



Wadebridge Town Council

Minutes of the Annual Council meeting held on Wednesday 19 May 2021 at 6pm in the Main Hall, Wadebridge Town Hall

Present : Cllrs; A Batchelor, H Cooper-Waite (from 6.01pm), J Leach, L Mitchell, P Mitchell (outgoing Mayor), A Pennington, I Welch.

Absent : Cllr R Harris.

Public Present : Cornwall Councillors Robin Moorcroft (Wadebridge West & St. Mabyrn), Carol Mould (Wadebridge East & St. Minver) and 5 members of the public.

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'.

1452/21 Mayor Choosing Ceremony

- **Election of Town Mayor 2021/22 –**

Cllr Louise Mitchell stated her reasons for nominating Cllr Amanda Pennington as Mayor 2021/22.

Cllr Leach stated his reasons for seconding the nomination.

Cllr Louise Mitchell proposed that Cllr Amanda Pennington is appointed Mayor 2021/22.

Cllr Leach seconded.

- *It was **RESOLVED** to appoint Cllr Amanda Pennington as Mayor for the year 2021/22.*

Cllr Pennington thanked Cllr Philip Mitchell for his hard work and commitment to the town council as Mayor over the past few years. She also thanked Cllr Louise Mitchell for undertaken the role of Mayoress and Cllr Leach as Deputy Mayor.

- **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 in alignment with government's roadmap to recovery.
- **Past Mayor's Report for 2020/21 –** Cllr Philip Mitchell gave a brief report of his time as Mayor.

The Clerk confirmed the elected Members of Wadebridge Town Council for 2021/22 as :
Cllr Alison Batchelor, Cllr Heather Cooper-Waite, Cllr Robyn Harris, Cllr John Leach, Cllr Louise Mitchell, Cllr Philip Mitchell, Cllr Amanda Pennington and Cllr Ian Welch.

1453/21 **Apologies** – None.

1454/21 **Election of Deputy Mayor 2021/22** –

Cllr Louise Mitchell stated her reasons for nominating Cllr Ian Welch as Deputy Mayor 2021/22.

Cllr Louise Mitchell proposed that Cllr Ian Welch is appointed Deputy Mayor 2021/22.

Cllr Cooper-Waite seconded.

- It was **RESOLVED** to appoint Cllr Ian Welch as Deputy Mayor for the year 2021/22.

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

1455/21 **Register of Interests** – All Councillors were reminded that they are required to complete a Register of Interest form within 28 days of election.

1456/21 **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 declared an interest in agenda item 19 due to his connection with the allotments.
- Cllr Louise Mitchell declared an interest in agenda item 19 due to her connection with the allotments.

c) **Dispensations** – None.

1457/21 **Year end reports from outside committee representatives** – There were no reports to be presented due to the Covid-19 situation.

1458/21 **Town Council Vacancies** – It was acknowledged that there are 5 councillor vacancies remaining on the Town Council following the 2021 elections.

1459/21 **Town Council Committee Membership 2021/22** (Planning, Finance & General Purposes and Staffing) –

- **Planning** –

- It was **RESOLVED** to appoint Cllr Ian Welch to the Planning Committee.*
- It was **RESOLVED** to appoint Cllr John Leach to the Planning Committee.*
- It was **RESOLVED** to appoint Cllr Louise Mitchell to the Planning Committee.*
- It was **RESOLVED** to appoint Cllr Philip Mitchell to the Planning Committee.*
- It was **RESOLVED** to appoint Cllr Alison Batchelor to the Planning Committee.*
- It was **RESOLVED** to appoint Cllr Amanda Pennington to the Planning Committee.*

6.11pm, two members of the public left the meeting.

- **Finance & General Purposes** –

- It was **RESOLVED** to appoint Cllr Heather Cooper-Waite to the Finance & General Purposes Committee.*
- It was **RESOLVED** to appoint Cllr Ian Welch to the Finance & General Purposes Committee.*
- It was **RESOLVED** to appoint Cllr Philip 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 Amanda Pennington to the Finance & General Purposes Committee.
 - vi. It was **RESOLVED** to appoint Cllr John Leach 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 Batchelor to the Staffing Committee.
 - ii. It was **RESOLVED** to appoint Cllr Philip Mitchell to the Staffing Committee.
 - iii. It was **RESOLVED** to appoint Cllr Louise Mitchell to the Staffing Committee.

The Clerk confirmed that the committee is quorate with four members to include the Mayor as per the Terms of Reference.

1460/21 Town Council Meetings – Next meeting is 23 June 2021. Future meeting dates will be published at that meeting.

1461/21 Minutes of Last Meeting – *The Minutes of the meeting held on the 7 April 2021 were **RESOLVED** to be a true record of the meeting and were signed by the Mayor.*

1462/21 Minutes of Annual Town Meeting (previously circulated) – Draft Minutes of the Annual Town Meeting held 22 April 2021 were **received**.

1463/21 Issues Raised at Annual Town Meeting – There were no issues raised.

1464/21 Public Participation

- Questions from members of the Public relating to items on the agenda – to be taken at respective agenda item.
- Reports from Cornwall Councillors –
 - **Cllr Mould (Wadebridge East & St. Minver)** introduced herself to the meeting and advised that she is a Cabinet Member Neighbourhoods. Cllr Mould said she is looking forward to working with the town council and congratulated Cllr Pennington on her appointment as Mayor.
 - **Cllr Moorcroft (Wadebridge West & St. Mabyn)** – Congratulated Cllr Pennington on becoming Mayor and Cllr Welch as Deputy Mayor. Cllr Moorcroft said he is looking forward to a fresh start and strengthening the working relationship he has with the town council. Points advised included :
 - Busy few weeks since the elections and moving through the induction period. The first council meeting is to be held at County Hall.
 - Southern Way – will be attending a meeting on Friday to discuss grounds maintenance.
 - Cleaveland area – looking into why the solar panel works have suddenly stopped. Concerns with the scaffolding.
 - Queens Park and Cleaveland – obtaining further information regarding resurfacing works and has also been approached by residents who would like some of the grassed area removed to create additional parking.
 - Development Embargo – printed copy is available if the town council require it.

1465/21 Committee Meetings –

- i. **Finance & General Purposes Committee (circulated with Agenda)** – *It was **RESOLVED** to receive the Minutes of the meeting held Monday 15 March 2021.*
Recommendation – Fin 237/21, Barclays Online Banking –

- It was **RESOLVED** that the Council moves to online banking and reviews the systems in place to review authorisation processes and Financial Regulations.

1466/21 Finance – information circulated to Members with agenda :

- March 2021 accounts for payment** – It was **RESOLVED** to approve payment of £68,168.68 as presented.
- April 2021 accounts for payment** – It was **RESOLVED** to approve payment of £80,659.04 as presented.

1467/21 Correspondence for response (circulated with agenda) – Members discussed the requests received and made the following decisions :

- Wadebridge Carnival** – request for permissions as stated in respect of arrangements for Wadebridge Carnival to be held on Saturday 24 July 2021.
 - It was **RESOLVED** to permit the request subject to the government’s roadmap progressing as planned and that all relevant documentation including a Covid-19 Risk Assessment is submitted.
- Wadebridge Parishioner (Goods Shed)** – seeking to understand the minutes of the Full Council meeting on 25 March 2021 where it is stated that reference was made to ‘Ongoing concerns with the running of The Goods Shed.
 - It was **RESOLVED** that this item is put into abeyance subject to contact with ex-councilor Gliddon for clarification.
- Cllr Robin Moorcroft/Cornwall Council** – request for the Town council to maintain a replacement bench in Molesworth Street and to maintain a new bench, also to be placed in Molesworth Street.
 - Cllr Moorcroft provided further information regarding costings. Members asked Cllrs Mould and Moorcroft if they could look at possibly including the cleaning into the daily street cleaning works.
 - It was **RESOLVED** to accept the request.

Cllr Moorcroft advised an additional planter is due to be installed in Molesworth Street.

1468/21 Planning –

- Applications** – Cllr Pennington provided details and relevant information for each application for Members consideration. It was **RESOLVED** to make the following responses :
 - PA21/01944** : Land West of Eglos Pottery, A389 Between Gonvena Hill and St Mabyn Hill, Sladesbridge, Wadebridge, Demolition of a piggery and construction of dwelling and workshop.
 - The owner of the adjoining property addressed the meeting advising details on the following points :
 - Issues with the septic tank on the property and the right of way to the septic tank to maintain and empty it.
 - Access to the site – concerns with the proposed site onto the A389 given the proximity to the junction into Wadebridge.
 - Details of past works by the applicant.
 - Plans for the proposal show CGIs of the building having glass wall panels which will affect the bird life.
 - Clarified that the septic tank has been in place for 35-40 years and that he has been resident for the past 20 years.
 - The applicant for the application addressed the meeting providing details of the proposal. A brief statement was read outlining the family’s connection to Wadebridge and the history of the plot.

Proposal details including materials was provided and it was confirmed that there will be connection to the main drain system – details of Natural England’s requirements were relayed. Highways do not have concerns with the access and the Planning Officer is aware that the property will be moved further back away from the septic tank giving better access.

- Members provided their comments and noted that the Environment Agency’s comment is awaited.
 - *It was **RESOLVED** to object to the proposal pending further details of the scale/design and a resolution on issues regarding the drainage, septic tank and impact to the environment.*

6.42pm, Cllr Moorcroft and members of the public left the meeting.

- ii. **PA21/03787** : 52 Westerlands Road, Sigle storey extension to front and a replacement balcony to rear of property. **SUPPORTED.**
 - iii. **PA21/03751** : Co-Operative Pioneer, Jubilee Road, Advertising consent for 1x Folded aluminium fascia with internally illuminated Co-op logo and non-illuminated welcome text and 1x Folded aluminium fascia with internally illuminated Co-op logo. **SUPPORTED subject to illuminated signage being turned off at 10pm**
 - iv. **PA21/03963** : 8 Glen Road, Ground and first floor rear extensions. **SUPPORTED.**
 - v. **PA21/04155** : 25 Foxdown, Proposed garage conversion into dining room and create new road access into new on-site parking bay. **SUPPORTED.**
 - vi. **COMMENT SUBMITTED ON 6 MAY 2021 DUE TO TIMESCALE: PA21/03147** : Unit 1 Knights Business Centre, Palmers Way, Trenant Industrial Estate, Change of Use from Light Industrial (Use Class E(g)(iii)) to General Industrial (Use Class B2) for use as a vehicle repair garage with MOT facility. *It was **RESOLVED** to approve the following response retrospectively –*
 - **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 this application.**
- b. **Decisions** – the following decision from Cornwall Council were *received* :
- i. **PA21/00609** : Herons Mill, Egloshayle Road, Construction of 2 detached dwellings. **APPROVED**
 - ii. **PA20/10755** : Devon and Cornwall Police Authority, Police Station, 59 Molesworth Street, Retrospective Listed Building Consent for relocation of existing boiler and flue. **APPROVED**
 - iii. **PA20/11467** : 20 Egloshayle Road, Demolition and replacement of small existing two-storey extension to the rear of the property and removal of secondary chimney. **APPROVED**
 - iv. **PA21/01734** : 14 Mowhay Meadow, proposed alterations and additions to the existing dwelling. **APPROVED**
 - v. **PA20/08764**: Land West Of Nirvana Trevanson Road Wadebridge Cornwall. Proposed New Build. **REFUSED**
 - vi. **PA20/08766**: Land East Of Joymond Trevanson Road Wadebridge Cornwall, Proposed New Build. **REFUSED**
 - vii. **PA21/00441** : The Annexe, Hooters, Gonvena, Certificate of Lawful Development Of an Existing Use of Conversion of garage to residential annexe. **Granted (CAADs, PIPs and LUs only)**

- viii. **PA21/01358** : Land Adj To Above Town Barn, Higher Lane, Egloshayle, Wadebridge, Proposed Change of Use from Agricultural to Residential (Class C3). **APPROVED**
- ix. **PA21/01517** : 70 Egloshayle Road, side extension to rear of dwelling, re-roof of extension, internal alterations. **APPROVED**
- x. **PA21/00007** : 135 West Park, Single storey extension with decking / terrace. **APPROVED**
- xi. **PA21/00019** : 1 Marshall Avenue, Proposed side and rear extension, loft conversion and associated remodelling. **APPROVED**
- xii. **PA21/02013** : Trehane, Trevanion Road, The proposal is for single storey single bedroom self contained studio in the grounds of Trehane. **APPROVED**
- xiii. **PA21/02366** : Ashmeadows, Treraven Lane, Replacement Dwelling (design as approved under PA19/06549). **APPROVED**
- xiv. **PA21/02492** : 44 Westerlands Road, Demolition of rear porch extension and construction of a single storey rear extension. **APPROVED**
- xv. **PA21/01411** : St Marys Church, New Park, Variation of Condition 2 (approved plans) of Application No. PA18/03840 dated 9th October 2018 (Construction of new vicarage (including office) with parking and construction of 4 semi-detached houses with garages with landscaping works associated with the above (amendment to previous approval PA15/02220)). **APPROVED**
- xvi. **PA21/02316** : Land North East of Hayes Cottage, Bodieve, Wadebridge, Single storey side extension to provide an office **APPROVED**

c. For Information – No Action Required – The following information received from Cornwall Council was *received* :

- i. **PA21/03855** : 21 Egloshayle Road, Works to trees in a Conservation Area namely to fell Leylandii trees L1, L2, L3 and L4 due to excessive shading to front garden; L5 Leylandii tree – removal of dead wood and crown thinning and BL1 Bay Leaf tree – minor crown thinning and crown lifting. **Application is for works to trees in a Conservation Area and will be decided under delegated authority by Cornwall Council.**
- ii. **PA21/04453** : 27 Egloshayle Road, Works to trees in a Conservation Area namely to fell mature Ash tree (T1) as in poor health/decline. **Application is for works to a tree in a Conservation Area and will be decided under delegated authority by Cornwall Council.**
- iii. **PA21/00844/PREAPP** : Trevanion House, Trevanion Road, Pre-application advice for change of use and conversion of vacant hotel into 4 (No.) dwelling houses – Unaccompanied site visit from Historic Environment Officer requested.
- iv. **PA21/02515** : Land North West Of Piggy Lane Car Park Wadebridge Cornwall PL27 7AP, Prior Notification for an agricultural storage building for hay and farm machinery.
 - **Confirmation that Planning Permission is required (received via weekly list).**
 - **Notification that the town council has confirmed its request that the alleged breach of planning control is investigated by the Planning Enforcement Team (submitted by email on 22 April 2021).**
- v. **Planning Embargo – River Camel** : Information received regarding the planning embargo area (previously circulated to councillors).

6.47pm, Cllr Mould left the meeting.

1469/21 Emergency Scheme of Delegation – *It was RESOLVED to delegate authority to the Clerk in consultation with the Mayor and Deputy Mayor to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council. The scheme of delegation will be reviewed no later than September 2021.*

6.48pm, Cllrs Louise and Philip Mitchell left the meeting.

1470/21 Wadebridge Allotments (information circulated with Agenda) – There was discussion around the necessity to include reference to the town council's Environmental Policy within the Terms and to highlight the following points :

- i. That the use of products containing peat is not permitted.
- ii. The use of water is to be addressed.
- iii. That the town council encourages residents with gardens and/or land to consider making use of that before applying for an allotment. The town council would like to be able to support those residents who have only a small garden or no garden at all in the first instance.
- iv. To be clear that livestock is not permitted in any new tenancy agreement.
- v. That existing tenants with livestock will be permitted to retain this right but not to increase livestock numbers and to be aware that the town council will monitor those plots with livestock and undertake welfare checks where necessary.

- *It was **RESOLVED** to agree the Terms subject to modification to include the points raised in discussion.*

6.56pm, Cllrs Louise and Philip Mitchell returned to the meeting.

1471/21 Wadebridge Transport Strategy (information circulated with Agenda) – Members debated the draft, unadopted strategy document and its use in planning matters for Wadebridge. It was agreed that the document is very poor and not fit for purpose.

- Cllr Pennington proposed to invite Cornwall Councillors Moorcroft and Mould and representatives from Cornwall Council's planning and highways departments to meet with the town council to discuss the strategy document.
Cllr Philip Mitchell seconded.

Cllr Leach proposed an amended to include inviting a representative from Transport for Cornwall.

Cllr Philip Mitchell accepted the amendment.

- *It was **RESOLVED** to invite Cornwall Councillors Moorcroft and Mould, representatives from Cornwall Council's planning and highways departments and a representative from Transport for Cornwall to meet with the town council to discuss the strategy document.*
- *It was **RESOLVED** to agree that the document is not fit for purpose and is not accepted by the town council.*
- *It was **RESOLVED** to write to Cornwall Council to advise the above.*

1472/21 Public Conveniences – Members considered Sunday opening of the public toilets located on The Platt and Egloshayle Road.

- *It was **RESOLVED** to open the public toilets operated by the Town Council between Monday-Sunday 8am-5pm.*

1473/21 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 –*

Information on confidential items had been circulated with the agenda and the Clerk provided further details where necessary. Members considered the items and made the following responses:

a. Correspondence –

- It was **RESOLVED** to move to stage 5.3 of the Town Council’s Policy for dealing with abusive, persistent or vexatious complaints/requests and complainants/requesters.
- It was **RESOLVED** that Cllr Batchelor is appointed to the panel in accordance with stage 5.3 of the policy.
- It was **RESOLVED** that Cllr Philip Mitchell is appointed to the panel in accordance with stage 5.3 the policy.

b. Play area equipment – None.

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

1474/21 Dates of Next Wadebridge Town Council meetings

- **Finance & General Purposes Committee** – Monday 21 June 2021, 7pm, Town Hall
- **Full Council** – Wednesday 23 June 2021, 7pm, Town Hall

Meeting closed at 7.25pm

Signed as a True and Accurate Account :

..... **Chair :**

..... **Date :**