



# Wadebridge Town Council

---

## Minutes of the Annual Council meeting held on Wednesday 13 May 2015 at 6.30pm in the Victoria Room, Wadebridge Town Hall

**Present :** Cllrs; D Bassett (arrived 6.48pm), C Buchanan, E Gill, H Hyland, A Jones, M Kendall, A Pennington, A Richardson, T Rush, P Starling & P Tofi.

**Public Present :** Mrs Sandra Rush, Mr Peter Starling, Claire Tregaskis, Graham Smith (Cornish Guardian, arrived 6.55pm) & Mr Patterson (Planning Application PA15/01183, arrived 7pm).

**In Attendance :** Mrs K Glidden-Rogers (Town Clerk) & Mrs B Collins (Minutes Clerk).

**Housekeeping** – The Chairman 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'.

### 001/15 Mayor Choosing Ceremony

- **Election of Town Mayor 2015/16** – Cllr Tofi proposed that Cllr Starling is appointed Mayor 2015/16. Cllr Buchanan seconded.
  - *It was RESOLVED to appoint Cllr Starling as Mayor for the year 2015/16.*Chains of Office were exchanged.
- **Mayor's Declaration of Office** – Cllr Starling signed the Declaration of Acceptance of Office.
- **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 her fellow Councillors for their support. Cllr Starling advised that the Civic Service will be held on Sunday 28 June 2015 at Egloshayle Church, 11am with a buffet reception in the Town Hall afterwards. Mrs Rush presented the Mayor with a bouquet of flowers. The Mayor presented Cllr Rush with a Past Mayor's medal and a small gift for Mrs Rush.
- **Past Mayor's report for 2014/15** – Cllr Rush gave a short report outlining some of the key points from his term of office (copy attached).

**6.40pm, Mrs Rush left the meeting.**

- 002/15 **Apologies** were received from Cllr Hawken.
- 003/15 **Election of Deputy Mayor 2015/16** – Cllr Rush proposed that Cllr Tofi is appointed Deputy Mayor 2015/16. Cllr Jones seconded.  
• *It was RESOLVED to appoint Cllr Tofi as Deputy Mayor for the year 2015/16.*  
Deputy Mayor's Chain of Office was exchanged.
- 004/15 **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.
- 005/15 **Declarations of Interest** – None.
- 006/15 **Awarded Dispensations** - None.
- 007/15 **Year end reports from outside committee representatives** – Reports, where available, were tabled (copies attached).
- 008/15 **Appointment of outside committee representatives 2015/16** – The Town Clerk advised that outside committee representatives will be confirmed at June meeting.
- 009/15 **Town Council Committee Membership 2015/16** – The Town Clerk advised Committee membership as follows :
- **Planning** – Cllrs Bassett, Buchanan, Gill, Hawken, Hyland, Jones, Kendall, Pennington, Richardson, Rush, Starling & Tofi.
  - **Parks & Cemeteries** – Cllrs Bassett, Buchanan, Gill, Hawken, Hyland, Jones, Kendall, Pennington, Richardson, Rush, Starling & Tofi.
  - **Car Park & Traffic** – Cllrs Bassett, Buchanan, Gill, Hawken, Hyland, Jones, Kendall, Pennington, Richardson, Rush, Starling & Tofi.
  - **Town Hall** – Cllrs Buchanan, Gill, Hyland, Jones, Pennington, Richardson, Rush, Starling & Tofi.
  - **Communications** – Cllrs Buchanan, Gill, Jones, Pennington, Richardson, Starling & Tofi.
  - **Finance & General Purposes** – Cllrs Bassett, Buchanan, Gill, Hawken, Hyland, Jones, Kendall, Rush, Starling & Tofi.
  - **Staffing Committee** (maximum capacity is six members to include the Mayor) – The Town Clerk advised that seven Members had registered an interest in joining the Committee (excluding Mayor).
- 6.48pm, Cllr Bassett arrived.**
- Ballot slips were circulated and counted in accordance with the Mayor Making policy.
- The Town Clerk confirmed committee membership as - Cllrs Starling (Mayor), Buchanan, Hawken, Hyland, Rush and Tofi.
- 6.55pm, Graham Smith arrived.**

- 010/15 **Meetings** – A schedule of ordinary meetings of the Council had been previously presented to all Members.
- 011/15 **Minutes of Last Meeting** – *The Minutes of the meeting held on the 8 April 2015 were RESOLVED to be a true record of the meeting. The Mayor to sign with Town Clerk.*
- 012/15 **Minutes of Annual Town Meeting (circulated with agenda)** – Draft Minutes of the Annual Town Meeting held 29 April 2015 were *received*.
- 013/15 **Public Participation** - None.
- Police update – Apologies had been received. The Mayor advised details of the report provided.
  - Reports from Cornwall Councillors – None.
- 014/15 **Town Clerk’s Report** was tabled for Member’s information.
- 015/15 **Committee meetings**
- a) Planning – *It was RESOLVED to receive the Minutes of 22 April 2015.*
  - b) To receive Minutes and adopt recommendations from:
    - Parks and Cemeteries – *It was RESOLVED to receive the Minutes of 22 April 2015.*
    - Car Park & Traffic – *It was RESOLVED to receive the Minutes of 22 April 2015.*
    - Communication – *It was RESOLVED to receive the Minutes of 22 April 2015.*
    - Staffing –  
*It was RESOLVED to receive the Minutes of 16 April 2015.*  
*It was RESOLVED to receive the Minutes of 7 May 2015 (tabled).*

**7pm, Mr Patterson arrived.**

**Recommendations from Committee :**

**S100/15 – Personnel Matters, Staff**

    - *It was RESOLVED that Anne Minnis be employed as Town Clerk / Responsible Financial Officer with a thirteen week probationary period.*
- 016/15 **Finance (Report and Annual Return information circulated with Agenda)**
- a) **Payments of Accounts for April 2015** - A schedule of payments was circulated–
    - *It was RESOLVED to make payment of £55,817.72 as presented.*
  - b) **Internal Audit Report** – Cllr Hyland advised Members of the Auditors report dated 28 April 2015. The Report was *received* as presented.
  - c) **Annual Return 2014/15** – Cllr Hyland gave a brief précis of the documentation and Councillors discussed and agreed to the completion of Page 3.
    - *It was RESOLVED to accept the Annual Return, Accounting Statements and Annual Governance Statement for year ended 31 March 2015 as presented.*  
*The Mayor to sign Sections 1 and 2 with Town Clerk.*

017/15 Correspondence – The following was noted :

- a) The following correspondence for information was *received* :
- i. **Cornwall Council** : Localism and Devolution – A Fresh Approach.
  - ii. **CALC** : The Week and information regarding; Transparency Code, Prayers, Travel Expenses, Parking and Unauthorised Encampments.
  - iii. **Cormac Solutions** - email response regarding A boards in Wadebridge.
  - iv. **Cornwall Council**: April 2015 - Communities & Devolution Bulletin.
  - v. **Cornwall Council** : May 2015 – Communities & Devolution Bulletin, Toilet Tenders.
  - vi. **Cornwall Council** : Temporary Road Closure Intention Notice – Wadebridge, 14 June 2015, 1200 to 1900 hours), The Big Lunch.
- b) The following correspondence requesting a response was *received* :
- i. **Bodmin & Wenford Railway** – update and request for a meeting. **Members asked that the Town Clerk arrange a meeting.**  
**Action : Town Clerk.**
  - ii. **St Breock School** : E-mails regarding comments referring to a proposed extension. **The Town Clerk advised that she has acknowledged receipt and requested that Cllr Knightley responds on behalf of the Neighbourhood Plan. Members noted that concerns with sustainability of infrastructure have been raised and requested that the Neighbourhood Plan team address this with the relevant sector stakeholders.**
    - *It was RESOLVED that all interested parties and stakeholders are consulted in respect of impact to existing infrastructure.***Action : NHP.**
- c) Minutes and Agendas from the following Outside Committees were *received* :
- i. **Padstow Harbour Commissioners** : Notes of meetings held 19 March 2015.

018/15 Planning

- a. **Applications** - *It was RESOLVED to make the following responses :*
- i. **PA15/01436** : Land West of 2 Rose Cottage, Bradfords Quay Road, Construction of new dwelling in garden of 2 Rose Cottage with garage and vehicle access for No 1 Bureau Place. **Members noted concerns with the footprint of the proposed dwelling and that the design is not in keeping with the surrounding cottages. Members requested a site meeting.**  
*Application deferred pending further information and a site meeting with the Development Officer.*
  - ii. **PA15/03090** : 1 Bethan Drive, Level front garden, erect shed, remove existing hedge and replace with one at edge of my property. Build patio or decking area. *Application deferred – awaiting further information from Development Officer in respect of proposed position of fence.*

- iii. PA15/03201 : 14 Guineaport Parc, Single-storey extensions to side and rear of house. (Resubmission of previous application PA15/00110 approved 10.03.15). **Members requested details of the revisions from the Development Officer.**

- It was **RESOLVED** that the Chair & Vice Chair of Committee along with the Town Clerk make a delegated decision on behalf of the Town Council.

**Action : Town Clerk.**

- iv. PA15/03309 : Ivy Chimney, Higher Lane, Egloshayle, Proposed extension and alterations. **Supported.**

- v. PA15/01183 : **REVISED PLANS** - 115 Egloshayle Road, Replacement dwelling with new garage on prior occupied site. **The Mayor invited Mr Patterson (neighbour) to comment. Mr Patterson's concern regarding limited space at the boundary (500mm) was noted along with comments received from the Development Officer who confirms that development to the boundary is permitted.**

- It was **RESOLVED** to support this application subject to concerns with proximity of neighbouring property and limited space at the boundary and request that Cornwall Council address these concerns.

**Cllr Rush against.**

- vi. **EGLOSHAYLE APPLICATION - PA15/03628** : Trelawney Lodge A389 between Gonvena Hill & St Mabyn Hill Sladesbridge, Proposed extensions to single-storey dwelling to create two-storey dwelling. **No comments.**

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

- i. PA15/00966 : 54 Cleaveland, Replace existing single storey flat roof utility room, WC and rear hallway with a single two storey extension at rear to create dining and kitchen area, WC and utility room and an ensuite bedroom on first floor. **APPROVED.**
- ii. **ST COLUMB MAJOR APP - PA14/08635** : Mr James Hopkins (Coriolis A39 Wind Farm Ltd), Land at Scotland Corner, Rosenannon (between Wadebridge & St Columb Major), Installation of five wind turbines up to 110m in height above existing ground level, anemometry mast, electrical control building, telecommunications mast and associated control building, access tracks and ancillary infrastructure for an operating period of 25 years and temporary construction areas. **REFUSED.**
- iii. PA15/01838 : 21 Treforest Road, New vehicular access to parking to replace existing. **APPROVED.**
- iv. PA15/01974 : Higher Trevilling, Bodieve, Single storey extension to side of property. **APPROVED.**

c. **For Notification –**

- i. **PA15/03827 : The Barn, Court Place, Tower Hill, Application for works to fell one Willow within a Conservation Area. Application to be decided under delegated authority (Cornwall Council).**

**019/15 Parish Members' Allowances (information circulated to Members) –** Members discussed the options available.

- *It was RESOLVED that the 2015/16 Parish Members' Allowance continues as per 2014/15.*

**To clarify -** The Parish Member's Allowance for 2015/2016 is £10 per Full Council meeting and £5 per Committee meeting with the maximum councillor allowance being £186.41 per annum and a Chairman's allowance of £279.61 per annum. The allowance must be paid under the PAYE system and declared in the Annual report at the year end.

- *All Councillors present stated that for the year 2015/16 they would not be claiming a parish Members Allowance.*
- *It was RESOLVED to adopt the Travel and Subsistence Allowance for 2015/16 as detailed (attached).*

**020/15 Egloshayle, St Breock and Wadebridge Neighbourhood Plan (meeting notes circulated with agenda) –**

- a) **To receive end of year update and future proposals –** Cllrs Rush and Jones gave a brief account of the current status of the Plan.
- b) **To discuss infrastructure required to support future development –** Issues with infrastructure were reiterated. The Town Clerk advised that James Hatton, Cornwall Council Project Development Officer – Place Shaping and Strategy, Transport Planning and Strategy, Economy, Enterprise and Environment, has requested contact with both the Town Council and the Steering Committee in order to discuss a town wide transport strategy for Wadebridge. The difficulties faced by Cornwall when refusing applications were noted (National Planning Policy Framework / appeal procedure). It was suggested that the Town Council write to the local MP and Cornwall Council with regard to this.

**Action : Town Clerk - Refer matter to May CP&T Committee meeting.**

- c) **Steering Committee, Chair and Vice Chair changes in line with terms of reference –** Members noted changes to the Committee which will be agreed at the next meeting.
- d) **To receive meeting notes of :**
  - i. **Steering Committee –** None
  - ii. **Advisory Group –** Notes of meetings held 22 April 2015 (Draft) were *received*.

**021/15 Community Link Officer Wadebridge & Padstow (information circulated with agenda)** – Members *received* the following e-mails and agreed to refer this matter to May Car Parks & Traffic committee meeting :

- i. Sainsbury's Section106 funding - Car Park/Camel Trail/Blue Line
- ii. Sainsbury's Section 106 funding – Town Centre Marketing & Management
- iii. Wadebridge Residents Parking

**Action : Town Clerk to agenda.**

**022/15 Library & One Stop Shop Service Consultation (information circulated with agenda) -**

- i. **Email from Anna Druce, Community Link Officer – received** (see resolution below).
- ii. **Copy letter from CALC to Cornwall Council – received.**
- iii. **Response to consultation regarding Model A or B –** Cllr Pennington advised details of the options available and the possibility of a capital contribution. Members discussed the importance of retaining the library service and agreed that Cllr Pennington would complete the business case in order register an initial interest by 29 May 2015.

- *It was RESOLVED to complete the business case as discussed.*

**Action : Cllr Pennington / Town Clerk.**

**023/15 Mayplay (information tabled)** – Members *received* and discussed further information from the event organiser regarding a planned evening performance. Issues with communication were noted.

The Town Clerk advised details of the Temporary Event Notice submitted to Cornwall Council by the organiser and recommended that the precedence set for such events is adhered to - last orders at 10.30pm with entertainment to end by 11pm.

- *It was RESOLVED to accept the Town Clerk's recommendation.*

**Action : Town Clerk to advise event organiser.**

**024/14 Wadebridge Rugby Club (information circulated with agenda)** – Members *received* and discussed further information from the club relating to Minute number P&C136/15, request for Motor Caravan Club to use facilities. Cllr Tofi clarified several aspects as discussed in a recent meeting with a club representative. Cllr Rush raised concerns with request procedure and lack of communication.

- *It was RESOLVED to permit use of the facilities as requested subject to the correct waste procedure being in place.*

**Action : Town Clerk to advise.**

**025/15 BMX/Skatepark (information circulated with agenda / tabled)**

- i. **E-mail from Communities Devolution Team –** Members *received* e-mail of 5 May 2015. Cllr Pennington and the Town Clerk advised that;
  - The Planning Officer has confirmed that the Community Group can continue with the funding application.

- Confirmation of a 30 year lease and removal of the break clause is expected from Cornwall Council as per letter of 12 May 2015 (approximately 4 weeks).
- ii. **Re-applying for planning permission** – Cllr Pennington advised that;
- Several Conditions are attached to the planning consent including the installation of floodlighting.
  - An additional £35,000 is required to install floodlighting.
  - Cornwall Council will require a design to be submitted.
  - Delays to the project will be inevitable.
  - Suggestion that, in order to proceed, the Town Council re-apply for planning permission with the exclusion of floodlighting.
  - The Planning Officer has confirmed that this will discharge the Condition and that infrastructure can be put in place with the intention of installing floodlighting at a later date.

Members debated this information and noted that re-application is free of charge if submitted before 29 June 2015.

- *It was **RESOLVED** to withdraw floodlighting subject to infrastructure being in place in order to install at a later date.*
- *It was **RESOLVED** to re-submit a planning application with the exclusion of floodlighting subject to Full Council agreement.*

**Action : Cllr Pennington / Town Clerk.**

**026/15 Camel Canoe Race (information circulated with agenda)** – Members *received* and discussed e-mail notification of event on 9 August 2015 including request to lift the height restriction barrier in the car park and use of the embankment area for a check-in tent.

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

**Action : Town Clerk.**

**027/15 Flowers for Wadebridge**

- i. **Written report of meetings and proposals for summer planting (report tabled)** – Members *received* a report from Cllr Starling and discussed several aspects of the project including installation of planters on the Old Bridge.
- ii. **Response from Cornwall Council regarding planning permission consent enquiry (circulated with agenda)** – Members *received* letter of 6 May 2015.

It was **agreed** that the Parks & Cemeteries Committee will take responsibility for this project.

**028/15 Casual Vacancy (information circulated with agenda)** – Members *received* e-mail of 29 April 2015 confirming that an election will not be held and that the Town Council should proceed to fill the vacancy, as soon as practicable, by co-option. Members **agreed** to a co-option date of 15 July 2015.

**Action : Town Clerk.**



029/15

**Dates of next meetings**

**Committees** – Planning, Parks & Cemeteries, Car Parks & Traffic, Town Hall, Communication, F&GP, Staffing – Wednesday 27 May 2015, 7pm

**Finance and General Purposes** – Monday 1 June 2015, presentation prior to meeting at 6pm by Mark Davies, The Public Sector Deposit Fund

**Full Council Meeting** - Wednesday 17 June 2015, 7pm (Apologies from Cllr Buchanan)

**Civic Service, Egloshayle Church** – Sunday 28 June 2015, 11am (Apologies from Cllr Hyland)

Meeting closed at 8.08pm

**Signed as a True and Accurate Account :**

..... **Chair :**

..... **Date :**