



Wadebridge Town Council

Minutes of the Annual Council meeting held on Wednesday 11 May 2016 at 6.30pm in the Victoria Room, Wadebridge Town Hall

Present : Cllrs; D Bassett, C Buchanan, E Gill, N Hawken, H Hyland, A Jones, M Kendall (arrived 6.39pm), A Pennington, A Richardson, T Rush, P Starling & P Tofi.

Public Present : Graham Smith (Cornish Guardian), Cllr K McHugh (Cornwall Council), Cllr J Rowe (Cornwall Council) and Jody Jeffrey, Peter Stacey & Craig Oakes (on behalf of Redrow), Tina Yardley & representatives regarding PA16/03600 and other members of the public as listed (attached).

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

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'.

001/16 Mayor Choosing Ceremony

- **Election of Town Mayor 2016/17** – Cllr Hawken proposed that Cllr Starling is appointed Mayor 2016/17. Cllr Tofi seconded.
 - *It was **RESOLVED** to appoint Cllr Starling as Mayor for the year 2016/17.*
- **Mayor's Declaration of Office** – Cllr Starling signed the Declaration of Acceptance of Office. Town Clerk witnessed.
- **Mayor's Oath of Allegiance, acceptance speech & notification of Civic Service** – Cllr Starling swore the Oath of Allegiance and gave a short acceptance speech thanking Cllr Tofi for his support over the past year. Cllr Starling advised that the Civic Service will be held on Sunday 26 June 2016 at Egloshayle Church, 11am with a buffet reception in the Town Hall afterwards.
- **Town Council Membership 2016/17** - The Town Clerk advised names of Town Councillors for 2016/17.
- **Past Mayor's report for 2015/16** – Cllr Starling gave a short report outlining some of the key points from the past term of office (copy attached). Past months report was tabled (copy attached).

002/16 Apologies were received from Cornwall Councillor Knightley.

6.39pm, Cllr Kendall arrived.

003/16 Election of Deputy Mayor 2016/17 – Cllr Buchanan proposed that Cllr Rush is appointed Deputy Mayor 2016/17. Cllr Kendall seconded.

- *It was **RESOLVED** to appoint Cllr Rush as Deputy Mayor for the year 2016/17.*
- Deputy Mayor's Chain of Office was exchanged.

004/16 Register of Interests - Councillors were reminded that they are required to review and update, if necessary, their current Register of Interest form and Form RI/1 – Sensitive Interests.

005/16 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*). Cllr Jones declared an interest in agenda item 17.a.ii, PA16/03656. Cllr Starling declared an interest in agenda item 16.iii.i, St Breock Parish Council.
- 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** – Cllr Rush advised that he has a dispensation for matters related to the Carnival Committee (voting not permitted).

006/16 Year end reports from outside committee representatives – Reports attached where available :

- Camel Trail Partnership – *Cllr Starling tabled a report.*
- Chamber of Commerce – *Cllr Jones, on behalf of the Chamber of Commerce gave a brief verbal update.*
- Cornwall Association of Local Councils (CALC) – *Refer to Correspondence, 16.i.v. for Annual Report.*
- Fair Trade – *Cllr Starling tabled a report.*
- Folk Festival – *Cllr Jones tabled a report.*
- Informal Community Network – *Meeting notes are received as Correspondence and held on file.*
- Middle Treworder Community Fund – *Cllr Gill gave a short verbal report and written report filed.*
- Padstow Harbour Commissioners – *Cllr Bassett advised report not available. Noted that meeting notes are received as Correspondence and held on file.*
- Pengelly Wind Farm Community Fund – *Cllr Starling tabled a report.*
- Wadebridge Children's Advisory Board – *Cllr Starling advised this group has been restructured – Town Councillor representative not required.*
- WYPAC – *Cllr Pennington submitted a written report to Town Clerk's office.*
- St Breock Community Fund – *Cllr Gill gave a short verbal report and written report filed.*

007/16 Appointment of outside committee representatives 2015/16 –

- Camel Trail Partnership – *Cllrs Gill and Starling.*
- Middle Treworder Community Fund – *Cllr Gill.*
- St Breock Community Fund – *Cllr Gill.*

Remainder to be confirmed at next meeting.

008/16 Town Council Committee Membership 2016/17 –

- **Planning** – *It was **RESOLVED** to appoint Cllrs; Bassett, Buchanan, Gill, Hawken, Hyland, Jones, Kendall, Leach, Pennington, Richardson, Rush, Starling & Tofi to the Planning Committee.*
- **Finance & General Purposes** – *It was **RESOLVED** to appoint Cllrs; Bassett, Buchanan, Gill, Hawken, Hyland, Jones, Kendall, Leach, Pennington, Richardson, Rush, Starling & Tofi to the Finance & General Purposes Committee.*
- **Staffing Committee** (maximum capacity is six members to include the Mayor) – *It was **RESOLVED** to appoint Cllrs; Starling (Mayor), Buchanan, Hawken, Hyland, Rush and Tofi to the Staffing Committee.*

009/16 Town Council Meetings – A schedule of ordinary meetings of the Council had been previously presented to all Members.

010/16 Minutes of Last Meeting – *The Minutes of the meeting held on the 13 April 2016 were **RESOLVED** to be a true record of the meeting and were signed by the Mayor.*

011/16 Minutes of Annual Town Meeting (circulated with agenda) – Draft Minutes of the Annual Town Meeting held 28 April 2016 were **received**.

012/16 Public Participation

Tina Yardley addressed members on planning application PA16/03600.
Several residents addressed Members with concerns regarding PA16/02955.

- Reports from Cornwall Councillors – Cllr McHugh addressed Members and residents in attendance on the following topics :
 - i. Transport strategy.
 - ii. Residents parking scheme.
 - iii. PA16/02955, advised this application will go to Cornwall Council planning committee in July. (For the benefit of residents present, Cllr Pennington clarified procedure for public speaking).
 - iv. Surgeries will be held in the Library – Tuesdays and Saturday mornings (to be confirmed).

Residents queried timing allowed for public participation. Cllr Jones advised members of the public of the Town Council's role within the planning process.

013/16 Town Clerk's Report - tabled for Member's information.

Variation of order of Agenda – *It was **RESOLVED** to move item 17, Planning, forward for the benefit of the members of public present.*

014/16 Planning

a. **Applications** - *It was **RESOLVED** to make the following responses :*

- i. **PA16/02955** : Redrow Homes, Land South of Cleavelands, Outline planning application for a one form entry primary school, residential development of up to 190 dwellings, with public open space, landscaping, associated infrastructure, demolition of buildings and vehicular access from Trevanion Road, The Culvery and Meadowhead, with all matters reserved except access. **NOT SUPPORTED DUE TO PUBLIC SAFETY ASPECT – THE DEVELOPMENT WILL DAMAGE SAFE ACCESS TO TOWN CENTRE AND THE HARM OUTWEIGHS THE BENEFIT OF THE DEVELOPMENT. MEMBERS NOTED THAT THE SITE IS NOT ALLOCATED FOR SUCH DEVELOPMENT WITHIN THE EMERGING NEIGHBOURHOOD PLAN.**

Cllr Jones left the meeting.

- ii. **PA16/03656** : Rensburg, Gonvena Hill, Replacement of the existing retaining wall with the highway. **SUPPORTED.**

7.39pm, several members of the public left the meeting.

Cllr Jones returned to the meeting.

- iii. **PA16/03091** : Land at Blackwell Place, Outline planning permission with all matters reserved for a new dwelling. **DEFERRED PENDING FURTHER INFORMATION FROM PLANNING OFFICER.**
- iv. **PA16/03600** : Cornwall Partnership NHS Foundation Trust, Wadebridge Comprehensive School, Gonvena Hill, Provision of a modular building within the grounds of the school for the use of NHS children's services. **SUPPORTED SUBJECT TO APPROVAL BY THE TREE OFFICER.**

7.31pm, representatives of Redrow and several members of the public left the meeting.

- b. **Decisions** – the following decisions received from Cornwall Council were noted:
 - i. **PA16/01858** : Trelinden, Tower Hill, Extension to the existing property to provide two additional bedrooms and additional living space. **APPROVED.**
 - ii. **PA16/02864** : 4 New Park, Proposed single storey extension (amended design). **APPROVED.**
 - c. **For Notification** – the following was noted :
 - i. **PA16/03718** : Aurora Land And Design, Land North of Higher Church Park, Egloshayle, Scoping Opinion for outline planning application for the development of a mixed-use sustainable neighbourhood.
- *It was **RESOLVED** to return to Agenda item 14, Committee Meetings.*

015/16 Committee meetings

- a. To receive Minutes and adopt recommendations where applicable from :
 - i. Planning – *It was **RESOLVED** to receive Minutes of 27 April 2016.*
 - ii. Car Parks & Traffic – *It was **RESOLVED** to receive Minutes of 27 April 2016.*
 - iii. Parks and Cemeteries – *It was **RESOLVED** to receive Minutes of 27 April 2016.*
 - iv. Town Hall – *It was **RESOLVED** to receive Minutes of 27 April 2016.*
 - v. Communications – *It was **RESOLVED** to receive Minutes of 27 April 2016.*
 - vi. Finance & General Purposes – 3 May 2016 (tabled) – *It was **RESOLVED** to defer this item pending further discussion at next Finance & General Purposes meeting.*

016/16 Finance

- a. Accounts for payment (tabled) – *It was **RESOLVED** to make payment of £43,663.78 as presented.*
- b. Internal Audit Report dated 28 April 2016 (tabled) – *It was **RESOLVED** to accept the Internal Audit Report as presented.*
- c. Annual Return for 2015/16 –
 - Section 1 – Annual governance statement 2015/16 – *It was **RESOLVED** to respond 'Yes' to questions 1-8 as advised by the Mayor (question 9 is not applicable).*
 - The Mayor and Town Clerk signed Section 1.
 - Cllr Hyland advised details of Section 2 – Accounting statements 2015/16 – *It was **RESOLVED** to accept Section 2 as presented.*
 - The Mayor and Town Clerk signed Section 2.

017/16 Correspondence

- I. The following correspondence for information was **received** :
 - i. **Cornwall Council**: Intention of Notice of Road Closure, Wadebridge Food Fair, Wadebridge. 30/05/16 (07:00 to 20:00 hours).
 - ii. **Local Authority Building & Maintenance**: April 2016.
 - iii. **Nat West Bank (Wadebridge)** - to advise that as from 1 August 2016 their opening hours will be reducing to 10.30am -2.30pm (Monday – Friday).
 - iv. **Languieux** – No 297, May 2016.
 - v. **Cornwall Association of Local Councils (CALC)** – Annual Report 31 March 2016.
- II. The following correspondence for response was **received** (information circulated with Agenda) :
 - i. **Wadebridge Carnival** – The Mayor and Town Clerk advised that clarification is required on several aspect of the request. It was **agreed** that The Mayor and Town Clerk should meet with the Chair of the Carnival Committee to establish exact requirements. Deferred pending further information.
Action : Agenda next meeting.

ii. **Wadebridge Boating Club** – Members debated the Club’s request for help and support in respect of a new lease from Cornwall Council, including the Town Council’s involvement and remit in such matters. The Mayor permitted Cornwall Councillor Rowe to advise on aspects of the matter.

- *It was **RESOLVED** that the Mayor and Town Clerk facilitate a meeting with the Boating Club and Cornwall Council to discuss issues raised and to establish the Town Council’s role.*

Action : Agenda for update.

iii. **Fowey River Canoe Club** – Members considered the club’s request to lift the height restriction on the Jubilee Field car park on Sunday 14 August 2016 to allow cars with boats to gain access in relation to the Annual Canoe Race held on the River Camel.

- *It was **RESOLVED** to permit the club’s request as presented.*

iv. **Cornwall Council** – Gypsy and Travelling Communities Site Allocations Development Plan Document Scoping Report Consultation (by Monday 5 June 2016).

- *It was **RESOLVED** that the Chair (Cllr Pennington) and Vice-Chair (Cllr Rush) of the Planning Committee and the Town Clerk respond on behalf of the Town Council.*

v. **Blue Cedar Homes** – Request to meet with the Town Council to provide an overview of the specialist older persons housing sector and type of housing available.

- *It was **RESOLVED** to meet as requested.*

Cllr Starling left the meeting.

vi. **St Breock Parish Council** – Members debated the request seeking a share of the S106 monies in respect of PA15/05706 in respect of land off West Hill, Wadebridge. It was noted that the monies referred to is specifically to mitigate against Wadebridge town centre and that a separate allocation is available for use in highway matters.

Members requested that the Town Clerk inform St Breock Parish Council that their request has been declined and to advise that they seek clarification from Cornwall Council.

III. Minutes and Agendas from the following Outside Committees were **received** :

i. **None.**

018/16 Egloshayle, St Breock and Wadebridge Neighbourhood Plan – Cllr Starling advised that a task group has been formed to implement the reviews of the Draft Plan as received from Cornwall Council and Paul Weston (Consultant). A revised draft is expected end June 2016.

019/16 Wadebridge Library & One Stop Shop (information circulated with Agenda) –

- Update from Cornwall Council on the Library and One Stop Shop Devolution Programme** – The Town Clerk confirmed that the deadline for an ‘in principle’ agreement to be submitted is 30 June 2016. Further information is expected in time for the Town Council to reach a decision whether to proceed or not prior to the deadline.
- Devolution Fund Application** – Application has been submitted as agreed at April Full Council (255/16). Decision expected in June.
- Associated devolution options for Car Parks & the Camel Trail Toilets** – Members debated information relating to an option to consider a devolution package. The Town Clerk advised Members of several conditions which could be stipulated in early negotiations including, obtaining an independent surveyors report to establish the current condition of the facility and highlight potential issues and that a charging unit is fitted.
 - *It was **RESOLVED** to further investigate the devolution proposal.*
- Library Working Group** – *It was **RESOLVED** to form a Library working group and to appoint Cllrs; Hyland, Jones, Kendall, Leach, Pennington, Rush and Starling with the Town Clerk.*

- 020/16 BMX/Skatepark** – Cllr Pennington advised that the Town Council has not been successful in their bid for Sport England funding. Members noted that a further funding opportunity will be available shortly and that the Tender document will be completed by June. Cllr Hyland advised that she has discussed receipt of the Section 106 funding from the Bridge View development with Gavin Smith, Cornwall Council and that written confirmation should be received soon. The Town Clerk advised that the solicitor is continuing to negotiate and resolve issues with the lease.
- 021/16 Flowers for Wadebridge** – Meeting notes were tabled. Cllr Starling gave a brief update noting that screws have been donated by Travis Perkins – letter of thanks to be sent. Hanging baskets expected to be erected in time for Big Breakfast. Members considered a quotation for replacement hanging basket containers for the Town Hall and containers for the , The Platt public toilets, Groundsmen’s Hut and a display for the Royal Cornwall Show stand at a cost of approximately £684. The Town Clerk advised that Section 106 monies are available for a portion of the containers required therefore cost to the Town Council would be approximately £484.
- *It was **RESOLVED** to accept the quotation received and purchase containers as required.*
- Cllr Tofi asked if it is possible that the works to the area adjacent to the Memorial Stones on Egloshayle Playing Fields is completed by November in time for 2016 Remembrance Parade.
- 022/16 Waste Incentive Neighbourhood Scheme (WINS)** – Cllr Richardson gave a brief update advising that the launch date is 20 June 2016. Quotations for advertising / PR are being obtained and volunteer families are being sought.
- 023/16 Town Guide** - Cllr Richardson thanked Members for their feedback. Guide will go to print on 12 May 2016 – a hard copy will be available for next meeting. Both the Town Guide and the individual hand out maps will be available for distribution at the Royal Cornwall Show.
- 024/15 Royal Cornwall Show** – Cllr Richardson advised that costs are being obtained for advertising banners which will be used for a multitude of Town Council events including the Royal Cornwall Show event and the Waste Incentive Neighbourhood Scheme. Members were reminded that the Town Clerk is preparing a rota for the event.
- 025/16 Town Hall Events** – Cllr Starling gave an update on the Afternoon Tea events scheduled for Tuesday 28 June and Friday 1 July. Members were asked to diarise the events as their attendance will be required where possible.
- 026/16 Christmas Lights** – Cllr Rush advised next working group meeting is to be arranged.
- 027/16 Overdevelopment of Wadebridge** – Cllr Starling advised that Scott Mann MP has agreed to meet representatives of the Town Council on Friday 8 July (3pm). It was clarified that the maximum target of 1,100 new homes to be built between 2010-2030 is included for discussion.

8.31pm, Press and members of the public left the meeting.

- 028/16 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 and contractual nature of the business to be transacted - Public Bodies (Admission to Meetings) Act 1960.*
- a) **Town Hall Exterior Clean** – Ongoing, quotations awaited.
 - b) **Removal of Toy Library Building** – Ongoing. The Town Clerk advised of difficulties in obtaining quotations for removal by a commercial contractor. Consideration will be given to the building being removed by a local group or organisation for their use at no cost to the Town Council.

- c) **Jubilee Field Electric** – Members noted information tabled and that a start date of 6 June 2016 has been advised by the electrical contractor with completion by 17 June 2016.
- d) **Town Hall Window Cleaning** – Members considered quotations obtained.
 - *It was **RESOLVED** to accept quotation B as presented.*
- e) **Signage – Parks Department** – Members considered design and costs as tabled (£135).
 - *It was **RESOLVED** to accept the design as presented.*

029/16 Dates of Next Wadebridge Town Council meetings

- **Full Council** – Wednesday 25 May 2016, 7pm, Town Hall.
- **Finance & General Purposes** – Monday 6 June 2016, 7pm, Victoria Room, Town Hall.
- **Full Council** – Wednesday 8 June 2016, 7pm, Town Hall – To be confirmed.
- **Full Council** – Wednesday 22 June 2016, 7pm, Town Hall.
- **Civic Service** – Sunday 26 June 2016, 11am, Egloshayle Church.

Meeting closed at 8.50pm

Signed as a True and Accurate Account :

..... **Chair :**

..... **Date :**