grave spaces. This included related costs and the process.

- *It was **RESOLVED** to delegate authority to the Clerk to source a suitable and cost-effective solution to mark reserved graves including those previously reserved.*
- *It was **RESOLVED** that, with immediate effect, the related and appropriate costs to mark a reserved grave will be added to the grave purchase fee.*

1873/23 Working Groups –

- a. *It was **RESOLVED** to receive Minutes and recommendations from the following working groups (as previously circulated) :*
- Allotments – None.*
 - Climate Change and Flood – None. Cllr Nathan circulated information from the Cornwall Community Flood Forum Annual Conference 2023 to councillors prior to the meeting.*
 - Culture, Sports and Recreation – None.*
 - Digital Communications – None. Cllr Viqueira provided an update on the status of the town council's new website. Work is ongoing.*

- v. Governance Review (to exclude NHP) – None.
- vi. Toilets – None.
- vii. Town Hall – None.

b. Membership – None.

1874/23 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/contractual 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 made the following responses:

- i. **Church Park Development –**
 - It was *RESOLVED* to agree Proposal 1.
 - It was *RESOLVED* to agree Proposal 2.
 - It was *RESOLVED* to agree Proposal 3.
- ii. **Fire Security (Town Hall) – It was *RESOLVED* to accept the quotation received at a cost of £1,542.**
- iii. **Changing Places Cubicle –**
 - It was *RESOLVED* to waive Financial Regulation 11 (Contracts) in relation to the tender process, and in accordance with Financial Regulation 11.10 ‘when applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council. This resolution is made due to the short time scale for order and installation, research carried out of the market providers and the provision of quotes informally sourced which indicate the variation in costs from contractors.
 - It was *RESOLVED* to select Rise Adaptations as supplier of the Changing Places and Toilet Unit at the price quoted of £84,000.
- iv. **Councillor Communication & Engagement –** The Chair of the Staffing Committee addressed councillors on the level of councillor involvement and engagement as part of the town council workload and responsibilities. Suggestions to advance this were debated. There was also discussion and suggestions on how to recruit new councillors.
 - It was *RESOLVED* to re-instate Standing Order 1.c.

1875/23 Dates of Next Wadebridge Town Council meetings

- **Finance & General Purposes Committee –** Monday 27 November 2023, 7pm. Cllr Viqueira gave apologies.
- **Full Council Meeting –** Wednesday 20 December 2023, 7pm.

Meeting closed at 8.39pm

Signed as a True and Accurate Account :

..... **Chair :**

..... **Date :**