



# Wadebridge Town Council

## Minutes of the Full Council meeting held remotely via Zoom on Wednesday 3 June 2020 at 7pm

**Present :** Cllrs; H Cooper-Waite, L Gliddon, R Harris, M Hollamby, L Mitchell, P Mitchell, A Pennington, I Welch & T Wiltshire. **Absent :** Cllr J Leach. **Public :** Cornwall Councillors Steve Knightley (Wadebridge East) and Robin Moorcroft (Wadebridge West) and two members of the public.

**In Attendance :** Anne Minnis (Town Clerk), Beverley Collins (Minutes) & Julie Raynes (Finance Officer).

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

- 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.

**1275/20 Apologies** were received from Cllrs; Gill & Fletcher.

- It was **RESOLVED** to accept apologies from Cllr Eric Gill due to a family commitment.
- It was **RESOLVED** to accept apologies from Cllr Julia Fletcher due to a family commitment.

**1276/20 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 Amanda Pennington declared an interest in agenda item 8.b.ii., Wadebridge Cricket Club, as her children are members.
  - Cllr Philip Mitchell declared an interest in agenda item 8.b.iii., Wadebridge Allotments.
  - Cllr Louise Mitchell declared an interest in agenda item 8.b.iii., Wadebridge Allotments.
- c) Dispensations** – Cllrs Philip Mitchell and Louise Mitchell requested a dispensation to speak on agenda item 8.b.iii., Wadebridge Allotments as they have relevant information to provide to the meeting.
  - It was **RESOLVED** to grant a dispensation as requested to Cllrs Philip Mitchell and Louise Mitchell. Neither councillor is permitted to vote on the item.

**1277/20 Minutes of Last Meeting** – *The Minutes of the meeting held on the 18 March 2020 were RESOLVED to be a true record of the meeting. Signing of the Minutes by the Mayor was deferred.*

**1278/20 Public Participation**

- Public : None.

- Reports from Cornwall Councillors :
  - **Cllr Knightley (Wadebridge East)** addressed the meeting on the following :
    - The work being undertaken at the Betjeman Centre which is going very well.
    - Has received some queries as to when the Town Council will look to reopen the public toilets and resume the Cornwall Council grass cutting contract.
    - Thanked the Town Council for the hanging baskets around town which are very much appreciated.

The Mayor advised that the reopening of the public toilets and commencement of grass cutting would be discussed later in the meeting.

Cllr Welch asked Cllr Knightley for details of the recent fire at the Bradford's Quay area including whether the activities on the site are legitimate or not.

Cllr Knightley advised that, over the past ten years he has asked Cornwall Council to tidy the site. The history of this and issues with the current tenant and Cllr Knightley's concerns with Cornwall Council Officers approach were relayed. Cllr Knightley said he believes the fire was accidental and that real and serious action with the sites future is now being considered.

- **Cllr Moorcroft (Wadebridge West)** addressed the meeting on the following :
  - That he would be meeting with the Cabinet Minister to discuss business funding for the town centre and how to support the social distancing measures in place.
  - Queried if the new bench which was agreed at the last meeting could now be installed.
  - The Polmorla site is ongoing but the EA have some queries which need to be addressed.
  - He is awaiting an update from Scott Mann MP on the situation with the Post Office.
  - He is working as a volunteer at the Betjeman Centre.

Cllr Pennington asked if Cllr Moorcroft would liaise with Cornwall Council on the cycle funding which is currently available as the deadline for submission is Friday 5 June 2020. Also that the Town Council had only agreed to clean the bench not to purchase or install it.

Cllr Moorcroft said he is unaware of any cycle funding scheme but would speak to Cornwall Council.

In respect of the bench, he understood that the Clerk would be speaking to the Parks Department for their thoughts on this.

The Clerk queried whether this is the right time to install an additional bench considering the social distancing rules which remain in place. There was a brief discussion around this and Cllr Moorcroft agreed this matter should be deferred.

The Mayor advised he would be walking around town with Cllr Moorcroft to look at how social distancing is working and ways to help with it.

- Reports from the Police (tabled) : None.

**1279/20 Mayor's Report** – The Mayor provided a short verbal report including; how the community has come together in this difficult time; the excellent work being done by the Hope Initiative group and how the town is moving forward with shops and primary schools looking to reopen and the potential impact that this may have as the town becomes more busy.

**1280/20 Standing Orders (information circulated with agenda)** – It was **RESOLVED** to adopt the supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7 2021, or the repeal of legislation, whichever is the earlier.

**1281/20 Finance :**

**a. Section 1 of the Annual Return (information circulated with agenda)** – Annual Governance Statement 2019/20 -

The Clerk 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 Yes 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.

Signing was deferred.

**b. Section 2 of the Annual Return (information circulated with agenda)** – Accounting Statements 2019/20 :

- It was **RESOLVED** to accept Section 2, Questions 1-10 as presented.

Signing of Section 2 was deferred.

**c. Awards made from the Social Emergency Fund (information circulated with agenda)** –

- It was **RESOLVED** to retrospectively approve the award made to Concern Wadebridge for £600.
- It was **RESOLVED** to retrospectively approve the award made to Williams & Son Butchers for £350.
- It was **RESOLVED** to retrospectively approve the award made to Wadebridge Christian Centre for £400.
- It was **RESOLVED** to retrospectively approve the award made to Elixir Health Foods for £450.
- It was **RESOLVED** to retrospectively approve the award made to The Vine for £500.
- It was **RESOLVED** to retrospectively approve the award made to St Breock Nursing Home for £600.
- It was **RESOLVED** to retrospectively approve the award made for printing costs for Corona Cornwall Wadebridge of £235.

**1282/20 Correspondence**

**a.** The following correspondence for information – None.

**b.** Correspondence for response (circulated with agenda) – Members discussed the requests received and made the following decisions :

- i. Mobile Veterinary Clinic** - Request to rent car park spaces to operate a mobile veterinary clinic.
  - Request has been withdrawn.

- ii. Wadebridge Cricket Club** - Request to approve development proposals as presented.

**7.29pm, Cllr Pennington left the meeting.**

- It was **RESOLVED** to support the development proposals as presented.

7.31pm, Cllr Pennington returned to the meeting.

iii. **Wadebridge Allotments** – Request for the Town Council to take over the management of the allotments with an elected committee of members to develop and improve the area while adhering to agreed guidelines.

- Cllr Philip Mitchell presented detailed information of the request. He and Cllr Louise Mitchell answered several questions put forward by members.

The current situation with the allotment committee and the logistics of the Town Council taking over the management were debated at length.

- It was **RESOLVED** that the Clerk has delegated authority to consider the current lease and discuss the Town Council's options with the solicitor.
- It was **RESOLVED** to write to the Allotment Committee to advise the Town Council's intentions.

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

#### 1283/20 Planning –

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

- PA20/02680** : Replace 4 white timber windows and one timber door with white PVC, 6 Camelside, Egloshayle Road – **SUPPORTED**.
- PA20/02686** : Replace 4 white timber windows and one timber door with white uPVC, 4 Camelside, Egloshayle Road – **SUPPORTED**.

#### 1284/20 Update of Town Council Operations and Activities – The Clerk provided a verbal update including :

- **Library** – Reopening is expected from 4 July 2020 in accordance with other establishments. This will be a phased approach with staff returning from 15 June 2020 to work on and implement a safe action plan. Phase 1 will be a basic service operating a click and collect system. The information service will not be available in phase 1.
- **Parks department** – Whilst staff numbers are reduced work is limited to Town Council land and the cemetery only. It was clarified that Cormac and Cornwall Housing had previously advised that initially only essential services should be undertaken. The Town Council is now looking to restart contracted work once all staff have returned and the necessary safety measures are in place.
- **Office** – The Clerk advised that some staff have remained working through the lockdown period and she thanked the Finance Officer for continuing to work in order to complete the Annual Return and end of year accounts. A safety action plan is currently being looked at to ensure that the shared office space is safe.
- **Hirers** – Pavilion building hirers have been advised that the space will not be reopened for hire for the foreseeable future. They have been offered the Main Hall space in the meantime but this will be on a limited basis and only if the hirer can ensure social distancing is maintained. Responses from those approached are awaited.

- **Public Toilets** – Expected opening is from 15 June 2020 pending further guidelines from Government. The plan is that one cubicle only in each facility will be opened along with the disabled facility at both sites. Hand wash facilities are available at both sites. Signage will be put up advising terms of the opening and that an element of personal responsibility and respect is expected from anyone using the facility. If the facilities are abused then the council will have no option but to close them. Staff are working hard to find a solution to open the toilets safely.
- **Skatepark** – The park can now be opened and signage is awaited. It is apparent that the site has been used throughout the lockdown despite it being closed off to the public. Users will be advised on social distancing and that use of the facility is at their own risk.
- **Car Parks** – Looking to reopen on 15 June 2020 and charges will be reintroduced. A safe process will be implemented, as pre-lockdown, and the suggestion is to install the app payment system as an option.

The Clerk noted that all of the above is dependent on Government guidance and may be subject to change as guidance is updated. Members will be kept updated.

Cllr Moorcroft asked for clarification on the Library opening as 4 July 2020 is a Saturday and also his next surgery date.

The Clerk explained that this is the general opening date for such establishments but the Library staff will not be returning to work until the following Monday. This is in-line with Cornwall Council's suggestion of a phased return and no Saturday opening in phase 1.

Cllr Moorcroft also asked if seagull sacks will be available.

The Clerk confirmed the Library will not be taking any payments in phase 1 therefore Concern Wadebridge should continue with the sale of the sacks if possible.

Cllr Moorcroft said he thought this would be.

#### 1285/20 **Reopening of Council Services** –

- *It was **RESOLVED** to support the reopening process of the Library as advised by the Clerk and delegate any variations required to dates, library opening hours and days, and staffing issues to the Clerk*
- *It was **RESOLVED** to use the Pavilion building as accommodation for Parks department staff to allow them to maintain social distancing.*
- *It was **RESOLVED** to reinstate the parking charges in Town Council car parks on 15 June 2020.*
- *It was **RESOLVED** to reopen the public toilets on the basis as presented by the Clerk. Opening hours will be 9am to 5pm (Monday to Saturday) closed on Sundays with a closure during the day for cleaning. The resolution is made taking account of any further guidance from Public Health England which may be issued in the interim and impact on the current plans for reopening.*

Council Buildings – The reopening of public buildings will be kept under review. The Clerk will action safe reopening for staff and hirers as per Government guidance.

**8.02pm, Cornwall Councillors & members of the public left the meeting.**

- 1286/20 **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 –*

The Clerk presented details for each item for Members consideration.

- a. **Skatepark in Egloshayle Playing Fields**- to consider the quotes received for removal.
    - *It was **RESOLVED** to accept quotation 2 as presented.*
  
  - b. **Car Park Machines** - to consider the quotes received for payment by App.
    - *It was **RESOLVED** to accept quotation 2 as presented.*
    - *It was **RESOLVED** that the user pays the convenience fee.*
  
  - c. **Touchless Hand Sanitisers** – to consider the quotes received.
    - *It was **RESOLVED** to accept quotation 2 as presented.*
  
  - d. **Safety screens for Parks Department** – to consider the quotes received.
    - *It was **RESOLVED** to accept quotation 2 as presented unless the Clerk is able to source a less expensive option in the meantime.*
- 
- *It was **RESOLVED** to re-instate Standing Order 1.c.*

**1287/20 Dates of Next Wadebridge Town Council meetings –**

- Full Council – 7pm, Wednesday 1 July 2020 (remote Zoom meeting)

Meeting closed at 8.43pm

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

**Chair :** .....

**Date :** .....