



Wadebridge Town Council

Minutes of the Annual Council meeting held on Wednesday 9 May 2018 at 6.30pm in the Main Hall, Wadebridge Town Hall

Present : Cllrs; J Fletcher, E Gill, L Gliddon, J Leach, L Mitchell, P Mitchell & A Pennington.

Public Present : Mrs Hazel Leach, Phillip Mutton, Dr Davison & Cornwall Councillor Karen McHugh (from 6.35pm).

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

Housekeeping – The Town Clerk 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'.

674/18 Election of Chair for this meeting – It was **RESOLVED** that Cllr Philip Mitchell Chair the meeting in the absence of the current Mayor Cllr Adrian Jones.

675/18 Mayor Choosing Ceremony

- **Election of Town Mayor 2018/19** – Cllr Leach proposed that Cllr Philip Mitchell is appointed Mayor 2018/19. Cllr Gliddon seconded.
 - It was **RESOLVED** to appoint Cllr Philip Mitchell as Mayor for the year 2018/19.
- **Mayor's Declaration of Office** – Cllr Philip Mitchell stated and signed the Declaration of Acceptance of Office. Town Clerk witnessed.

The Town Clerk presented the Mayor's Chain of Office to Cllr Philip Mitchell.

- **Mayor's Oath of Allegiance, acceptance speech & notification of Civic Service** – Cllr Philip Mitchell swore the Oath of Allegiance, advised that the confirmed date for the Civic Service is Sunday 1 July 2018 at Egloshayle Church, 11am with a reception in the Town Hall afterwards and gave a short acceptance speech.
- **Past Mayor's report for 2017/18** – None due to Cllr Jones apologies.
- **Town Council** – The Town Clerk confirmed the names of the current Members of the Town Council as Cllrs; Julia Fletcher, Eric Gill, Sarah Gill, Leah Gliddon, Adrian Jones, Jon Kennedy, John Leach (Deputy Mayor), Louise Mitchell, Philip Mitchell (Mayor), Amanda Pennington, Darren Rowe & Vivian Swift.

6.35pm, Cllr McHugh arrived.

676/18 Apologies were received from Cllrs; Sarah Gill, Adrian Jones, Jon Kennedy, Vivian Swift and Darren Rowe.

- It was **RESOLVED** to accept apologies from Cllr Sarah Gill due to a work commitment.

- It was **RESOLVED** to accept apologies from Cllr Adrian Jones due to a conflicting social engagement.
- 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 work commitment.
- It was **RESOLVED** to accept apologies from Cllr Rowe due to a work commitment.

677/18 Election of Deputy Mayor 2018/19 – The Mayor called for a proposal for Deputy Mayor. Cllr Philip Mitchell proposed that Cllr Leach is appointed Deputy Mayor 2018/19. Cllr Gill seconded.

- It was **RESOLVED** to appoint Cllr Leach as Deputy Mayor for the year 2018/19.

Deputy Mayor's Declaration of Office – Cllr Leach signed the Declaration of Acceptance of Office. Town Clerk witnessed.

The Deputy Mayor's Chain of Office was presented to Cllr Leach.

678/18 Register of Interests – All Councillors were reminded that they are required to review and update if necessary their current Register of Interest form.

679/18 Declarations of Interest –

- 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.
- 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.
- Dispensations** – None.

680/18 Year end reports from outside committee representatives –

- Cornwall Association of Local Councils (CALC) – Cllr Jones, no report.
- Informal Community Network – Mayor & Deputy Mayor, no report.
- Middle Treworder Community Fund – Cllr Philip Mitchell, report not available. Cllr Pennington advised this fund may now be completed.
- Pengelley Fund – Tony Rush (ex-councillor), no report.
- St Breock Community Fund – Dave Bassett (ex-councillor), no report.

681/18 Outside Committees / Organisations

i. **Committees/Organisations for Town Council representation** – It was **RESOLVED** to appoint the following representatives :

- CALC – The Mayor.
- Informal Community Network Panel – The Mayor and Deputy Mayor.
- Middle Treworder Community Fund – Cllr Philip Mitchell.
- Pengelley Fund – Cllr Julia Fletcher.
- St Breock Community Fund – Cllr Amanda Pennington.
- Chamber of Commerce – Cllr Louise Mitchell.
- Camel Trail Partnership – Cllr Eric Gill.
- Folk Festival – Deferred to next meeting.
- Concern Wadebridge – Deferred to next meeting.
- WYPAC – Deferred to next meeting.

ii. **To appoint representatives for 2018/19 subject to (i) above** – As above item.

- 682/18 Town Council Committee Membership 2018/19** (Planning, Finance & General Purposes and Staffing) –
- **Planning** – It was **RESOLVED** to appoint Cllrs; Julia Fletcher, Eric Gill, Leah Gliddon, John Leach, Louise Mitchell, Philip Mitchell and Amanda Pennington.
 - **Finance & General Purposes** – It was **RESOLVED** to appoint Cllrs; Julia Fletcher, Eric Gill, John Leach, Louise Mitchell, Philip Mitchell and Amanda Pennington.
- Action** : Clerk to contact Cllrs; Sarah Gill, Adrian Jones, Jon Kennedy, Darren Rowe & Vivian Swift regarding committee membership.
- **Staffing** –
 - i. It was **RESOLVED** to appoint Cllr Leah Gliddon to the Staffing Committee.
 - ii. It was **RESOLVED** to appoint Cllr Amanda Pennington to the Staffing Committee.
 - iii. It was **RESOLVED** to appoint Cllr Philip Mitchell, as Mayor, to the Staffing Committee.
 - iv. It was **RESOLVED** to appoint Cllr Eric Gill to the Staffing Committee.
 - v. It was **RESOLVED** to appoint Cllr Darren Rowe to the Staffing Committee.
 - vi. It was **RESOLVED** to appoint Cllr Julia Fletcher to the Staffing Committee.
- 683/18 Town Council Meetings** – A schedule of ordinary meetings of the Council had been circulated with the agenda.
- It was **RESOLVED** to accept the schedule with the following amendment :
20 June 2018 - meeting will take place in the Pavilion Building, Eglashayle Playing Field.
- 684/18 Minutes of Last Meeting** – The Minutes of the meeting held on the 24 April 2018 were **RESOLVED** to be a true record of the meeting subject to it being shown that Cllr Pennington left the meeting at Minute 672/18.c. The Minutes were signed by the Mayor.
- 685/18 Minutes of Full Council Meeting held 28 March 2018** – It was **RESOLVED** to accept the following corrections :
- Replace Highland with Hyland (current pages 92 and 101).
 - Amend page numbers to commence from page 98.
- 686/18 Minutes of Annual Town Meeting (circulated with agenda)** – Draft Minutes of the Annual Town Meeting held 26 April 2018 were **received**.
- 687/18 Issues Raised at Annual Town Meeting** –
- i. **Would the Town Council consider placing a tap on the outside of the Parks Department to enable the public to fill their water bottles?**
Members briefly discussed viable options and noted that South West Water may wish to support a proposal as part of the works they are required to undertake in the park area.
 - It was **RESOLVED** to investigate options to fit a push tap facility and to raise the matter with South West Water.
 - ii. **Would the Town Council permit 'Reduce Plastics in Wadebridge' space for display at the Town Council stall on Wadebridge Street at the Royal Cornwall Show?**
The following points were noted :
 - Would be difficult to accommodate this request due to limited space within the stand.
 - The Town Council has not offered space to other groups.
 - Suggested that if a stand is available in the days leading up to the show then Chamber of Commerce consider providing this free of charge in support of the project.

- Approach Mr Riddle regarding available space within the showground for the group's use as they are not for profit organisation. The Mayor advised that the group themselves would need to approach Mr Riddle and that he would advise Mark Wilsher of this suggestion.

688/18 Public Participation

- Questions from members of the Public relating to items on the agenda – None.
- Reports from Cornwall Councillors – Cllr McHugh gave apologies for Cllr Knightley. The following points were advised :
 - i. Foundry Terrace scheme is progressing and hopeful that it will be operational by July 2018 – details of the forthcoming consultation was provided.
 - ii. Camel Trail toilets – a tender has been accepted and agreed in principal. Limited information available at this time due to it being commercial sensitive.
 - iii. Community Network Highway Scheme – The Mayor advised that this is an agenda item for discussion.
 - iv. Outside water tap – would be very supportive of a push button tap being installed.

Cllr Pennington referred to correspondence received (agenda item 17.a.i.) regarding works scheduled for July to replace the footway bridge opposite the cinema – request for further details to be provided regarding the replacement scheme.

689/18 Finance –

- a. **Accounts for payment – April 2018** – It was **RESOLVED** to make payment of £57,171.93 as presented.

690/18 Correspondence

- a. The following correspondence for information was **received** :
 - i. **Cornwall Council** - Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic Urban Footway F7124, The Platt, Wadebridge; 2 – 6 July 2018 (24 hours);
 - ii. **Urban Buzz Launch Information** – Tuesday 29 May 2018, New County Hall, Truro.
 - It was **RESOLVED** that Cllrs Louise Mitchell and Amanda Pennington attend the launch.
 - iii. **Cornwall Council** - Neighbourhood Planning Update: April 2018;
 - iv. **Cornwall Council** – Minerals Safeguarding Development Plan Document.
- b. The following correspondence for response was **received** (information circulated with agenda. It was **RESOLVED** to make the following responses :
 - i. **Cornwall Council** – Expression of Interest for the Community Network Highways Scheme. Members discussed the information provided and possible schemes for inclusion. It was agreed to include the following :
 - i. Mobile speed alert camera and suggestion to set up a network area speed watch scheme. Cllr McHugh advised brief details of this scheme including her involvement.
 - ii. To employ a traffic warden for the network area. Cllr McHugh advised this has been raised at Network meetings and the emphasis is on cross-training of wardens to cover various aspects.
 - iii. To buy additional enforcement hours from Cornwall Council for the Network area. Cllr McHugh advised that again, this has evolved and the preference is for multi-tasking wardens.

The Mayor confirmed that the application form will be completed with above suggestions (by 25 May 2018). Cllr McHugh requested that she is included for advise and support purposes.

- ii. **Scott Mann MP** – Offer of a tree donated to Wadebridge from the Queen’s Commonwealth Canopy.
 - *It was **RESOLVED** to accept the offer as presented.*
- c. Minutes and Agendas from the following Outside Committees were **received**. There were no actions required. **None**.

7.08pm, Mrs Leach left the meeting.

691/18 Planning –

- a. **Applications** – Cllr Pennington presented details and relevant information for each application. *It was **RESOLVED** to make the following responses :*
 - i. **PA18/02866** : Mr Chris Grant, Brookdale, Trevanion Road, Demolition of existing garage and shed and construction of new dwelling with integral double garage. **APPLICATION WITHDRAWN.**
 - ii. **PA18/03689** : Mr and Mrs Tim and Lynne Brindley, Elm Cottage, Higher Lane, Addition of first floor to single-storey extension; replacement of detached garage with single-storey extension and attached garage; enlargement of parking area and erection of lean-to store against gable wall of cottage. **SUPPORTED.**
 - iii. **PA18/03693** : Mr Retford, 14 Town Quay, Harbour Road, Replacement of the existing windows in the 2nd floor flat. **SUPPORTED.**
- b. **Decisions** - The following planning decisions as advised by Cornwall Council were **received** : **None**.
- c. **For Information** – The following information as received from Cornwall Council was **received** :
 - i. **PA18/01385** : Mr Ben Middleton, 10 Harbour House, Harbour Road, Change of use from commercial unit to accommodate a new Dental Surgery with no external alterations. **NOTIFICATION THAT THE APPLICATION WILL BE DECIDED AT PLANNING COMMITTEE MEETING 30 APRIL 2018 (PREVIOUSLY CIRCULATED TO MEMBERS VIA EMAIL).**
 - ii. **PA18/01928** : Mrs J Jones, Snook, Fair Park Road, Proposed redevelopment of The Snook. **MEMBERS SEE ATTACHED FOR RESPONSE TO PLANNING OFFICER UNDER DELEGATED DECISION PROCESS.**
 - iii. **PA17/02756/PREAPP (EGLOSHAYLE PARISH)** : DLC Property, Land at Bodieve, Bodieve, Planning Performance Agreement (PPA) for mixed use scheme to include link road, school, residential, employment, retail and footbridge over A39. **CLOSED - ADVICE GIVEN.**
 - iv. **PA18/00869/PREAPP** : Peckerwood Developments, Land South West of Lower Town Higher Lane Egloshayle Wadebridge, Pre-application advice for construction of two dwellings granted conditional approval under PA17/11729. **CLOSED - ADVICE GIVEN.**

692/18 Egloshayle, St. Breock and Wadebridge Neighbourhood Plan

- a. **To receive an update from Steering Group Members** – No members present. The Mayor, as new Chair of the Steering Group referred to the forthcoming tri-parish meeting and advised that Town Council Steering Group membership should be deferred until responses are received from respective Parish Councils and the meeting has taken place.

7.12pm, Mr Mutton & Dr Davison left the meeting.

- b. **Wadebridge Town Councillor to represent the Town Council on the Neighbourhood Plan Steering Group** – Deferred.

693/18 Working Groups – update and relevant meeting notes from the following working groups were **received** and any recommendations made were considered.

- *It was **RESOLVED** to initially appoint the following councillors to working groups :*
 - a) Bins – Cllrs; Pennington and Gliddon.

- b) BMX/Skatepark – Cllrs; Pennington, Gliddon and Louise Mitchell. Meeting to be arranged week commencing 14 May 2018.
- c) Christmas Lights – Office with the Mayor and to confirm co-option of Tony Rush.
- d) Flowers for Wadebridge – Cllrs; Fletcher and Gliddon and to confirm co-option of Tony Rush and Pamela Starling and other members of the public as requested.
- e) Planning – Cllrs; Pennington and Gliddon and to confirm co-option of Mark Wilsher.
- f) Remembrance Parade – Office with Mayor and in liaison with outside group as for 2017. **To be removed from working group listing.**
- g) Signage – Noted Section 106 funding available from Sainsbury's and past discussions with Cornwall Council for signage in and around town. Cllrs; Philip Mitchell and Louise Mitchell with Cllr McHugh to be co-opted.
- h) Toilets – Cllrs; Pennington, Leach and Gliddon.
- i) Town Hall Events – Cllrs; Gliddon, Philip Mitchell, Louise Mitchell and Julia Fletcher.
- j) Town Hall Improvements – Cllrs, Philip Mitchell and Julia Fletcher.
- k) Wadebridge Library & OSS – as for 2017/18.
- l) Website – Deferred.
- m) Royal Cornwall Show – as for 2017/18.
- n) Police Partnership – deferred.

7.25pm, Cllr McHugh and Cllr Gill left the meeting.

694/18 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 –

7.28pm, Cllr Gill returned to the meeting.

- a. **BMX/Skatepark** – Deferred pending receipt of quotation.
- b. **Staffing Committee (Minutes circulated)** – It was **RESOLVED** to confirm the Minutes of 27 April 2018 and 4 May 2018 as true records of the meetings.
Recommendations from 4 May 2018 were accepted as follows :
S167/18,iii,Staff Structure Review –
 - It was **RESOLVED** that suitable clothing (with Town Council logo) be provided for the post of Amenities Manager which will enable the postholder to be identified as a Town Council employee.
 - It was **RESOLVED** that the office staff are provided with fleeces (with Town Council logo) to enable them to be identified as Town Council employees when out of the office and on Town Council business.
 - It was **RESOLVED** that the Town Clerk is provided with a high vis jacket (with Town Council logo) for use when out of the office on Town Council business.
 - It was **RESOLVED** that Parks Department equipment is purchased to enable the service to continue to be delivered recognising the increase in staffing. These items are a ride on mower at £6,750, a strimmer at £540 and a push mower at £515. The Parks Department budget for equipment is £13,000.

- It was **RESOLVED** to re-instate Standing Order 1.c. in order to return to item 20.m, Royal Cornwall Show working group.

Cllr Pennington advised that working group notes are to be received and recommendations considered.

- It was **RESOLVED** to receive meeting notes of 27 April 2018.

- It was **RESOLVED** to accept recommendations made as follows :
 - Promotion of the Urban Buzz Project with presence on the stand from the Project itself;
 - Purchase of 'Flower' type hats to assist the promotion of the Urban Buzz project whose aim is get our Town blooming while helping pollinators;
 - Distribution of the Town Guide and Map;
 - Sweets and juice available as per last year – and water for dogs and dog biscuits;
 - Purchase of fun items such as Badges, Hand Clappers, Paper Windmills, Pedometers, Yoyos, Frisbees, Flags or similar with the 'Wadebridge' logo on them where possible. All items are generic Wadebridge items and any leftover will be used at future events. The aim is to engage the public and stands with promotional items tend to have more footfall than those that don't. These items will promote Wadebridge and not the Town Council;
 - Purchase 2 Teardrop Flags with bases to promote Wadebridge and with the Town Council logo. These flags will replace the floral displays which have proved cumbersome to move and maintain during the show in previous years;
 - Create a fun photo booth to allow people to have their photo taken under the 'Wadebridge' sign and encourage them to post on the Town Council Facebook page and the Wadebridge Street page.
 - Purchase photo booth accessories – again as a means of engagement to get people to stop and chat.
 - Make replica Mayoral Chains and allow people to take a photo of themselves with these – and even perhaps get their photo taken with the Mayor himself.

Councillor and staff availability –

- Cllr Pennington – Thursday after school drop off.
- Cllr Gill – Thursday-Saturday all day subject to Town Band performances.
- Cllr Philip Mitchell – Thursday-Saturday all day.

Action : Clerk to contact all Members via email and compile an attendance schedule.

Additional tickets (2 tickets per day are available to exhibitors)

- *It was **RESOLVED** to delegate authority to the Clerk to purchase additional tickets.*

695/18 Dates of Next Wadebridge Town Council meetings

- **Full Council** – Wednesday 30 May 2018, 7pm, Town Hall
- **Finance & General Purposes** – Monday 4 June 2018, 7pm, Victoria Room, Town Hall. ***Noted that Cllrs Pennington and Philip Mitchell have registered for Chairmanship training.***
- **Full Council** – Wednesday 20 June 2018, 7pm, Pavilion Building, Egloshayle Playing Fields
- **Civic Service** – Sunday 1 July 2018, 11am, Egloshayle Church

Meeting closed at 7.35pm

Signed as a True and Accurate Account :

..... **Chair :**

..... **Date :**