



Wadebridge Town Council

Minutes of the Annual Town Council meeting held on Wednesday 15 May 2013 at 6pm in the Victoria Room, Wadebridge Town Hall

Present : Cllrs; D Bassett, C Buchanan, P Chapman, E Gill, N Hawken, C Hewitt, H Hyland, A Jones, M Kendall, T Rush, A Pennington (arrived 6.48pm) & H Wild (arrived 6.56pm).

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

Also in Attendance : Julie Raynes (Finance Administrator) & Steve Wootton (Apprentice)

Housekeeping – The Mayor advised of evacuation routes in case of an emergency (there were no hazards to note) and reminded all those present that mobile phones and internet connections should be switched off and that permission has not been given by the Town Council to permit the recording or broadcasting of the meeting.

001/13 Mayor Choosing Ceremony

- Election of Town Mayor 2013/14 – Cllr Hawken proposed that Cllr Rush is appointed Mayor 2013/14 and stated his reasons for this nomination. Cllr Kendall seconded and stated his reasons for so doing.
*It was **RESOLVED** to appoint Cllr Rush as Mayor for the year 2013/14.*
- Mayor's Declaration of Office – Cllr Rush signed the Declaration of Acceptance of Office.
- Mayor's Oath of Allegiance, acceptance speech & notification of Civic Service – Cllr Rush swore the Oath of Allegiance and gave a short acceptance speech thanking his fellow Councillors for their support. Cllr Rush advised that the Civic Service will be held on Sunday 16 June 2013 at Egloshayle Church, 11am with a buffet reception in the Town Hall afterwards.
- Past Mayor's report for 2012/13 – Cllr Rush gave a short report outlining some of the key points from the previous year.

The Town Clerk confirmed the names of Town Council members for 2013/14 - Cllrs; Bassett, Buchanan, Chapman, Gill, Hawken, Hewitt, Hyland, Jones, Kendall, Rush, Pennington, Starling & Wild.

The Mayor welcomed Cllrs Hewitt & Jones to the Town Council.

Cllr Rush advised that there would not be an adjournment - official photographs deferred to a later date.

002/13 Apologies were received from Cllr Starling (due to family bereavement). Cllrs Pennington & Wild had advised they would be late in attending.

003/13 Election of Deputy Mayor 2013/14 – Cllr Buchanan proposed that Cllr Starling is appointed Deputy Mayor 2013/14 and stated her reasons for the nomination. Cllr Rush seconded and stated his reasons for so doing.

It was RESOLVED to appoint Cllr Starling as Deputy Mayor for the year 2013/14.

004/13 Register of Interests :

- Re-elected Councillors were reminded that they are required to review & update, if necessary, their current Register of Interest & to complete Form RI/1 – Sensitive Interests within 28 days of election.
- New Councillors were reminded that they are required to complete a Register of Interest form, including page 13 – Sensitive Interests within 28 days of election.

005/13 Declarations of Interest – Cllr Hawken declared an interest in planning application PA13/03194.

Cllr Chapman declared an interest in Agenda Item 25, Wadebridge Carnival.

006/13 Dispensations - None.

007/13 Year end reports from outside committee representatives – Town Council representatives gave brief reports on their respective committees. (Where provided reports attached).

008/13 Appointment of outside committee representatives 2013/14 – *it was RESOLVED to appoint a representative(s) to outside committees as set out below :*

- Camel Trail Partnership – **Cllrs Starling, Gill, Jones & Bassett**
- Chamber of Commerce – **Cllr Rush**
- Wadebridge Children’s Advisory Board – **Cllr Starling**
- CALC – **Cllrs Rush & Bassett**
- Informal Community Network – **Cllrs Jones, Bassett & Hyland**
- Padstow Harbour Commissioners – **Cllrs Buchanan, Gill, Wild & Bassett**
- Town Forum – **Cllrs Buchanan & Jones**
- Allotments Society (WAAGS) – **Cllrs Hawken & Kendall**
- Wadebridge Renewable Energy Network/Wadebridge Hub (WREN) – **Cllrs Chapman & Hyland**
- WYPAC – **Cllrs Buchanan & Jones**
- North Cornwall Group of Councils – **Cllr Rush**
- Folk Festival – **Cllrs Wild & Hewitt**

Action : Town Clerk.

009/13 Town Council committee membership 2013/14 – A draft Committee membership schedule was circulated and agreed (with the exception of Staffing Committee).

It was RESOLVED that 2013/14 Committee Membership is as follows:

- Planning – **Cllrs Bassett, Buchanan, Chapman, Gill, Hawken, Hewitt, Hyland, Jones, Kendall, Pennington, Rush, Starling & Wild**
- Parks & Cemeteries – **Cllrs Bassett, Buchanan, Chapman, Gill, Hawken, Hewitt, Hyland, Jones, Kendall, Pennington, Rush, Starling & Wild**

- Car Park & Traffic – Cllrs Bassett, Buchanan, Chapman, Gill, Hawken, Hewitt, Hyland, Jones, Kendall, Pennington, Rush, Starling & Wild
- Town Hall – Cllrs Buchanan, Chapman, Gill, Hewitt, Jones, Pennington, Rush, Starling & Wild
- Communications – Cllrs Buchanan, Hewitt, Jones, Pennington, Rush & Starling
- Finance & General Purposes – Cllrs Buchanan, Chapman, Gill, Hawken, Hewitt, Hyland, Jones, Kendall, Pennington, Rush & Starling
- **Staffing Committee** (maximum capacity is six members to include the Mayor) – The Town Clerk advised that nine Members had shown membership interest therefore a vote would be taken. Voting slips were circulated and the Town Clerk advised the results.

*It was **RESOLVED** to appoint Cllrs Buchanan, Chapman, Hawken, Hyland, Rush & Starling to the Staffing Committee 2013/13.*

- 010/13 Meetings** – A schedule of ordinary meetings of the Council had been previously presented to all Members.
- 011/13 Minutes of Last Meeting** – *The Minutes of the meeting held on the 10 April 2013 were **RESOLVED** to be a true record of the meeting and were signed by the Mayor.*
- 012/13 Minutes of Annual Town meeting** – The Minutes of the Annual Town Meeting of 26 April 2012 were **RECEIVED**.
- 013/13 Issues raised at Annual Town Meeting** – None.
- 014/13 Public Participation** - None.
- Police update – expected later in the meeting.
- 015/13 Town Clerk’s Report** – circulated to all Members for information.
- 016/13 Committee meetings**
- Planning - *The Minutes of 24 April 2013 were **RECEIVED**.*
 - To receive Minutes and adopt recommendations from:
 - Parks and Cemeteries – *It was **RESOLVED** to receive the Minutes of 24 April 2013.*
 - Car Park & Traffic – *It was **RESOLVED** to receive the Minutes of 24 April 2013.*
 - Town Hall – *It was **RESOLVED** to receive the Minutes of 24 April 2013.*
 - Staffing – Meeting scheduled for 15 May 2013 was cancelled – non-quorate. To be re-scheduled.
- 017/13 Finance**
- Payments of Accounts for April 2013 - A schedule of payments was circulated.
- It was **RESOLVED** to make payment of £45,836.75 as presented.*
 - Annual Return and Supporting Statement 2012/13 (tabled) – Cllr Hyland gave a brief précis of the documentation.

*It was **RESOLVED** to accept the Annual Governance Statement, the Annual Return and supporting notes & statements for 2012/13, the Mayor signed Sections 1 and 2.*

- c) Meeting Notes (circulated to Members with Agenda) – *Notes of meeting held 25 April 2013 in relation to Public Sector Deposit Fund were RECEIVED.*
- d) Grant Application – Members considered an application made by Cornwall International Male Choral Festival.
It was RESOLVED to award a grant of £150. **Action : Town Clerk.**

018/13 Correspondence – The following was noted :

1. **Langueux** : Newsletter No. 263, April 2013.
2. **Shelter** : Letter of thanks in relation to grant awarded.
3. **Arthritis Research UK** : Letter of thanks in relation to grant awarded.
4. **Macmillan Cancer Support** : Letter of thanks in relation to donation from Mayor's Charity Event, 2013.
5. **Cornwall Council** : Notification of Cycle West Project.
6. **CALC** : The Week, Issue 5.
7. **CALC** : Parish and Town Council Precepts (Referendums) Bill 2012-13

019/13 Planning

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

- **PA12/02684 - Deferred from Planning Cttee (24 April 2013)** : Mr C Salter, 20 Harbour Road, Windows replacement for Flat 20 (Top Floor). **SUPPORTED.**
- **PA13/02948** : Mr Watson, The Carpet Trader, 4 Goldsworthy Way, Proposed installation of 4 No new windows on 1st floor level and slate hanging. **SUPPORTED.**
- **PA13/02766** : Mr Ben Middleton, Hillcote, Trevanion Road, Creation of wider access to allow off street parking. **NOT SUPPORTED.**
Cllr Hawken re-iterated his interest & left the meeting.
- **PA13/03194** : Mr & Mrs R Adams, Trenant Farm, Trenant Vale, Re-development of Trenant Farm Site; namely construction of four dwellings. **DEFERRED – MEMBERS REQUESTED A SITE MEETING DUE TO CONCERNS WITH DRAINAGE.**

Cllr Hawken returned.

- **PA13/03679** : Ms Sally King, The Annexe, 74 Molesworth Street, Change of use from existing annexe (ancilliary accommodation) to dwelling. **DEFERRED – PENDING FURTHER INFORMATION FROM PLANNING OFFICER.**
- **PA13/03568** : Mr Peter Warne, Belle Vue, Higher Lane, Extension at ground floor level with terrace over to rear of property. **SUPPORTED PENDING INFORMATION FROM THE CONSERVATION OFFICER.**

7.02pm – Member of the public arrived (left meeting at 7.06pm – Town Clerk clarified he would contact her via the office as his attendance was in relation to Planning Application PA13/02766 which had already been considered).

b. **Decisions** - The following decision notifications received from Cornwall Council were noted :

- **PA12/04187** : Mr G Hawken, Euro House, Bradford Quay Road, Outline application for 6 residential units. **WITHDRAWN.**

- **PA13/01307** : Wadebridge Bowls Club, Wadebridge Bowling Club, Egloshayle Road, Construction of an implement shed for Bowls equipment and maintenance machinery. **APPROVED.**
 - **PA13/01677** : Mr Daniel Sproull, Sproull Solicitors LLP, Lola Smith Ltd, 42 Molesworth Street, Change of Use from A1 Retail to A2 Professional and Financial Services. **APPROVED.**
 - **PA13/02062** : Mr & Mrs M Dyson, 38 Wellington Place, Proposed remodelling and replacement of existing garage to form additional habitable accommodation and associated works to 38 Wellington Place. **APPROVED.**
 - **PA13/02152** : Wadebridge Camels RFC, Egloshayle Road, Upgrading of floodlighting. Alteration to approval no. PA12/05222 (namely addition of 2 floodlights on second pitch). **APPROVED.**
 - **PA13/03099**: Mr and Mrs D Cassidy, 6 Greenhill Villas, Broomfield Road, Non-Material Amendment to **PA12/06067** for construction of side extension to form annex for family member. **APPROVED.**
- c. **For Notification** – Received from Cornwall Council : The following was noted :
- **Temporary Prohibition of Traffic** - Bodieve Road to Ball Cottages, Egloshayle, 17th to 28th June 2013 (24 hours, weekends included), Patching Works by CORMAC Solutions Ltd (Details available from office).
 - **Temporary Traffic Restriction** – St Breock, Wadebridge, 6th to 8th June 2013 (24 hours, weekends included), Royal Cornwall Show, Mr C Riddle.

020/13 **Town Council Wards** – Members discussed issues raised as a result of the Boundary Commission’s decision to introduce Wards. It was **agreed** that the Town Council should investigate the possibility of a reversal of this decision and in the meantime publicise its unity and notify parishioners that Councillors will work together across both wards.

Publicity – Cornish Guardian, Town Council’s Facebook page, website & notice boards. The Town Clerk advised that a Councillor photo-board for display outside the Town Hall is being prepared. **Action : Town Clerk.**

021/13 **Parish Members’ Allowances (information circulated to Members)** – Members discussed the options available.

*It was **RESOLVED** to adopt the Parish Member’s Allowance for 2013/2014 to be paid £10 per Full Council meeting and £5 per Committee meeting. The maximum councillor allowance being £186.41 per annum and a Chairman allowance of £279.61 per annum. Individual Councillors may decide not to take the allowance and complete a statement to that effect. The allowance must be paid under the PAYE system and declared in the Annual report at the year end.*

*It was **RESOLVED** to adopt the Travel and Subsistence Allowance for 2013/14 as detailed (attached).*

022/13 **Councillor Training (information circulated to Members)** – The Town Clerk advised of training requirements as set out in the Council’s Standing Orders. Members were asked to confirm courses & dates with the Town Clerk as soon as possible. **Action : Members.**

023/13 Jubilee Car Park (e-mail circulated to Members) – Members considered a request for use of the car park for learner driver parking practice.

It was RESOLVED to permit continued use of the car park as requested subject to guidelines being issued.

Action : Town Clerk.

7.20pm – PCSO Chanter arrived.

It was **agreed** that PCSO Chanter should present the Police Report.

PCSO Chanter gave a brief report for the period 17 April – 15 May 2013 (copy attached). He advised a full report would be made at the Annual Town Meeting, 16 May 2013.

024/13 Jubilee Field (letter circulated to Members) – The content of the letter relating to dogs in the Jubilee Field area was noted. The Town Clerk was asked to reply accordingly.

Action : Town Clerk.

Cllr Chapman re-iterated his interest & left the meeting.

025/13 Wadebridge Carnival (letter circulated to Members)

a) Letter requesting permission for use of Jubilee Field & Car Park – Members noted that the Carnival is an asset to the Town.

It was RESOLVED to permit the use of Jubilee Field and lower level car park from 1pm as requested.

b) Donation request – *It was RESOLVED to award a donation of £300 toward the cost of installing bunting around town.*

Action : Town Clerk.

Cllr Chapman returned to the meeting.

026/13 Public Conveniences (Cornwall Council e-mail notes circulated) – Members **received** & discussed the notes from Jon James relating to meeting held 25 April 2013. The Town Clerk advised that the toilet transfer is expected to be finalised at the end of June.

027/13 Cornwall Local Plan – Cllr Pennington gave a brief précis of aspects of the plan which are relevant to Wadebridge (written report attached).

028/13 Egloshayle, St Breock and Wadebridge Neighbourhood Plan

a) **Meeting notes :**

i. Advisory Group meeting notes of 19 March 2013 were **received**.

ii. Steering Committee meeting notes of 16 April 2013 were **received**.

iii. Advisory Group meeting notes of 30 April 2013 were **received**.

b) **Update** – Cllr Pennington updated Members in relation to the new structure of the groups & the current funding available. She confirmed that an activity event is arranged for Wednesday 29 May in the Main Hall (afternoon) – this is craft related & aimed at engaging with the younger residents. All Councillors are welcome.

Cllr Wild suggested that photographic evidence of the event would prove beneficial but noted disclaimers should be made available.

Action : Town Clerk.

029/13

Dates of next meetings

Annual Town Meeting – Egloshayle Pavilion – Thursday 16 May 2013, 6pm

Coronation Park Bird Display – Saturday 18 May 2013, 10am-2pm

Committees – Staffing, Planning, Parks & Cemeteries, Car Parks & Traffic, F&GP, Town Hall, Communication – Wednesday 22 May 2013 (*apologies Cllr Buchanan*)

Civic Service – Egloshayle Church, 16 June 2013, 11am with refreshments afterward in Town Hall (*apologies Cllrs Pennington, Buchanan & Wild*)

Finance & General Purposes – Monday 1 July 2013, 7pm (*apologies Cllrs Pennington & Hawken*)

The Mayor advised that Wadebridge Chamber of Commerce will be organising the 2013 Big Lunch on Sunday 2 June.

Meeting closed at 8pm.

Signed as a True and Accurate Account :

..... **Chair :**

..... **Date :**