



# Wadebridge Town Council

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**Minutes of the Council meeting held on Wednesday 11 June 2014**  
**at 7pm in the Victoria Room, Wadebridge Town Hall**

**Present :** Cllrs; D Bassett, C Buchanan, P Chapman, E Gill, C Hewitt, H Hyland, A Jones, A Pennington, T Rush & P Starling. Cllr Wild was absent from the meeting. **Public present :** Mr Graham Smith (Cornish Guardian), Sgt. Robin Moorcroft & PC Helen Lentern (Wadebridge Police).

**In Attendance :** Mrs K Glidden-Rogers (Town Clerk) & Mrs B 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 that mobile phones should be turned to silent and that the meeting may be filmed or recorded.

025/14 **Apologies** were received from Cllrs; Hawken & Kendall.

026/14 **Declarations of Interests** – None.

027/14 **Awarded Dispensations** - None.

028/14 **Minutes of Last Meeting** – *The Minutes of the meeting held on the 7 May 2014 were RESOLVED to be a true record of the meeting and were signed by the Mayor.*

029/14 **Public Participation** –

- Report from Wadebridge Police – PC Helen Lentern advised the monthly report (attached). Members discussed several items including Sgt Moorcroft's retirement in July.
- Reports from Cornwall Councillors – None.

**Sgt. Moorcroft** thanked Members for the successful working partnership which has developed over the past 8 years. The Mayor thanked Sgt. Moorcroft for his time and commitment to both his Police work and the community projects in which he has become involved.

**BMX/Skatepark** – Sgt. Moorcroft apologised for the confusion and removal of the knotweed when the site was cleared recently.

7.11pm, PC Lentern & Mr Moorcroft left the meeting.

030/14 **Mayor's Report** – circulated for information.

031/14 **Town Clerk's Report** – displayed for information.

032/14 **Committee meetings**

- a) Planning – *The Minutes of 21 May 2014 were RECEIVED.*
- b) To receive Minutes and adopt recommendations from :
- i. Parks and Cemeteries – *It was RESOLVED to adopt the Minutes of 21 May 2014.*  
**Recommendation from Committee : P&C009/14 – Trailer :**
- *It was RESOLVED to accept quotation received and purchase a replacement trailer at a cost of £2,430 plus vat.*
- Action : Town Clerk.**
- ii. Car Park & Traffic – *It was RESOLVED to adopt the Minutes of 21 May 2014.*
- iii. Town Hall – *It was RESOLVED to adopt the Minutes of 21 May 2014.*
- iv. Finance & General Purposes – Cllr Jones queried minute number Fin009/14 which records recommendations for two grant applications only when there had been five applications in total.

**Action : Town Clerk to investigate.**

*It was RESOLVED to adopt the Minutes of 2 June 2014.*

**Recommendation from Committee :**

**Fin009/14 - Grants :**

- a. **Wadebridge Twinning Association** – *It was RESOLVED that a grant of £78 be awarded under Section s144 -LGA 1972.*
- b. **Camhayle Theatre Club** – *It was RESOLVED that a grant of £300 be awarded under Section s145 – LGA 1972.*

**Action : Town Clerk.**

**Fin016/14 – Public Works Loan Board :**

- *It was RESOLVED that the Premature Repayment of outstanding Loans (489828- Pavillion Building & 493464 - Trevarner Land) in Full to the Value of approximately £26,524.74.*

**Action : Town Clerk.**

**Fin022/14 – WW1 Event :**

- *It was RESOLVED to hire a marquee at a cost of £250.00.*

**Action : Town Clerk.**

- v. Staffing – *It was RESOLVED to adopt the Minutes of 12 May 2014.*

**Recommendation from Committee - S006/14 Personnel Matters – Training:**

- **Senior Caretaker & Head Groundsman - Team Leading Award Training** – The Town Clerk clarified that the Level 2 training is no longer available. Level 3 is not suitable.
- **Apprentice – Social Media for Business Award** - *It was RESOLVED that free training is undertaken as presented.*

**Action : Town Clerk.**

- **Grievance Training for Councillors** – *It was RESOLVED that Disciplinary and Grievance training be undertaken for the Staffing Committee plus the Town Clerk and to offer eight places to neighbouring parishes to share the total cost of £2,050 +VAT (this includes all travel, expenses and preparation).*

The Town Clerk advised that the neighbouring parishes have not confirmed attendance. It was agreed that this training should be extended to all Town Council Members subject to availability.

**Action : Town Clerk.**

- **CiLCA** – It was **RESOLVED** that training is undertaken by the Finance Clerk & Apprentice at a cost of £275 per person.

**Action : Town Clerk.**

**033/14 Finance**

- a) Payments of Accounts for April 2014 - A schedule of payments was circulated –
- It was **RESOLVED** to make payment of £66,359.75 as presented.

**034/14 Correspondence**

- a) The following correspondence was received for information :
1. **Cornwall Council** : Information Bulletins, Tuesday 29 April 2014 & 13 May 2014.
  2. **Downing Street** : Letter regarding New Employment Allowance.
  3. **Languieux** : Newsletters, Nos. 275 & 276, May & June 2014.
  4. **Wadebridge Chamber of Commerce** : Accounts for year ended 31 December 2013.
  5. **Wadebridge Police** : Report for period 9 April to 7 May 2014.
  6. **Wadebridge Foodbank / Storehouse** : Spring Newsletter.
  7. **Cornwall Council** : Notification of Runoff Grant Scheme.
  8. **CALC** : The Week, 16 May 2014, including LAIS 1365 & 1366.
  9. **Cornwall Council** : Information on the Big Run on the Camel Trail, Saturday 14 June.
  10. **Cornwall Council** : Message from Jim McKenna, Cabinet Member for Health and Adult Care
  11. **Cornwall Council** : Allocations Scheme Review and Consultation – Come and Ask Questions.
  12. **CLIC Sargent** : Email regarding Paint the Town Gold campaign.
  13. **Cormac** – Notification of The Big Run event on the Camel Trail Saturday 14 June.
  14. **Sainsbury's** – Confirmation of all 106 monies paid to Cornwall Council.
- b) The following Minutes and Agendas from Outside Committees were received for information :
1. **WREN** – Agenda for Tuesday 6 May 2014 & Minutes of meeting held 1 April 2014.
  2. **Middle Treworder Community Fund** – Agenda & notes of meeting held Tuesday 27 May 2014.
- c) The following correspondence was received and discussed for response –
1. **Sustrans** – E-mail from Sustrans regarding the decision by Cornwall Council not to allocate Sainsbury's 106 funding for Wadebridge Camel Trail Study.

- *It was **RESOLVED** to request a meeting with Cornwall Council decision maker in order to discuss allocation of monies.*
2. **Cllr Knightley** – to receive and respond to a request for the town council to apply for a planning application on behalf of Wadebridge Cricket Club. *It was noted that the Town Council has agreed to support the clubs redevelopment proposals but plans have not been submitted for approval as yet.*
    - *It was **RESOLVED** to invite representatives of the club to a meeting in order to present the application for Town Council approval prior to submission.*

**Action : Town Clerk.**
  3. **Wyndhurst Orchard** – to receive and respond to letter from a resident. *Members requested the Town Clerk forward correspondence to Cornwall Councillor Scott Mann.*

**Action : Town Clerk.**
  4. **Sainsbury's** – to receive and respond to a copy email from a member of the public. *Members asked that the Town Clerk clarify the current situation and future intentions with Sainsbury's representative in order to respond accordingly.*

**Action : Town Clerk.**

#### 035/14 Planning

- a. **Applications** - *It was **RESOLVED** to make the following response :*
  - i. **PA14/04000** : Long Cottage, 3 Tower Hill, Construction of new dwelling. **SUPPORTED.**
  - ii. **PA14/04095** : 7 Westcott, Erection of conservatory at rear of dwelling. **SUPPORTED.**
  - iii. **PA14/04161** : 23 Town Quay, Harbour Road, Replacement of existing windows to second floor flat. **SUPPORTED.**
- b. **Decisions** – The following was noted :  
**PA14/02973** : Execs To The Estate of The Late Mrs R E Guest, The Retreat, Gonvena, Outline application for the erection of a dwelling. **REFUSED.**
- c. **For Notification** – The following was noted :  
Notification of Tree Preservation Order 2014, The Retreat, Gonvena Hill.

#### 036/14 Policies – The Town Clerk gave a précis of the following policies :

- a) **Fire emergency in the Town Hall – Caretaker's Action Guide** – *It was **RESOLVED** to accept the policy as presented.*
- b) **Groundsmen - Working at Height** - *It was **RESOLVED** to accept the policy as presented.*
- c) **Environment** - *It was **RESOLVED** to accept the policy as presented.*  
Members discussed several health and safety elements in respect of the following policies. The Town Clerk confirmed she has discussed both policies with the groundstaff.
- d) **Use of Ride-on Mowers** (along riverbank footpath, Elgoshayle Playing Fields & Jubilee Field) – *It was **RESOLVED** to accept the policy as presented.*
- e) **Working on or near water** - *It was **RESOLVED** to accept the policy as presented.*

037/14 **Town Hall**

- a. **Letter from Cornerstone** – Members received a letter advising the new Information Centre will be open daily with the exception of Sunday and Thursday between 11am – 2pm.  
A request for use of Foyer Area between 28 July and 1 August was discussed.
- *It was **RESOLVED** to permit use of Foyer area as requested on a free of charge basis.*
- b. **Letter from Outlook Southwest** – Members received a letter notifying an amendment to cancellation of lease. Outlook South West will retain Room 11 rather than Room 8 as originally notified.

038/14 **BMX/Skatepark**

- a. **Lease for land at Eddystone Road (information circulated with Agenda)** – Members discussed the revised Supplemental Lease and advice received from the council's solicitor including easement over land owned by Lidl. It was **agreed** that the pedestrian access from the South West Water site is correct and that the solicitor should not investigate the Lidl title.  
Cllr Pennington voiced concerns that the inclusion of a break clause will affect funding opportunities. It was clarified that Cornwall Council are not prepared to remove the break clause.
- *It was **RESOLVED** to accept the Supplemental Lease as presented.*
- Action : Town Clerk & Mayor.**
- b. **Planning Application**
- i. **E-mails** from Stephen Knightley dated 16 May and the Planning Officer dated 4 June regarding lighting were received and discussed. The Town Clerk advised a fee of £97 will be applied to condition the lighting specification.
  - ii. **An update report** was received.
- c. **Knotweed at land at Eddystone Road** – Members received and noted the following information :
- i. **E-mail** from the Cormac Solutions, Vegetation Adviser.
  - ii. **Copy e-mail** from Sgt. Moorcroft.
- d. **Wadebridge BMX/Skatepark Community Group (meeting notes tabled)**  
– Members received notes of meeting held 30 May 2014.

039/14 **Languieux Circle** – Members considered request from Churches Together to hold annual service on Sunday 23 August 2014.

- *It was **RESOLVED** to permit the use of Languieux Circle as requested.*

040/14 **Egloshayle, St Breock and Wadebridge Neighbourhood Plan**

- a) **Steering Committee** – Notes of meeting held 20 May 2014 were **received**.  
The following recommendation from Steering Committee was considered :  
*The Steering Committee would recommend that Paul Weston's Professional Support Proposal and associated costs are accepted and that funding is made available from the precept budget subject to a contribution of £250 from each of the Parish Councils.*

It was clarified that the associated costs are £2,800. Parish councils have been asked to contribute £250 per council with the remainder being paid from the Town Council Neighbourhood Plan budget.

- *It was RESOLVED to accept the recommendation as presented with associated costs being paid from the Neighbourhood Plan earmarked budget.*

b) **Advisory Group** – Notes of meetings held 29 April 2014 & 13 May 2014 were received.

**041/14 Wadebridge Rugby Club** – Members considered a request from the club to allow fair roundabouts to be situated on the car park at the Rugby Club. Members agreed that further details are required before a decision can be made. Additionally the car park is used by the community attending events/services at Egloshayle Church and Town Council events therefore the club should discuss availability with the Church co-ordinator and the Town Clerk. Members acknowledged that whilst the lease allows for fundraising events the club should obtain permission from the Town Council for any out of the ordinary events they wish to hold.

- *It was RESOLVED to meet with the club in order to ascertain more specific details of this event and clarify lease requirements.*

**Action : Town Clerk to arrange and re-agenda.**

**042/14 Confidential matters** – *It was RESOLVED to suspend Standing Order 1.c. that the Press and Public be excluded from the meeting for the following item of business because of the confidential contractual nature of the business to be transacted - Public Bodies (Admission to Meetings) Act 1960 (as extended by Section 100 of the Local Government Act 1972).*

**8.16pm, Mr Smith left the meeting.**

**Town Hall Sanitary Contract** – Members considered three quotations obtained.

- *It was RESOLVED to accept Option 2 on a monthly basis at a cost of £670.44.*
- *It was RESOLVED to re-instate Standing Order 1.c.*

**043/14 Dates of next meetings**

**Committees** – Planning, Parks & Cemeteries, Car Parks & Traffic, Town Hall, Communications, Wednesday 25 June 2014, 7pm. Cllrs Chapman & Starling gave apologies.

**Full Council Meeting** – Wednesday 16 July 2014, 7pm

**Civic Service** – Sunday 22 June 2014, 11am Egloshayle Church. Cllr Chapman gave apologies.

Meeting closed at 8.27pm.

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

..... **Chair :**

..... **Date :**