



Wadebridge Town Council

Minutes of the Annual Council meeting held on Wednesday 17 May 2017 at 6pm in the Main Hall, Wadebridge Town Hall

Present : Cllrs; D Bassett, M Couch-Rose, E Gill, N Hawken, A Jones, M Kendall, P Mitchell, A Pennington, T Rush & P Starling (outgoing Mayor).

Public Present : Helen Hyland (resident) and Mrs Louise Mitchell, Co-option candidate (arrived 6.48pm).

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'.

383/17 Mayor Choosing Ceremony

- **Election of Town Mayor 2017/18** – Pamela Starling, as outgoing Mayor, called for a proposal for Mayor.

Cllr Bassett proposed that Cllr Rush is appointed Mayor 2017/18 and gave reasons for his proposal. Cllr Kendall seconded.

- *It was **RESOLVED** to appoint Cllr Rush as Mayor for the year 2017/18.*

Pamela Starling passed the Mayor's Chain of Office to Cllr Rush.

- **Mayor's Declaration of Office** – Cllr Rush stated and signed the Declaration of Acceptance of Office. Town Clerk witnessed.
- **Mayor's Oath of Allegiance, acceptance speech & notification of Civic Service** – Cllr Rush swore the Oath of Allegiance and gave a short acceptance speech. Cllr Rush advised that the confirmed date for the Civic Service is Sunday 16 July 2017 at Egloshayle Church, 11am with a buffet reception in the Town Hall afterwards.
- **Past Mayor's report for 2016/17** – Pamela Starling gave a short report outlining some of the key points from the past term of office (copy attached).

The Mayor thanked Pamela Starling for her work and commitment over the past two years. A Past Mayor medal, small gift and flowers were presented to Pamela on behalf of the Town Council.

- **Town Council** – The Town Clerk confirmed the names of the current Members of the Town Council as Cllrs; Dave Bassett, Marjorie Couch-Rose, Eric Gill, Leah Gliddon, Nigel Hawken, Adrian Jones (Deputy Mayor), Mike Kendall, John Leach, Philip Mitchell, Amanda Pennington & Tony Rush (Mayor).

6.09pm, Pamela Starling left the meeting.

384/17 Apologies were received from Cllrs Leach and Gliddon.

- *It was **RESOLVED** to accept apologies from Cllr Leach who had a conflicting social engagement..*
- *It was **RESOLVED** to accept apologies from Cllr Gliddon due to illness.*

- 385/17 Election of Deputy Mayor 2017/18** – Cllr Rush called for a proposal for Deputy Mayor. Cllr Rush proposed that Cllr Jones is appointed Deputy Mayor 2017/18 and gave reasons for the proposal. Cllr Hawken seconded.
- It was **RESOLVED** to appoint Cllr Jones as Deputy Mayor for the year 2017/18.
- Deputy Mayor's Declaration of Office** – Cllr Jones stated and signed the Declaration of Acceptance of Office. Town Clerk witnessed
The Deputy Mayor's Chain of Office was passed to Cllr Jones.
- 386/17 Register of Interests** – All Councillors were reminded that they are required to complete a Register of Interest form within 28 days of the election.
- 387/17 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*).
 - Cllr Mitchell advised of an interest in Agenda item 7, Town Councillor Vacancies as his wife is a candidate for Co-option.
 - c) Dispensations** – None.
- 388/17 Year end reports from outside committee representatives** – Reports attached where available :
- **Camel Trail Partnership** – Cllr Gill presented a short report.
 - **Chamber of Commerce** – Cllr Rush - no report.
 - **Cornwall Association of Local Councils (CALC)** – Pamela Starling – no report.
 - **Folk Festival** – Cllr Jones tabled and presented a report (copy attached).
 - **Informal Community Network** – No report.
 - **Middle Treworder Community Fund** – Cllr Gill presented details of the fund and allocation procedure (£10,000 for 2017).
 - **WYPAC** – Helen Hyland – no report.
 - **St Breock Community Fund** – Cllr Gill presented details of the fund and allocation procedure (£50,000 for 2017).
- 389/17 Town Councillor Vacancies**
- i. Co-option of two new Town Councillors** – Applications had been circulated to Members prior to the meeting. Members considered the applications received and noted that Mr Rowe had advised he was unable to attend the meeting and that Mrs Mitchell would arrive late.
 - It was **RESOLVED** to co-opt Mr Darren Rowe to the Town Council.Members discussed proceeding with the second co-option.
 - It was **RESOLVED** to defer the second co-option until Mrs Mitchell arrived.
 - ii. Declaration of Acceptance of Office** – It was **RESOLVED** to defer this item pending second co-option.

REFER TO PAGE 4 FOR CONTINUATION OF AGENDA ITEM 7, MINUTE 389/17.

390/17 Outside Committees / Organisations

- i. **Committees/Organisations for Town Council representation** – Members discussed whether to proceed with representation to outside committees in 2017/18. There was discussion around whether a Councillor sitting on an outside group could also represent the Town Council. The Town Clerk advised that this is not a viable option.

It was confirmed that several groups currently submit meeting notes / Minutes for Town Council comment and/or action as required (via Correspondence section at Full Council) and that it may be possible to extend this to other groups.

Previous difficulties with representation at the Allotment Society (WAAGS) were briefly discussed. Cllr Mitchell advised that he has an allotment on the site and that the current committee has some membership issues. The Town Clerk advised that any Councillor who sits on the WAGGS committee (or any other committee) does so on a personal level unless they have been officially appointed as a Town Council representative.

- ii. **To appoint representatives for 2017/18 subject to (i) above** –

- **Camel Trail Partnership** – Minutes of meetings are currently received. *It was **RESOLVED** that a Town Council representative is not required.*
- **Chamber of Commerce** – Town Clerk to request that meeting notes are submitted. *It was **RESOLVED** that a Town Council representative is not required.*
- **CALC** – *It was **RESOLVED** that the Mayor will represent the Town Council.*
- **Folk Festival** – *It was **RESOLVED** that a Town Council representative is not required.*
- **Informal Community Network Panel** – *It was **RESOLVED** that the Mayor and Deputy Mayor will represent the Town Council.*
- **Middle Treworder Community Fund** – £10,000 per annum to local parishes. The Town Clerk referred to the Section 106 remit regarding Town Council representation on the panel and the role of the representative. *It was **RESOLVED** that Cllr Philip Mitchell will represent the Town Council.*
- **Pengelly Fund** - £10,000 per annum. *It was **RESOLVED** that Cllr Tony Rush will represent the Town Council.*
- **Childrens Advisory Board** - *It was **RESOLVED** that a Town Council representative is not required.*
- **WYPAC** – Cllr Jones advised he is a trustee of the group. *It was **RESOLVED** that a Town Council representative is not required.*
- **St Breock Community Fund** – £50,000 per annum. *It was **RESOLVED** that Cllr Dave Bassett will represent the Town Council.*

- 391/17 **Town Council Committee Membership 2017/18** (Planning, Finance & General Purposes and Staffing) – Members were asked to advise the Clerk of which Committee's they wish to sit on prior to next meeting.

- *It was **RESOLVED** to defer committee membership to next meeting.*

- 392/17 **Town Council Meetings** – A schedule of ordinary meetings of the Council had been previously presented to all Members. Members considered a change to the day of the Full Council meetings.

- *It was **RESOLVED** that Full Council meetings will remain as 2nd and 4th Wednesday of each month with the exception of January and August.*

- 393/17 **Minutes of Last Meeting** – *The Minutes of the meeting held on the 25 April 2017 were **RESOLVED** to be a true record of the meeting and were signed by the Mayor.*

- 394/17 **Minutes of Annual Town Meeting (circulated with agenda)** – Draft Minutes of the Annual Town Meeting held 27 April 2017 were **received**.

395/17 Issues Raised at Annual Town Meeting – None. Recent comments received regarding the Town Council's communication via social media were debated.

6.48pm, Mrs Mitchell arrived.

The following points were noted :

- That members of the public should be more pro-active when looking for information.
- The community should be referred to the Town Council website.
- Guidance on where to look for information would prove beneficial.
- The Town Council is a statutory body and all communication is relayed via the official website.
- Use of social media including Facebook can cause issues and whilst the Town Council has a social media policy it does not have staff available to monitor Facebook.
- Suggestion to form a working party to consider amendments to the existing website (agenda next meeting).

The Mayor advised that the next item would be the conclusion of the co-option procedure as previously deferred at **Agenda item 7 – Minute 389/17, Town Councillor Vacancies**

i. Co-option of two new Town Councillors – Cllr Philip Mitchell reiterated his interest in this item.

Mrs Louise Mitchell gave a short presentation to Members.

- It was **RESOLVED** to co-opt Mrs Louise Mitchell to the Town Council.

ii. Declaration of Acceptance of Office – It was **RESOLVED** to permit Darren Rowe to sign his Declaration of Acceptance of Office prior to the next meeting.

Louise Mitchell signed her Declaration of Acceptance of Office. Town Clerk witnessed. Cllr Louise Mitchell took her seat.

396/17 Public Participation

- Questions from members of the Public relating to items on the agenda – None.
- Reports from Cornwall Councillors – Apologies had been received from Cllr McHugh.

397/17 Town Clerk's Report – Available next meeting.

398/17 General Power of Competence (Circulated with Agenda) - It was **RESOLVED** to adopt the General Power of Competence as presented.

399/17 Standing Orders (Circulated with Agenda) –

Cllr Pennington proposed to accept the revised Standing Orders as presented.

Cllr Gill seconded.

Cllr Jones queried wording in Section 1, Rules of Debate and suggested the words substantive motion should be amended to a more straightforward option.

The Town Clerk advised that the wording should not be amended as it is in accordance with the Model Standing Orders as recommended by NALC and that the Town Council should not deviate from this Model.

Members debated options to simplify the wording in order to understand the meaning more clearly. It was noted that the Town Clerk is in attendance at meetings so as to provide clarity and advice on how to proceed should a query arise.

The Town Clerk confirmed that, historically, this particular wording has been included in the Standing Orders. The Town Clerk and Minutes Clerk suggested that training tailored to any area of concern, including Rules of Debate would prove beneficial to all Members. This was discussed.

The addition of point 1.p. (as recommended by the Model) was debated. The Town Clerk advised this point has now been included so as to control discussion order and ensure all Members have the opportunity to speak. It allows for Members to exercise their right to reply. The Town Clerk advised that amendments to the draft document can be made but that they should not be of a negative nature.

Members discussed the Chair's role at meetings.

The addition of point 1.h. (as recommended by the Model) was debated. Suggestion that this is not included as it is not usual procedure to notify proposals on the agenda and therefore does not apply.

Cllr Pennington reiterated the original proposal to accept the revised Standing Orders as presented. Cllr Gill had seconded.

Cllr Jones proposed an amendment to remove point 1.h.

Cllr Gill, as seconder, agreed to the amendment being made.

Members voted on the amended proposal to accept the revised Standing Orders as presented subject to the removal of point 1.h.

- It was **RESOLVED** to accept the revised Standing Orders as presented subject to the removal of point 1.h.

The original proposal was taken as failed.

400/17 Committee meetings

- a. To receive Minutes and adopt recommendations where applicable from :
 - i. Finance & General Purposes – It was **RESOLVED** to receive Minutes of meeting held 2 May 2017.

401/17 Finance – All documentation was tabled.

- a. **Accounts for payment – April 2017** – It was **RESOLVED** to make payment of £44,282.68 as presented.
- b. **Internal Audit Report dated 8 May 2017** – It was **RESOLVED** to accept the Internal Audit Report as presented.
- c. **Section 1 – Annual Return (Governance Statement) 2016/17** –
 - It was **RESOLVED** to respond 'Yes' to questions 1-8 as advised by the Mayor (question 9 is not applicable and was annotated N/A).

The Mayor and Town Clerk signed Section 1.

- d. **Section 2 – Annual Return – (Accounting Statements 2016/17)** – details of Section 2 were advised.
 - It was **RESOLVED** to accept Section 2 as presented.
 - It was **RESOLVED** to insert a No response to Question 11.

The Mayor and Town Clerk signed Section 2.

402/17 Planning – It was **RESOLVED** that Cllr Pennington takes item 20, Planning.

- a. **Applications** - It was **RESOLVED** to make the following responses :
 - i. **PA17/02742**: Mr & Mrs W H Gliddon, 12 Camelside, Egloshayle Road, Replace the existing wooden doors and windows with uPVC double glazed units.
SUPPORTED.
 - ii. **PA17/03303**: Mr & Mrs Mark & Cressida Chrusciak, 27 Trevanion Road, Demolition of existing single-storey extension and outbuilding and construction of replacement single-storey extension on slightly larger footprint.
SUPPORTED.

Cllr Pennington advised that the Planning Officer responsible for the following two applications (iii & iv) is currently out of the office. Application deadlines allow for a deferral to next meeting pending discussion with the Planning Officer.

- It was **RESOLVED** to defer applications PA17/03508 & PA17/03997 to next meeting.
- iii. **PA17/03508:** Dr Andrew Taylor, 7 and 8 Park Place, Whiterock Road, Demolition of existing conservatory and file room, proposed single storey corridor link to the rear between 7 and 8 Park Place, weatherboard cladding to the first floor of the rear elevation of both properties and landscaping at rear including the formation of additional parking.
 - iv. **PA17/03997:** Peckerwood Developments Ltd., Land West of Halgwelva, Trevanson Road, Erection of two detached dwellings (revised design to PA16/11941). **MEMBERS, PLEASE REFER TO INFORMATION RECEIVED FROM PLANNING OFFICER AS PREVIOUSLY CIRCULATED.**
 - v. **PA17/04047:** Mr & Mrs Instance, Red Roofs, Trevanion Road, Extension at first floor level over the existing garage and driveway. **SUPPORTED.**
- b. **Applications to be deferred** – Members discussed the following applications. Cllr Pennington suggested a meeting with the Planning Officer would prove beneficial.
- i. **PA17/03837:** Merriman Limited, Land West of Wadebridge Primary School, Gonvena Hill, Outline planning permission for the residential development of up to 300 homes with all matters except access reserved.
 - ii. **PA17/03835:** Merriman Limited, Land North of Wadebridge Football Ground, Gonvena Hill, Construction of 146 dwellings, office building, erection of new sports club house, all-weather '3G' pitch and other sports pitches and facilities, associated shared car parking and new pedestrian access to primary school, open space and associated highway works.
- It was **RESOLVED** to defer applications PA17/03837 & PA17/03835 to a separate meeting of the Planning Committee and to invite the Planning Officer to meet with the Town Council in order to discuss both applications prior to submitting a response to Cornwall Council.
- c. **Decisions** – the following decisions received from Cornwall Council were noted:
- i. **PA17/01902:** Ms Diane Britton and Mr Mark Harris, The Haven, 109 Egloshayle Road, Proposed demolition of existing extension and construction of new extension to dwelling. **APPROVED.**
 - ii. **PA17/02161:** Mr Mark Hanton, 36 Bridge View, Two additional bedroom dormer windows and a velux roof light to the front elevation. **APPROVED.**
 - iii. **PA17/01867:** P&R Wadebridge Developments Ltd., Building Adjacent to Julian Foye, Gonvena Hill, Change of use and alteration of building from classes A1 and B1 to 2 shops (A1) and 4 residential units (C3) with car parking. **APPROVED.**
 - iv. **PA17/01710:** Mr Wheatman, Land North of 3 Tower Hill, Egloshayle, Variation of condition 2 (approved plans) in respect of decision PA16/08846 dated 13.12.16 (3/4 bed detached house and garage with studio) to move the building 1.5m from the north towards the southern aspect. **APPROVED.**
 - v. **PA17/02652:** Ms Sarah Wilson, 58 Foxdown, Extension to dwelling over existing attached garage. **APPROVED.**
 - vi. **PA17/03094:** Mr and Mrs Tapley, 20 St Matthews Hill, Single storey extension to rear of property. **APPROVED.**
- d. **For Notification** – the following was noted :
- i. **PA17/00633/PREAPP:** Mr David Clark, Land at Bodieve, Bodieve, PPA for Mixed Use scheme.

403/17 Dates of Next Wadebridge Town Council meetings

- **Full Council** – Wednesday 24 May 2017, 7pm, Town Hall
- **Finance & General Purposes** – Monday 5 June 2017, 7pm, Victoria Room, Town Hall
- **Full Council** – Tuesday 13 June 2017, 7pm, Town Hall (*to accommodate Councillor Training*)
- **Full Council** – Wednesday 28 June 2017, 7pm, Town Hall
- **Civic Service – Confirmed** as Sunday 16 July 2017, 11am, Egloshayle Church
- **Planning Committee** – date to be advised

Meeting closed at 7.23pm

Signed as a True and Accurate Account :

..... **Chair :**

..... **Date :**