



# Wadebridge Town Council

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**Minutes of the Town Council meeting held on Wednesday 13 November 2013**  
**at 7pm in the Victoria Room, Wadebridge Town Hall**

**Present :** Cllrs; C Buchanan, P Chapman, E Gill, H Hyland, C Hewitt, A Jones, M Kendall, T Rush, A Pennington & P Starling. Cllr Wild was absent from the meeting.

Members of the public present; PC Helen Lentern (Wadebridge Police) and Cornwall Councillors Scott Mann & Steve Knightley (arrived 7.21pm).

**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 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.

**121/13 Apologies** – Cllrs; Bassett & Hawken.

**122/13 Declarations of Interest** – Cllrs Hewitt and Jones declared an interest in matters relating to the Chamber of Commerce as both are Members.

**123/13 Dispensations** – The Town Clerk advised she has awarded a dispensation to Cllr Hyland as the Town Council's representative to WREN/Wadebridge Innovation Hub. The dispensation allows Cllr Hyland to partake in discussion and to vote.

**124/13 Minutes of Last Meeting** – *The Minutes of the meeting held on the 9 October 2013 were RESOLVED to be a true record of the meeting and were signed by the Mayor.*

**125/13 Public Participation -**

- **Wadebridge Police** – PC Lentern gave a brief verbal report of recent incidents which included; several vehicle crimes, shoplifting and affray. Members were informed that PC Lentern will shortly be re-located to the Bodmin area. PCSO Sorbye is now in-situ as PCSO Chanter's replacement.

**7.12pm, PC Lentern left the meeting.**

- **Cornwall Councillor's reports** – None.

**126/13 Mayor's Report** – report from October & November 2013 was circulated for information (copy filed).

**127/13 Town Clerk's Report** – copy displayed for information.

128/13 **Committee meetings**

a) Planning - *The Minutes of 23 October 2013 were RECEIVED.*

b) To adopt Minutes and recommendations from:

Parks and Cemeteries – *It was RESOLVED to adopt the Minutes of 23 October 2013.*

Car Park & Traffic – *It was RESOLVED to adopt the Minutes of 23 October 2013.*

**Recommendations from Committee :**

• **Jubilee Car Park – CP&T052/13**

a.ii. & iii. – **Line Marking** – *It was RESOLVED to accept the quotation and proceed with the works*

c. – **Rubbish Disposal** – *It was RESOLVED to obtain a skip as required.*

d. – **Christmas Shopping** – *It was RESOLVED to allow free car parking from 4pm on Friday 13 December and all day on Saturday 14 December 2013.*

**Action : Town Clerk.**

Finance & General Purposes – *It was RESOLVED to adopt the Minutes of 30 September 2013.*

**Recommendations from Committee :**

• **Past Mayor's Medal – Fin 026/13**

The financial element of the recommendation made was discussed. Members agreed it would not be financially viable to purchase a single medal.

*It was RESOLVED to purchase ten medals at a cost of £65 each.*

**Action : Town Clerk.**

Members to discuss and clarify medal allocation.

**Action : Town Clerk to Agenda.**

**Cllrs Jones & Hewitt left the meeting.**

• **Grants – Fin 027/13**

a. **Chamber of Commerce** – *It was RESOLVED that a grant of £300 be awarded.*

**Cllrs Jones & Hewitt returned to the meeting.**

**7.21pm, CC Knightley arrived.**

*It was RESOLVED to adopt the Minutes of 4 November 2013.*

**Recommendations from Committee :**

• **Policies, Recommendations from Working Group – Fin 036/13**

1. a. **Financial Regulations** – *It was RESOLVED that no amendments be made to the Financial Regulations.*

b. *It was RESOLVED that no amendments be made to the following documents: Cornwall Code of Conduct, Employee Handbook, Lone working Policy, Health & Safety Policy & Statement, Fire Emergency Plan, Fire Risk Assessment, Data Protection, Freedom of Information – Publication Scheme, Town Hall & Pavilion Terms and Conditions, Car parking Policy, Code of Practice for Handling Complaints, Community Engagement Strategy, Grants Policy Statement, Co-option Questionnaire, Petty Cash, Retention of Documents, Media and Publicity, Mayor Making protocol, Scheme of Delegation (to the Clerk), Community Emergency Plan (under review by Emergency Plan Working Party), Investment Policy.*

**2. a. Standing Orders** – *It was RESOLVED that the following amendment be made:*

**18. Committees, Sub Committees and Working Groups.**

**b.vii.** *Communications Committee shall be at least 6 members with a quorum of 3.*

**Action : Town Clerk.**

**b. Business Continuity Plan** – *It was RESOLVED that amendments be made to update telephone numbers.*

**c. Cemetery Regulations** – *It was RESOLVED that amendments be made relating to Parks and Cemeteries Committee resolution on 23 October 2013 (Cremated Remains Only) plus several minor amendments.*

**3. Town Hall and Pavilion Terms and Conditions** – *It was RESOLVED that amendments be made.*

- **Statement of Internal Control – Fin 037/13** : *It was RESOLVED to accept the document as presented.*
- **Internal Audit – Review of Effectiveness – Fin 038/13** : *It was RESOLVED to accept the document as presented.*
- **Financial Risk Assessment – Fin 039/13** : *It was RESOLVED to accept the document as presented.*

**129/13 Finance**

- a) Payment of Accounts for October 2013 (schedule of payments was circulated)  
*It was RESOLVED to make payment of £51,906.54 as presented.*

**130/13 Correspondence** – the following was noted :

1. **Languex** : Newsletter No. 268, October 2013.
2. **CALC** : Information regarding the Scrap Metal Dealers Act 2013 – Supplementary Guidance.
3. **CALC** : The Week, Issues 9, 10 & 11.
4. **Cornwall Council** : Notifications of Road Closures –
  - A39 between Wadebridge and Hendra Lane, A39 between Hendra Lane and Knights Mill Hill, A39 between Valley Truckle and Knights Mill Hill (all for entire length), 6 November to 6 December 2013 (1900 to 0700), resurfacing works, CORMAC Solutions Ltd. **Approved.**
  - Wadebridge, Sunday 10 November 2013, Wadebridge Remembrance Day Parade, 1015 to 1050 hours & 1150 to 1215 hours. **Approved.**
  - Tower Hill, 15 November to 25 November 2013, (24 hours, weekends included), Ducting Works, Carillion Telent. **Approved.**
  - Fernleigh Road, 11 December to 13 December 2013 (24 hours), Repairs to defective cover, May Gurney on behalf of South West Water. **Intention Notice.**
5. **PA13/08439** : Copy of letter of objection & response by Mr Crompton Brown (Senior Development Officer, CC).
6. **Friends of Bodmin Hospital** : Agenda, Annual General Meeting, 14 November 2013, 2pm CFT Offices, Bodmin & Minutes of last AGM.

7. **Wadebridge Foodbank / StoreHouse** : Newsletter, Autumn 2013.
8. **Cornwall Council** : Localism and Devolution Information Bulletin, Wednesday 30 October 2013.
9. **Pigeons** - Letter from resident.
10. **CALC** : Information regarding Standing Orders – 2013 Review.
11. **Cornwall Council** : E-mail regarding offer of free community trees from Nature Workshops.
12. **Wadebridge Foodbank & StoreHouse** : Request for volunteers to help with Operation Christmas Child – Shoebox Appeal 2013.
13. **Chamber of Commerce**: E-mail thanking all those who contributed to the Christmas light appeal and giving details of all other activities prior to Christmas.

### 131/13 Planning

- a. **Applications** - *It was RESOLVED to make the following response :*
  - **EGLOSHAYLE PARISH : PA13/09018** : Land East of Tenant Farm, Tenant Vale, Egloshayle, (EGLOSHAYLE PARISH) Residential development of 5 dwellings with associated access, infrastructure and landscaping. **MEMBERS HAD NO COMMENTS TO FORWARD TO CORNWALL COUNCIL.**
  - **PA13/09534** : Bridgend, 3 Egloshayle Road, Change of use of first floor 2 bedroom flat from residential to business (B1) use class. No external alterations are proposed. **SUPPORTED.**
  - **PA13/09537** : 5 and 6 Foundry Terrace, Glazed extension to the rear of the property. **SUPPORTED.**
- b. **Decisions** - To be advised of Cornwall Council planning decisions - The following was noted :
  - **PA13/07038** : La Rochelle, Fernleigh Road, Convert loft space to bedroom with en-suite forming dormer to rear elevation. **APPROVED.**
  - **PA13/08453** : Wheel Cottage, Polmorla Road, Alterations and renovations works. **APPROVED.**
  - **PA13/04727** : Wadebridge Printers Ltd, Trevanson Street, Change of use on ground level from workshop/office to gallery/café, addition of a new entrance, remove part of railings to allow pedestrian access to the pavement from new entrance. **APPROVED.**
- c. **For Information** – the following was noted :
  - **PA13/03035/PREAPP** – Westleigh, Molesworth Street, Lounge extension at rear of property measuring 5 metres x 2 metres with pitched roof. **Advice given / app submitted.**
  - **PA13/03042/PREAPP** – 1 Bethan Drive, Levelling of front garden, erect boundary fence, install decking, erect storage shed. **Advice given / app submitted.**

### 132/13 Egloshayle, St. Breock and Wadebridge Neighbourhood Plan :

- a. **Meeting notes** :
  - i. Advisory Group meeting notes of 8 October, 22 October & 5 November 2013 were **received.**

- ii. Steering Committee meetings notes of 22 October 2013 were **received**.
- b. **Representative to Steering Committee** – Members were advised that Cllr Pennington had resigned from the Neighbourhood Plan working group.  
*It was RESOLVED to appoint Cllr Jones as a Town Council representative.*

133/13 **Reports from meetings** – None.

134/13 **Roundabout Sponsorship, Eddystone Road (information circulated with Agenda)** – Members debated the advantages and disadvantages of the grounds staff continuing with the maintenance of the roundabout. The Town Clerk clarified this is a verbal agreement with Cornwall Council and there is no funding toward the works. Safety issues were discussed along with ownership of the granite monument which had been gifted to the Town Council. It was noted that Cornwall Council has guidelines in place for roundabout sponsorship. A proposal was made and seconded to hand back the roundabout maintenance to Cornwall Council for future sponsorship with the stipulation that the granite monument remains in place. A further proposal was made and seconded that the Town Council continue to maintain the roundabout. Members voted on the second proposal – 2 for, 6 against (Cllr Starling abstained). The original proposal was re-iterated and a vote taken.  
*It was RESOLVED to hand back the roundabout maintenance to Cornwall Council for future sponsorship with the stipulation that the granite monument remains in place.*

**Action : Town Clerk.**

135/13 **Chamber of Commerce (email and invoice circulated with Agenda)**

**Cllrs Jones & Hewitt left the meeting.**

Members discussed elements of the 2012/13 earmarked funds (Bridge Christmas Lights) and an invoice presented for electrical works.

*It was RESOLVED that the 2012/13 earmarked reserve of £2,000 is granted to the Chamber of Commerce toward payment of Invoice 10012305 as presented.*

**Cllrs Jones & Hewitt returned to the meeting.**

136/13 **Cornwall Council (e-mail circulated with Agenda)** – Members received information relating to Cornwall Council Licensing Act Policy Consultation. Response deadline is 3 January 2014.

137/13 **Innovation Hub (e-mail circulated with Agenda)** – The Town Clerk advised that whilst WREN's involvement with the Hub project is not clear at this time, it was linked in May when the Town Council's outside representatives were selected – WREN/Hub representatives are Cllrs Chapman and Hyland. Cllr Chapman advised that whilst he would remain as a representative to WREN he does not wish to be included on the Innovation Hub working group. Several Members noted that WREN is not involved in the Hub project. Formation of a working group was discussed and it was agreed that the Neighbourhood Plan Steering Committee should be invited to appoint a representative(s).

*It was RESOLVED to form an Innovation Hub working group and to appoint Cllrs Hyland, Hewitt and Pennington and to invite the NHP Steering Committee to appoint a member(s).*

**Action : Town Clerk.**

**138/13 Local Bus Service** – Cllr Jones gave a précis of this project. He advised that Richard Hamm has agreed that the Community Bus can be used to provide a social bus service for the outlying estates/villages. Several elements of the project were discussed including funding. Members were asked to contact Cllrs Jones or Rush if they wish to assist. The Town Clerk requested clarification as to who is leading the project.

**CC's Mann & Knightley left the meeting.**

**139/13 To exclude Press and Public** – *It was RESOLVED to suspend Standing Order 1.c, that the Press and Public be excluded from the meeting for the following items of business because of the confidential sensitive and personnel 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).*

- a. **Burial Ground** – The Town Clerk advised that she has made a payment of £40 in relation to an emergency matter in the burial ground (Refer to Financial Regulation 3.4 for authority).
- b. **Evening Caretaker Vacancy** – *It was RESOLVED that the Staffing Committee has delegated authority to interview and select a suitable candidate for recommendation to Full Council.*
- c. **Salary Enhancement** – *It was RESOLVED to look into the suggestion of Capital Bonds (no tax payable), if not suitable it was agreed to pay £100.*

**140/13 Dates of next meetings**

**Full Council** – Wednesday 20 November, 7pm

**Committees** – Planning, Parks & Cemeteries, Car Parks & Traffic, Finance & General Purposes – Wednesday 27 November, 7pm

**Full Council** – Wednesday 11 December 2013, 7pm (Apologies from Cllr Hewitt)

Meeting closed at 8.20pm.

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

..... **Chair :**

..... **Date :**