



Wadebridge Town Council

Minutes of the Annual Council meeting held on Wednesday 13 May 2026 at 7pm in the Main Hall, Wadebridge Town Hall

Present : Cllrs; J Metcalfe, L Mitchell, D Moore, K Rowe, G Welch & I Welch.

Absent : Cllr D Stawski.

Public Present : Cornwall Councillor Robin Moorcroft (Wadebridge West & St. Mabyn) and Simon Miller (Town Team Co-Ordinator & Wadebridge Community Engagement Director).

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'.

2217/26 Mayor Choosing Ceremony

- **Election of Town Mayor 2026/27** –

Cllr Ian Welch proposed that Cllr Jules Metcalfe is appointed Mayor 2026/27

Cllr Kelly Rowe seconded

- *It was **RESOLVED** to appoint Cllr Jules Metcalfe as Mayor for the year 2026/27.*

- **Mayor's Declaration of Office** – Cllr Jules Metcalfe signed the Declaration of Acceptance of Office. Town Clerk witnessed.
- **Mayor's Oath of Allegiance & acceptance speech** – Cllr Jules Metcalfe swore the Oath of Allegiance and gave her acceptance speech which included her objectives for the town and the challenges which the town council face in the coming year.
- **Civic Service** – The Clerk advised the date of the Civic Service will be Sunday 13 September 2026.
- **Past Mayor's Report for 2025/26** – Cllr Ian Welch gave his past Mayor's report (copy attached).

2218/26 Apologies – Apologies were received from Cllrs; Kennelly, G Pearce and J Pearce.

- *It was **RESOLVED** to accept apologies from Cllr Brian Kennelly due to a family commitment.*
- *It was **RESOLVED** to accept apologies from Cllrs Graham and Jenny Pearce due to work commitments.*

2219/26 Election of Deputy Mayor 2026/27 –

Cllr Jules Metcalfe proposed that Cllr Kelly Rowe is appointed Deputy Mayor 2026/27
Cllr Ian Welch seconded

- It was **RESOLVED** to appoint Cllr Kelly Rowe as Deputy Mayor for the year 2026/27.
- **Deputy Mayor's Declaration of Office** – Cllr Kelly Rowe signed the Declaration of Acceptance of Office. Town Clerk witnessed.

2220/26 Register of Interests – All Councillors were reminded that they are required to review and update, if necessary, their current Register of Interest form.

2221/26 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.

2222/26 Outside Committees/Organisations –

- i. Outside Committees/Organisations for Town Council representation (2026/27) –
 - It was **RESOLVED** to appoint a representative to the St. Breock Fund.
 - It was **RESOLVED** to appoint a representative to the Treworder Fund.
 - It was **RESOLVED** to appoint a representative to the Town Team.
 - It was **RESOLVED** to appoint a representative to the Camel Trail Partnership.
 - It was **RESOLVED** to appoint a representative to the Chamber of Commerce.
 - It was **RESOLVED** to appoint a representative to the Community Area Partnership group (CAP)
- ii. Representatives to outside Committees/Organisations (2026/27) –
 - **St. Breock Fund** – It was **RESOLVED** to appoint Cllr Ian Welch as the Town Council representative.
 - **Treworder Fund** – It was **RESOLVED** to appoint Cllr Ian Welch as the Town Council representative.
 - **Town Team** – It was **RESOLVED** to appoint Cllrs Jules Metcalfe and Kelly Rowe, as Mayor and Deputy Mayor, as the Town Council representatives with Cllr Ian Welch as substitute representative to attend where necessary.
 - **Camel Trail Partnership** – It was **RESOLVED** to appoint Cllr Gill Welch as the Town Council representative.
 - **Chamber of Commerce** – It was **RESOLVED** that councillors will represent the town council on a rotating basis. Cllr Gill Welch advised she would attend the next meeting scheduled for Thursday 21 May 2026.
 - **CAP** – It was **RESOLVED** to appoint Cllrs Jules Metcalfe and Kelly Rowe as Mayor and Deputy Mayor. Noted that all other councillors are able to attend the CAP meetings if they wish to do so.

2223/26 Town Council Committee Membership 2026/27 (Planning, Finance & General Purposes and Staffing) –

- **Planning** – It was **RESOLVED** to appoint all councillors to the Planning Committee.

- **Finance & General Purposes** – It was **RESOLVED** to appoint all Councillors to the Finance & General Purposes Committee.
- **Staffing** – Terms of Reference state the Mayor with five councillors are to be appointed.
 - It was **RESOLVED** to appoint the Mayor, Cllr Jules Metcalfe and Cllrs; Louise Mitchell, Dave Moore, Kelly Rowe, Gill Welch and Ian Welch to the Staffing Committee.

2224/26 Working Groups (2026/27) – It was **RESOLVED** that the working groups for 2026/27 are:

- Allotments.
- Climate Change and Emergency Planning.
- Governance Review and Fairer Funding.
- Inclusive Play Area.
- CIL Round 5.
- The Platt Toilets (refurbishment).

2225/26 Working Group Membership (2026/27) –

- Allotments** - It was **RESOLVED** to appoint Cllrs Jules Metcalfe and Ian Welch to the Allotments working group.
- Climate Change and Emergency Planning** – It was **RESOLVED** to appoint Cllrs Jules Metcalfe, Louise Mitchell and Ian Welch to the Climate Change and Emergency Planning working group.
- Governance Review and Fairer Funding** – It was **RESOLVED** to appoint Cllrs Louise Mitchell, Ian Welch, Jules Metcalfe, Gill Welch and Kelly Rowe to the Governance Review and Fairer Funding working group.
- Inclusive Play Area** – It was **RESOLVED** to appoint Cllrs Kelly Rowe, Louise Mitchell and Dave Moore to the Inclusive Play Area working group.
- CIL Round 5** – It was **RESOLVED** to appoint Cllrs Ian Welch, Dave Moore and Brian Kennelly to the CIL Round 5 working group.
- The Platt Toilets (refurbishment)** – It was **RESOLVED** to appoint Cllrs Dave Moore, Louise Mitchell and Gill Welch to The Platt Toilets (refurbishment) working group.

2226/26 CIL Round 5 Working Group –

- Terms of Reference (tabled)** – It was **RESOLVED** to agree the Terms of Reference for the working group as presented.
- Minutes and recommendations from the meeting held on 6 May 2026 (tabled)** – It was **RESOLVED** to receive the Minutes of 6 May 2026 and to accept the recommendation made to appoint Phil Keymer to the working group.

2227/26 Minutes and Recommendations from Working Groups (2025-26) – None.

2228/26 Minutes of Last Meeting – The Minutes of the meeting held on the 15 April 2026 were **RESOLVED** to be a true record of the meeting and were signed by the Mayor.

2229/26 Draft Minutes of the Annual Town Meeting – It was **RESOLVED** to receive the draft Minutes of the Annual Town Meeting held on the 23 April 2026.

2230/26 Public Participation

- Police Reports – Apologies received.
- Questions from members of the Public relating to items on the agenda –
- Reports from Cornwall Councillors –
 - **Cllr Moore (Wadebridge East & St. Minver)** – Apologies had been received from Cllr Moore.

➤ **Cllr Moorcroft (Wadebridge West & St. Mabyn)** – Cllr Moorcroft noted the following :

- Congratulation to Cllr Metcalfe on becoming Mayor.
- Final phase of the 20mph roll out will be conducted for this CAP area between September and November 2026.
- Email invitation from Dan Rogerson, Portfolio holder for Transport, to the Cormac Meet the Team workshop on 11 June 2026. This includes town and parish council's. Details were provided.
- Next CAP meeting is 15 June 2026 and this will include the AGM. Details of the speakers were provided.
- Potholes – update on the situation and ongoing work was provided.
- Raft Race – looking to increase Marshalls for the event due to the EA works in the park area which will mean the event will be over a more widespread area. Will keep the town council updated and will provide relevant documentation.
- Referred to item 17.a.ii., River Camel Catchment Area – provided details of the St. Mabyn PC meeting and their request for further information on this. Unsure if the proposal will affect Wadebridge but happy to provide feedback and further information when available.

There was brief discussion on the proposal and it was agreed further information would be beneficial.

7.35pm, Cllr Moorcroft and Simon Miller left the meeting.

2231/26 Finance – Payment of Accounts for April 2026 – Deferred to June meeting.

2232/26 Correspondence (information circulated with agenda for Members) –

- a. To receive correspondence for information:
 - i. **Cornwall Council** - Town & Parish Council Newsletter (10/04/26).
 - ii. **Cornwall Rural Community Charity (CRCC)** – Clean Cornwall Newsletter (15/04/26).
 - iii. **Cornwall Council's Cabinet** – Letter to Town & Parish Councils re weed treatment (30/04/26). The Mayor noted the update from Cornwall Council on this item.
 - iv. **Wadebridge Chamber of Commerce** – letter of support to the Town Council re the proposed EA works.
 - v. **Cornwall Council** – Notice of Intention to Commence Preparation of the Cornwall Local Plan.
 - vi. **Bodmin & Wadebridge Neighbourhood Policing Team** – Newsletter (May 2026).
 - vii. **Cornwall Council** – Planning News for Local Councils & Agents (Spring 2026).
- b. To receive correspondence requesting a response:
 - i. **Fowey River Canoe Club** – to consider the request received.
 - The Clerk provided an update on the request and details of discussion with the club on requirements and further permissions will may be required. This included issues which arose in 2025 with the condition of the public toilets after the event. A bond will be required to cover any additional cleaning that may be necessary and the club will be made aware that the Changing Places toilets are not available to them as a changing or shower facility.
 - *It was **RESOLVED** that the Clerk has delegated authority to agree permissions for use of land and facilities and to arrange that a bond of £100 is provided by the club.*

ii. **Cornwall Council** – Cornwall Seascape Character Appraisal (closing date 15 May 2026).

- The Mayor advised the following as proposed comments to be submitted :

Question 1 - What features in this seascape character area are particularly valued, and why?

- The natural beauty of the Camel Estuary - its tidal mudflats, sandbanks and salt marshes, which support nationally important bird populations and are valued for wildlife watching and quiet enjoyment.
- Tranquillity and dark skies, particularly away from the town, which are increasingly rare and highly valued by local communities.
- The medieval bridge at Wadebridge — one of the longest medieval bridges in Cornwall, built in the 15th century, traditionally dated to 1468 - is a landmark of outstanding historic and visual significance where it meets the tidal river, and is integral to the character of this end of the estuary and Wadebridge.
- The transition from tidal estuary to river at Wadebridge, where the Camel narrows and the character shifts from open water to a more enclosed, intimate riverside setting — this change in seascape character is itself distinctive and worth recognising.
- The Camel Trail through Wadebridge, following the route of the old Bodmin and Wadebridge Railway, contributes to the cultural and recreational heritage of the estuary as a whole.
- The Camel Estuary is a Site of Special Scientific Interest (SSSI), with the mudflats and saltmarshes supporting nationally important numbers of wading birds including curlew, redshank and oystercatcher, particularly in winter.

Question 2 - What actions should be undertaken to preserve or enhance this seascape character area?

- Support habitat management of the estuary's mudflats and salt marshes, in partnership with Natural England and the RSPB, to maintain their ecological and visual quality.
- Maintain and improve public access to the waterfront and estuary edges while ensuring sensitive areas are adequately protected.
- Ensure the setting of the medieval bridge is protected from inappropriate development that could harm its visual or historic context.
- Recognise the differing character of the Wadebridge end of the estuary in the SCA, so planning decisions reflect its distinct qualities rather than treating the whole estuary uniformly.
- Support sensitive riverfront improvements in Wadebridge that enhance public enjoyment of the water's edge without compromising the historic townscape.
- Investigate and, where possible, prohibit sewage discharge into the River Camel and its estuary, and introduce regular, publicly accessible water quality testing at key points along the river and estuary to provide transparency and accountability.

Question 3- Any other comments

- Note the cumulative pressure from tourism and climate change (particularly rising sea levels and erosion) and suggest the SCA explicitly acknowledges these threats.
- Development pressure around Wadebridge is substantial and accelerating. Wadebridge is identified as one of Cornwall's main towns in the Cornwall Local Plan and is subject to significant development pressure as a result. Planning applications and approvals are already approaching 1500 new homes in the immediate area. This scale of growth has direct implications for the river corridor, its setting, sewage infrastructure capacity, surface water drainage and water quality in the estuary, and must be explicitly acknowledged and addressed in the SCA.
- Water quality in the Camel has been a concern, with agricultural runoff, surface water drainage and sewage discharge all potentially impacting both the river and the wider estuary downstream. Sewage infrastructure capacity in and around Wadebridge needs to be assessed and addressed as part of any future development planning, to ensure that growth does not further compromise river and estuary water quality.
- Request that Town and parish councils are meaningfully consulted at future stages of any updates to the SCA, given the local knowledge they hold.
- Important that the SCA gives proper weight to the inland/upper estuary character around Wadebridge, not just the more obviously scenic lower estuary and harbour at Padstow.

*It was **RESOLVED** that the Clerk has delegated authority to submit the response as discussed with any other additional comments put forward by councillors.*

- c. To receive Minutes and Agendas for Outside Committees for information: **NONE**

2233/26 Planning –

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

- PA26/01884:** Land North of Elm Cottage Higher Lane Egloshayle Wadebridge. New self-build dwelling and detached garage. **SUPPORTED.**
- PA26/01068:** River Camel Catchment Area, Local Development Order - Upgrading septic tanks and small sewage treatment plants within River Camel Special Area of Conservation. **SUPPORTED subject to receiving further information from Cllr Robin Moorcroft.**

- b. **Decisions** – the following decisions from Cornwall Council were **received** :

- PA26/01081:** 5 Whiterock Terrace Whiterock Road Wadebridge Cornwall. Householder & Listed Building Consent application for the conversion of an outbuilding to provide a bathroom and studio, replacement of front window, repair of portico and associated works. **APPROVED**
- PA26/01082:** 5 Whiterock Terrace Whiterock Road Wadebridge Cornwall. Listed Building Consent application for the conversion of an outbuilding to provide a bathroom and studio, replacement of front window, repair of portico and associated works. **APPROVED**

- iii. **PA25/08845:** Cormac Solutions Cornwall Council Higher Trenant Road Wadebridge. Conversion and Change of Use of Former Office Building (Use Class E(g)) to 26 Residential Dwellings (Use Class C3), comprising 20 affordable apartments, and 6 for care home employees, with Development of a 67 Bedroom Care Home (Use Class C2) with Associated Parking and Landscaping. **APPROVED**
- iv. **PA26/01230:** Brae Cottage Polmorla Road Wadebridge Cornwall. Replacement of garage with garden office/store. **APPROVED**
- v. **PA26/01417:** Tregarrac Trevanson Road Wadebridge Cornwall. New Driveway . **APPROVED**

2234/26 Royal Cornwall Show – Councillor attendance and content for the stand was discussed. Town Council banners and flags are available for use.

It was **agreed** to purchase a parish boundary map for display and to focus on how the current parish boundary is unfair in terms of funding, the financial challenges this creates for the town council and the negative impact this has on Wadebridge parishioners.

Cllr Metcalfe agreed to co-ordinate a rota for councillor attendance and to share this with the office.

2235/26 Wadebridge Pump Station Works – The Clerk provided an update from a recent meeting with the EA. An alternative and better proposal to locate the compound on the embankment, rather than the car park area, has been confirmed. The EA will also not now need to connect to the Changing Places toilet facility for water, they will be referred to SW for a connection.

The Clerk advised she is still investigating a possible financial contribution/compensation payment and that there will be a Pre-condition survey taking place on Friday 22 May 2026.

The EA have not, as yet, serviced the Notice of Entry to the town council.

2236/26 Public Toilets – The advantages and difficulties with operating later opening hours over the summer period were discussed. It was noted that, moving forwards, including an evening closure clause in any new cleaning contract would allow for later closing as required.

- It was **RESOLVED** to keep the toilet opening hours as is for summer 2026 with a special dispensation available for later opening as and when necessary.

2237/26 Member/Officer Protocol (circulated with Agenda) – The Clerk noted a proposed amendment to Section 5.5.

- It was **RESOLVED** to approve the revised protocol subject to the agreed amendment to Section 5.5.

2238/26 Terms of Reference - Staffing committee (circulated with Agenda) – The Clerk noted several proposed amendments throughout the policy.

- It was **RESOLVED** to approve the revised terms of reference subject to the reorganisation of the document to reflect the agreed amendments.

2239/26 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/contractual nature of the business to be transacted - Public Bodies (Admission to Meetings) Act 1960.

Details of the confidential matters were advised by the Clerk and quotes were considered. The following responses was made:

- i. **Pavilion Building (replacement heating)** - It was **RESOLVED** to defer this item to June meeting subject to Cllr Moore reviewing the quotes with the Operations Manager.
- ii. **Car Park Lining** – It was **RESOLVED** to accept Quote 1 at a cost of £1,637.
- iii. **Parks Department Electric Vehicle** – The options available to either extend the lease or to purchase the vehicle were considered.
 - It was **RESOLVED** to extend the lease for a further 12-month period.
- iv. **The Platt Public Toilets (feasibility report)** – The report was considered at length.
 - It was **RESOLVED** that the refurbishment of The Platt toilets will go ahead and that the feasibility report and other relevant points noted should be referred to the working group for consideration.
 - It was **RESOLVED** to reinstate Standing Order 1.c.

2240/26 Dates of Next Wadebridge Town Council meetings

- **Finance & General Purposes Committee** – Monday 15 June 2026.

Apologies received from Cllrs Gill & Ian Welch and Cllr Jules Metcalfe. The Clerk agreed to move the meeting to Monday 22 June 2026.

- **Full Council Meeting** – Wednesday 17 June 2026. Apologies received from Cllrs Gill & Ian Welch.

Meeting closed at 8.55pm

Signed as a True and Accurate Account :

..... **Chair :**

..... **Date :**