



# Wadebridge Town Council

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## Minutes of the Full Council meeting held on Wednesday 30 May 2018 at 7pm in the Main Hall, Wadebridge Town Hall

**Present :** Cllrs; J Fletcher, E Gill, J Leach, L Mitchell, P Mitchell (Mayor) & A Pennington.

**Also Present :** Cornwall Councillors Stephen Knightley & Karen McHugh.

**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 by a member of the public.
- 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'.

**696/18 Apologies** were received from Cllrs; Sarah Gill, Leah Gliddon, Jon Kennedy, Vivian Swift and Darren Rowe.

- It was **RESOLVED** to accept apologies from Cllr Sarah Gill due to a family commitment.
- It was **RESOLVED** to accept apologies from Cllr Gliddon due to a family commitment.
- It was **RESOLVED** to accept apologies from Cllr Kennedy due to a work commitment.
- It was **RESOLVED** to accept apologies from Cllr Swift due to a family commitment.
- It was **RESOLVED** to accept apologies from Cllr Rowe due to a conflicting social engagement.

**697/18 Mayor's Medal** – The Mayor advised of the resignation of Adrian Jones and that he would arrange for a Past Mayor's Medal to be presented to Mr Jones in recognition of his term of office as Wadebridge Mayor.

**698/18 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.

**699/18 Minutes of Last Meeting –**

- i. **Minutes of the meeting held on 9 May 2018** - *The Minutes of the meeting held on the 9 May 2018 were **RESOLVED** to be a true record of the meeting and were signed by the Mayor.*

- ii. **Correction to Minutes of meeting held 24 April 2018** – Members were advised of the following correction :
- Minute 659/18 – replace Fernbury Terrace with Foundry Terrace.

**700/18 Public Participation**

- **Questions from members of the Public relating to items on the agenda** – None.
- **Reports from Cornwall Councillors** –  
**Cllr Knightley** advised the following :  
Probation Service has funding available – hopeful that some monies can be used to address issues at the bus station including the anti-social behaviour in the area.  
Expression of Interest for Highways – has submitted suggestions including works to remove the flower bed which was installed along Gonvena when the sleeping policemen were put in and for a flashing speed sign on the road from Bodieve to Rock.  
Civic Award – Adrian Jones has received a Civic Award from Cornwall Council for all of his work within Wadebridge, Cllr Knightley highlighted several examples.  
The sign located opposite the Cinema is facing the wrong direction and this has been reported to Cormac.  
**Cllr McHugh** advised the following :  
Mental Health in Cornwall – a grant of £1.5m has been received to set up a mental health hub for acute end needs.  
Camel Trail toilets – have now re-opened after necessary works (specific details not available). Cormac will undertake cleaning and the facility should remain open until early evening – Cllr McHugh will monitor.  
Expression of Interest for Highways – would support the Town Council’s submissions and has four suggestions to put forward; designated loading zones on The Platt, pedestrianisation of Molesworth Street – working with the traders and Chamber of Commerce for thoughts and solution, cycle route through town for Camel Trail – management solution required and an accessible route through town for ‘wheels’.

**701/18 Mayor’s Report (tabled)** – Report *received*.

**702/18 Clerk’s Report (tabled)** – Report *received*.

**703/18 Finance** –

- a. **Accounts for payment – May 2018 (tabled)** – It was **RESOLVED** to make payment of £57,171.93 as presented.
- b. **Internal Audit Report dated 16 May 2018 (information circulated with agenda)** – It was **RESOLVED** to accept page 3 of the report.
- c. **Section 1 of the Annual Return (information circulated with agenda)** – Annual Governance Statement 2017/18 :
  - 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.

Section 1 was signed by the Mayor and Town Clerk.

- d. **Section 2 of the Annual Return (information circulated with agenda) –**  
Accounting Statements 2017/18 :
- It was **RESOLVED** to accept Section 2, Questions 1-10 as presented.
  - It was **RESOLVED** that Question 11 is not application to Wadebridge Town Council.
- Section 2 was signed by the Mayor and Town Clerk.

## 704/18 Correspondence

- a. The following correspondence for information was **received** :
- Languex** – May 2018.
  - Business Cornwall** – May 2018/Issue 120.
  - Cornwall Council** – Localism Newsletter (April 2018).
  - Cornwall Council** -Wadebridge S106 update.
  - Cornwall Council** – Draft Wadebridge & Padstow Community Panel Meeting Notes (19 April 2018).
  - Cornwall Countryside Access Forum** – Request for members.
  - Wadebridge Area Resident** – Correspondence raising concern at illegal parking around town and the lack of enforcement. Details passed to Cllr McHugh.
  - Progressland** – Email re the accuracy of the draft minutes of the NHP meeting held on 11 January 2018. Information forwarded to Chair of NHP Steering Group.
  - Cornwall Council** – Devon & Cornwall Police Crime Commissioner’s Small Grant Scheme 2018.
  - Progressland** - Email dated 4 May 2018.
  - Progressland** – Email dated 14 May 2018.
  - Cornwall Council** – Special Town & Parish Newsletter.
  - CALC** - Response to the recent consultation on the National Planning Policy Framework - response to the recent consultation on the National Planning Policy Framework. The response is made on behalf of Cornwall Planning Partnership, the stakeholder liaison group of the planning authority and the local parish and town councils in Cornwall.
  - CALC** - Response to the recent consultation from the Committee on Standards in Public Life concerning local government ethical standard.
  - Wadebridge Chamber of Commerce** – 2018 AGM Minutes.
- b. The following correspondence for response was **received** (information circulated with agenda. It was **RESOLVED** to make the following responses :
- Cornwall Council** – Tree Wardens in Wadebridge.
    - To advertise this request on the Town Council website.
  - NALC** – Discussion Paper – Shaping Our Future: A Big Conversation.
    - That the Mayor and Town Clerk with Cllrs Fletcher & Leach will consider the points raised on behalf of the Town Council.
  - Wadebridge Christian Centre** – Request for the use of 20 Town Council tables free of charge for the Big Lunch to be held on June 24, 2018.
    - To permit free of charge use of tables as requested.
  - Bounce Around SW** – Request for the Council to consider an inflatable theme park event on Jubilee Field.
    - To permit the event as requested subject to correct documentation and insurance being in place by the event organiser and copied to the Town Clerk prior to the event taking place.
  - Wadebridge Area Resident** – Email re concerns with litter at Coronation Park, users of the park in the evening and impact on surrounds, animals and visitors to the Park.

- *Agenda next meeting for discussion – to consider funding available from the Police, diversionary activities and submitting a bid for a Youth Worker.*
  - *Upload a report to the website clarifying that Wadebridge Town Council is addressing the issues raised.*
- vi. **Wadebridge Pre School** – To consider the request for the installation of WiFi in Egloshayle Pavilion.
- *To permit the request and that the Town Council pay the installation fee as owner of Egloshayle Pavilion.*
- vii. **Scott Mann MP** – Information re the launch of the Coastal Revival Fund (bids to be submitted by 5 July 2018).
- *To upload the information to the Town Council's website.*
- viii. **Wadebridge Cricket Club** – Letter regarding the drainage work by SWW in the park.
- *Clerk's report refers – Town Clerk to respond.*
- ix. **Wadebridge Business Representative** – Email re the town and scheme suggestion.
- *To invite the representative to join the Flowers for Wadebridge working group as a co-opted member.*
- c. Minutes and Agendas from the following Outside Committees were **received**. There were no actions required.
- i. **Padstow Harbour Commissioners** – Minutes of meeting held on Thursday 19 April 2018.

**705/18 Committee Meetings –**

- a. To receive Minutes and adopt recommendations where applicable : **None**

**706/18 Planning –**

- a. **Applications** – Cllr Pennington presented details and relevant information for each application. *It was **RESOLVED** to make the following responses :*
- i. **PA18/03840** : St Marys Church, New Park, 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). **SUPPORTED SUBJECT TO THE CONDITIONS FROM THE PREVIOUS APPROVAL BEING MET.**
- ii. **PA18/03479** : The Wagon House, Dunveth Farm, Wadebridge, Extension for bedroom, bathroom, living room and external access ramp. **SUPPORTED.**
- iii. **PA18/04399** : Three Ways, Bodieve, Wadebridge, Extension to provide a new kitchen on the ground floor and new first floor accommodation within the roof space. **SUPPORTED.**
- b. **Decisions** - The following planning decisions as advised by Cornwall Council were **received** :
- i. **PA18/02756** : 1 Bodieve, Proposed single and double storey extensions. **APPROVED.**
- ii. **PA18/02866** : Brookdale, Trevanion Road, Demolition of existing garage and shed and construction of new dwelling with integral double garage. **WITHDRAWN.**
- iii. **PA18/03184** : 42 Foxdown, Proposed bedroom extension. **APPROVED.**

- iv. **PA18/03127** : Ancarva, 7 Elmsleigh Road, Erection of dormer windows and hipped roof in connection with formation of roof accommodation. **APPROVED.**

- c. **For Information** – The following information as advised by Cornwall Council was *received* :
- i. **PA18/00852/PREAPP** : Above Town Bungalow, Higher Lane, Egloshayle, Pre-Application advice for : small 2 bed house on site of garage. **Closed – Advice given.**

## 707/18 Egloshayle, St. Breock and Wadebridge Neighbourhood Plan

- a. **'Final Stages – Project Plan' as provided by the NHP Steering Group** – prior to discussion the Mayor referred to the Town Council's recent discussions and resolutions and stated that decisions have been taken in accordance with the Town Council undertaking their duties, not as actions against the Steering Committee.

Item 7 was referred to in relation to GDPR. The Town Clerk outlined the Town Council's responsibilities as Data Controller and confirmed that comments received will not be attributed to an individual.

Timescale review may be required.

Noted that a quotation to undertake the analysis work is awaited from the Consultant to establish additional hours required.

- It was **RESOLVED** to accept the 'Final Stages – Project Plan' subject to the timescale being revised and the information at item 7 being reviewed as necessary.

- b. **In-house analysis of comments received** – It was **RESOLVED** that Wadebridge Town Council carries out an in-house analysis of the comments received in the Regulation 14 consultation subject to GDPR.

- c. **NHP Analysis Group** – It was **RESOLVED** to appoint Wadebridge Town Councillors; Rowe, Kennedy, Pennington, Fletcher, Gill, Louise Mitchell & Leach with the Mayor to the NHP Analysis group who will analyse the comments received and report back to Full Council.

Noted that this work will require a full day to undertake the analysis required.

- d. **To agree that the NHP Analysis Group will** – Item deferred – pending discussion by the Analysis group.

- Set a timeline for the analysis.
- Indicate when it will complete the report on the consultation findings to be presented to Full Council, the NHP Steering Group and the Public.

- e. To agree that Wadebridge Town Council will issue a statement to the parishioners of Wadebridge stating that - **the Town Council will be carrying out an in-house analysis of the comments received to ensure that the NHP reflects the wish of the people of Wadebridge.**

- It was **RESOLVED** to agree the above statement being issued.

- f. To receive nominations and vote on a Wadebridge Town Councillor to represent the Town Council on the Neighbourhood Plan Steering Group alongside the Mayor and Deputy Mayor.

- It was **RESOLVED** to appoint Cllr Amanda Pennington to the Steering Group.

## 708/18 Outside Committees/Organisations – Deferred to next meeting.

- Folk Festival.
- Concern Wadebridge.
- WYPAC.

**709/18 Working Groups –**

- i. New members to the following working groups – Deferred to next meeting. Updates and relevant meeting notes from the following working groups were **received** and any recommendations made were considered.
  - a) Bins – None.
  - b) BMX/Skatepark – None.
  - c) Christmas Lights – None.
  - d) Flowers for Wadebridge – None.
  - e) Planning – None.
  - f) Remembrance Parade – Referred to office to arrange.
  - g) Signage – Cllr Pennington referred to an email received and monies available from the Sainsbury’s s106 agreement. Points highlighted included; previous meeting held with Cornwall Council and Sustrans, signage font - preference for the Town Council's font to be used (as commissioned for Town Guide) and a copy is to be forwarded to Anna Druce.
  - h) Toilets – None.
  - i) Town Hall Events – update on the recent anniversary event will be available at next meeting. The group is considering an end of WW1 event and is in discussion with Anne Trebilcock and OCS who have an event booked in the Town Hall.
  - j) Town Hall Improvements – None.
  - k) Wadebridge Library & OSS – Town Clerk advised awaiting response from Cornwall Council legal team. Handover is scheduled for September subject to the response.
  - l) Website – None.
  - m) Royal Cornwall Show – Promotional items have been purchased and arrangements are on-going.
  - n) Police Partnership – Cllr Philip Mitchell advised he has been approached by some residents who wish to be involved. Will arrange a meeting and co-option of outside members.
  
- ii. *It was **RESOLVED** to rename the Town Hall Events Working Group the Town Council Events Working Group.*

**710/18 Dates of Next Wadebridge Town Council meetings**

- **Finance & General Purposes** – Monday 4 June 2018, 7pm, Victoria Room, Town Hall.
- **Full Council** – Wednesday 20 June 2018, 7pm, Pavilion Building, Egloshayle Playing Fields
- **Civic Service** – Sunday 1 July 2018, 11am, Egloshayle Church

Meeting closed at 8.01pm

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

..... **Chair :**

..... **Date :**