



Wadebridge Town Council

Minutes of the Council meeting held on Wednesday 13 April 2016 at 7pm, Town Hall, Wadebridge

Present : Cllrs; C Buchanan, E Gill, N Hawken, H Hyland, A Jones, J Leach, A Pennington, A Richardson, T Rush, P Starling & P Tofi. Cllr Bassett was absent from the meeting.

Public : Mr Loader (Parishioner), Cllr Stephen Knightley (Cornwall Council) & Graham Smith (Cornish Guardian).

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

Housekeeping – The Mayor 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.
- 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'.

243/16 **Apologies** from Cllr Kendall (personal) were received and **approved**.

244/16 **a) Registered and non-registered disclosable pecuniary interests and non-registerable interests** – Cllr Pennington advised that she has an interest in Agenda item 11.ii.i., Par Running Track, as a Non-executive Director of Tempus Leisure (rival bid).
b) Awarded dispensations – Cllr Pennington has a dispensation to permit discussion in matters related to Tempus Leisure (not permitted to vote).

245/16 **Minutes of Last Meeting** – *The Minutes of the meeting held on the 9 March 2016 were **RESOLVED** to be a true record of the meeting and were signed by the Mayor.*

246/16 **Public Participation** –

a) Questions from Members of the Public – None.

b) Reports from Cornwall Councillors – Cllr Knightley advised Members of the current situation with the bus shelter area. Various aspects were noted including; that Cornwall Council's intention is to clean and re-paint the shelter in a dark stain in order to reduce visibility of graffiti – quote obtained not accepted. Cllr Knightley has been tasked with obtaining quotes from local contractors.

Members briefly discussed this matter with Cllr Knightley who requested that the Town Council consider including a similar shelter area within the proposed skatepark. Cllr Knightley referred Members to a letter included within the Correspondence section of the meeting.

247/16 **Mayor and Deputy Mayor Elect 2016/17**

7.15pm, Graham Smith left the meeting.

i. **Mayor** – Nomination for Cllr Pamela Starling :

- *It was **RESOLVED** to accept Cllr Starling as Mayor Elect 2016/17.*

ii. **Deputy Mayor** – Nomination for Cllr Tony Rush :

- *It was **RESOLVED** to accept Cllr Rush as Deputy Mayor Elect 2016/17.*

- 248/16 Mayor's Report** – Tabled and *received*.
- 249/16 Clerk's Report** – Tabled and *received*. Members noted a decision made under delegated authority (Planning Committee Chair & Vice Chair and Town Clerk) relating to Planning Application PA16/01283.
- 250/16 Outside Committees** – Cllr Gill gave a brief verbal report of last Camel Trail Partnership meeting.
- 251/16 Committee Meetings**
- a) Minutes and recommendations :
- i. Parks and Cemeteries (Minutes circulated with Agenda) – *It was RESOLVED to receive Minutes of 23 March 2016.*
 - ii. Car Parks & Traffic (Minutes circulated with Agenda) – *It was RESOLVED to receive Minutes of 23 March 2016.*
 - iii. Town Hall (Minutes circulated with Agenda) – *It was RESOLVED to receive Minutes of 23 March 2016.*
 - iv. Communications (Minutes circulated with Agenda) – *It was RESOLVED to receive Minutes of 23 March 2016.*
 - v. Finance & General Purposes (Minutes tabled) – *It was RESOLVED to receive Minutes of meeting held 21 March 2016.*
- Recommendations from Committee to be adopted :**
- Fin 061/16. – Wadebridge Library –**
- *It was RESOLVED to invite Julian German to answer a Q & A session on the Library & One Stop Shop.*
- Fin 062/16.a.b.&c. - Confidential matters**
- a. **Internal Audit Control Contract –**
 - *It was RESOLVED to continue with the current Audit Contractor for 2016/17.*
 - b. **Hire Fees & Charges –**
 - *It was RESOLVED to increased charges as presented for 2016/17 and noted charges include Free Wi-Fi.*
 - *It was RESOLVED to permit Delegated Powers for the Town Clerk to set the Hire Charges on an individual basis for the long service hirers.*

Cllr Hawken had not been in favour of this resolution at Committee meeting.
 - c. **External Audit –**
 - *It was RESOLVED to continue with the current External Audit arrangements for 2017/18.*
- 252/16 Finance**
- a) **Payment of Accounts** for March 2016 was tabled.
- *It was RESOLVED to make payment of £47,232.14 as presented.*
- Cllr Jones referred to a previous request from Cllr Kendall to discuss costs relating to the public toilets. The Town Clerk advised that this matter was discussed by the Town Hall Committee (January 2016) and that, as instructed, quotations and options are being obtained and will be presented when available.
- 253/16 Correspondence**
- a) The following correspondence was **received** for information :
- i. **Letter from Resident (10/03/16)** – Correspondence to the Town Council providing comment over the development near Wadebridge School, traffic on Bodieve Road and nature of Bradford's Quay Development (*copied to NHP Steering Group*).
 - ii. **Letter from Resident (11/03/16)** – Correspondence in relation to concerns of lack of use of indicators by drivers in Wadebridge.

- iii. **Letter from Resident (16/03/16)** – Correspondence to the Deputy Mayor and Town Council providing comment over development on the land between the bypass and Gonvena Hill and the size of proposed developments in Wadebridge (*copied to NHP Steering Group*).
 - iv. **Letter from Rethink via Cllr S Knightley** – Correspondence in relation to the Bus Shelter and surrounding area outside the Goods Shed in Wadebridge.
 - v. **St Petroc’s Society Newsletter:** Volume 1, Issue 8; Spring 2016.
 - vi. **Peninsula Community Health:** Peninsula News; Issue 11, Spring 2016.
 - vii. **Business Cornwall:** Issue 98 & 99, March & April 2016.
 - viii. **South West Business Insider:** Vol 10. No.3, April 2016.
 - ix. **Local Authority Building & Maintenance:** March 2016.
 - x. **Langueux:** Newsletter No. 296, April 2016.
 - xi. **Road Closure Intention:** Treworder Lane, Wadebridge; 25-27 April 2016 (00:30 to 16:00).
- b) The following correspondence for response was **received** :
- i. **Doug Scrafton (Cornwall Council)** – seeking support from Parish and Town Councils for the Community ownership proposal for Par running track which Cornwall Council will be divesting itself of in April 2017.
Members discussed the request for support – the importance of fitness amenities throughout the County was noted. It was clarified that the Town Council has previously agreed to support Tempus Leisure.
 - It was **RESOLVED** that the Town Council could not offer support as requested.
 - ii. **Car Boot Sale – Co-op Car Park (Wadebridge)** - to discuss the request by J Chapman to use the Co-op Car park for a Sunday Car Boot sale.
Members discussed the request noting advantages and disadvantages. It was agreed that further information is required.
 - It was **RESOLVED** to invite the organiser to discuss the proposal with Members at May Full Council meeting.
 - iii. **Safe Places** – to consider the Town Hall as a Safe Place area for people in Cornwall with a learning disability.
The Town Clerk advised details of the scheme. Members discussed the request.
 - It was **RESOLVED** to support the scheme as requested.
- c) Minutes and Agendas from the following Outside Committees were **received** :
- i. **Padstow Harbour Commissioners** - Notes of meeting held 18 February 2016.
 - ii. **Wadebridge & Padstow Community Network Panel** - Notes of meeting held 18 March 2016.

254/16 Planning

- a) **Applications** – It was **RESOLVED** to support the applications as received as notified on the Agenda.
- i. **PA16/01858:** Trelinden, Tower Hill, Extension to the existing property to provide two additional bedrooms and additional living space.
 - ii. **PA16/02525:** 1 Whiterock Road, Replacement upvc windows.
 - iii. **PA16/02864:** 4 New Park, Proposed single storey extension (amended design).
- b) **Decisions** - The following decisions received from Cornwall Council were noted :
- i. **PA16/00255:** The Carpet Trader, Trevanson Street, New building to provide ground floor parking and first floor office accommodation. **APPROVED.**
- c) **For Information only** – as received from Cornwall Council : *Cllr Pennington advised remit with Pre-Applications which do not require a response at this time.*
- i. **PA16/00384/PREAPP** : Cornwall Partnership NHS Foundation Trust, Wadebridge Comprehensive School, Gonvena Hill, Pre-application advice for provision of modular building at school for use of NHS Children’s Services and school support with consultation rooms, hot desk area and meeting room.
CLOSED – ADVICE GIVEN / APP SUBMITTED.

- ii. **PA16/00947/PREAPP:** Land South West of Market Place, Polmorla Road, Pre-application advice for a block of 5 or 6 garage / workshops, suitable for storage or small-scale business use. Existing building on site to be repaired and retained. Derelict sheds to be removed. Gravel surface for vehicle access.
- iii. **EGLOSHAYLE PARISH - PA16/00836/PREAPP:** Land North of Cornwall Council Offices, Higher Trenant Road, Pre-application advice for residential development on land north of Trenant Road, Wadebridge, Hawks Meadow.
- iv. **EGLOSHAYLE PARISH - PA16/00877/PREAPP:** Land at Bodieve, Pre-application advice for residential development, David Clark.

255/16 Wadebridge Library

- a) Updated position of the proposed option of an asset transfer of, the library building and, the devolution of the library service in Wadebridge, to Wadebridge Town Council from Cornwall Council –

The Town Clerk advised that currently, only St Endellion Parish Council has committed to support the devolution of the Library service (2%). Egloshayle Parish Council has requested further information. Members debated the lack of support for the service.

The Town Clerk informed Members that Cornwall Council has advised details of an option to negotiate potential transfer of car parking facilities in conjunction with the devolution of an additional asset such as the transfer of public toilets. The transfer of the library service is not included as an additional asset. Car parking revenue figures have been provided and will be included in a full report to be presented to Members for consideration.

7.56, Cllr Pennington left the meeting.

Members discussed proceeding with negotiations for the asset transfer and the devolution of the library service.

- *It was **RESOLVED** that the Town Council commit to continue to investigate options to retain the Library service.*

Action : Town Clerk to prepare report.

- b) Proposed visit to Plymouth to view the current arrangement for library provision – *It was **RESOLVED** that Cllrs; Starling, Hyland and Pennington along with the Town Clerk visit the Plymouth facility as proposed.*
- c) Submission of an application to the Devolution Fund for running costs of the Library Service in Wadebridge - *(subject to approval but mindful of the submission date of 16 May 2016 for applications to the Devolution Fund) – It was **RESOLVED** to submit an application as necessary.*

256/16 Applications for Grant Funding –

- i. Adult Fitness Equipment – The Town Clerk advised details of a scheme provided by Tesco.
 - *It was **RESOLVED** to submit an application to the Tesco Bags of Help scheme.*
- ii. Inclusive Play Equipment in children's' play areas – Members considered the provision of inclusive play equipment within Town Council play areas. The Town Clerk advised details of a scheme.
 - *It was **RESOLVED** to submit an application as outlined.*

257/16 Egloshayle, St. Breock and Wadebridge Neighbourhood Plan :

- a) **Meeting Notes :**
 - i. **Steering Committee** – None.
 - ii. **Advisory Group** – None.
- b) **Update** – Cllr Starling gave a brief update on the outcome of a meeting held Sunday 10 April 2016 where a working group was formed in order to work with the Consultant to implement review comments and produce a document to move forward toward the statutory public consultation.

- 258/16 BMX/Skatepark** – Cllr Starling and the Town Clerk gave a brief verbal update.
8.20pm, Cllr Knightley left the meeting.
- 259/16 Waste Incentive Scheme (information tabled) –**
- a) Roles and responsibilities of the Waste Incentive Scheme Working Group – *It was **RESOLVED** to accept the Roles and Responsibilities as presented.*
 - b) Terms and Reference of the Working Group – *It was **RESOLVED** to accept the Terms of Reference as presented.*
 - c) Update from the Working Group – *It was **RESOLVED** to accept the notes of meeting held 14 March 2016 and the recommendations outlined within the notes.*
- 260/16 Royal Cornwall Show (information tabled) –**
- a) Roles and responsibilities of the Royal Cornwall Show Working Group – *It was **RESOLVED** to accept the Roles and Responsibilities as presented.*
 - b) Terms and Reference of the Working Group – *It was **RESOLVED** to accept the Terms of Reference as presented.*
 - d) Suggestions received from Committee with regard to the Town Council stand as agreed at January 2016 Committee – *It was **RESOLVED** to accept notes of meeting held 14 March 2016 and the recommendations outlined within the notes.*
- 261/16 Draft Safeguarding Policy** – *It was **RESOLVED** to accept the Safeguarding Policy for Children, Young People and Vulnerable Adults as presented.*
- 262/16 Good Food Fair** – Cllr Jones gave a verbal report in relation to the food fayre held on Monday 30 March 2016 which proved to be a very successful event for local traders and attendees alike. Arrangements are now being made to hold fairs over the Spring bank holiday and August bank holiday (last day of Folk Festival). Members thanked Cllr Jones for arranging this event.
- 263/16 Confidential matters - to consider the following resolution:** *It was **RESOLVED** to suspend Standing Order 1.c., so that the Press and Public be excluded from the meeting for the following items of business because of the confidential personnel nature and contractual nature of the business to be transacted - Public Bodies (Admission to Meetings) Act 1960.*
- a) **Car Park Body Cameras** – *It was **RESOLVED** to purchase two body cameras and associated equipment for use by the Car Park attendants in the execution of their daily duties.*
 - b) **Document Centre** – *It was **RESOLVED** to authorise delegated authority to the Chair of Finance & General Purposes Committee and the Town Clerk to investigate and accept a suitable lease option.*
 - c) **IT Equipment (quotation information tabled)** – *It was **RESOLVED** to accept the quotation submitted by the Town Council's current IT provider excluding provision of a Windows Tablet.*
 - d) **Town Hall Exterior Clean** – Quotations are awaited.
 - e) **Staffing Committee** – *It was **RESOLVED** to receive Minutes of meeting held 1 April 2016.*
- Recommendations from Committee to be adopted :**
- S085/16.i. & ii. – Personnel Matters, Staff**
- Senior Groundsperson Appointment (i)**
- *It was **RESOLVED** that, following interview, Edward Treverton be appointed to the post of Senior Groundsperson.*
- Vacancy in Parks Department (ii)**
- *It was **RESOLVED** that the Assistant to Senior Groundsperson post is not filled.*
 - *It was **RESOLVED** that a Horticulture Apprentice post is created in the Parks Department.*
- *It was **RESOLVED** to re-instate Standing Order 1c.*

264/16 **Items to be included on Agenda for next Meeting** – None.

265/16 **To note dates of the next Wadebridge Town Council meetings** –

- Committees, Planning, Parks & Cemeteries, Car Parks & Traffic, Town Hall & Communications – Wednesday 27 April 7pm, Town Hall.
- Annual Town Meeting – Thursday 28 April 2016, 6pm, Town Hall.

Meeting closed at 8.58pm

Signed as a True and Accurate Account :

..... **Chair :**

..... **Date :**