



# Wadebridge Town Council

## Minutes of the Full Council meeting held on Wednesday 18 March 2020 at 7pm in the Town Hall, Wadebridge

**Present :** Cllrs; H Cooper-Waite, J Fletcher, R Harris, M Hollamby, L Mitchell, P Mitchell & I Welch.

**Public Present :** Cornwall Councillors Steve Knightley (Wadebridge East) and Robin Moorcroft (Wadebridge West).

**In Attendance :** Anne Minnis (Town Clerk) & Beverley Collins.

**Housekeeping** – The Mayor welcomed everyone to the meeting and 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 by a member of the public.
- That the meeting is being recorded by Wadebridge Town Council.
- 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'.

**1254/20 Apologies** were received from Cllrs; Gill, Gliddon, Leach, Pennington & Wiltshire. It was noted that these apologies had been made in light of Government guidance on potential health implications to vulnerable groups due to the Coronavirus pandemic.

- It was **RESOLVED** to accept apologies from Cllr Eric Gill due to a family commitment.
- It was **RESOLVED** to accept apologies from Cllr Leah Gliddon due to a family commitment.
- It was **RESOLVED** to accept apologies from Cllr John Leach due to a family commitment.
- It was **RESOLVED** to accept apologies from Cllr Amanda Pennington due to a family commitment.
- It was **RESOLVED** to accept apologies from Cllr Trevor Wiltshire due to a family commitment.

**1255/20 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*) – None.
- c) **Dispensations** – None.

**1256/20 Minutes of Last Meeting** – *The Minutes of the meeting held on the 25 February 2020 were RESOLVED to be a true record of the meeting and were signed by the Mayor.*

**1257/20 Public Participation**

- Public : None.

- Reports from Cornwall Councillors :
  - **Cllr Knightley (Wadebridge East)** advised on the following :
    - The tree planting scheme has now been completed with a total of 52,300 new trees planted.
    - A multi-group meeting held earlier in the day to discuss options to arrange a volunteer delivery service for elderly residents. The community bus will be used to deliver pre-paid food supplies to those in need – groups involved include Churches Together, Concern Wadebridge and the Foodbank.
    - The Foodbank will relocate to the Betjeman Centre as this will allow them extra space to run the scheme.
    - Cornwall Council meetings have been cancelled for health and safety reasons. Cornwall Council is following Government procedure.
    - The retirement event for Paul Masters is to be held on 27 April 2020.
  - **Cllr Moorcroft (Wadebridge West)** advised that Cornwall Council is working at reduced capacity due to the Coronavirus situation.
- Reports from the Police (tabled) : None.

**1258/20 Mayor's Report** – The Mayor confirmed he had attended the meeting regarding the volunteer delivery service and had further details to advise later in the meeting.

**1259/20 Clerk's Report** – None.

**1260/20 Finance :**

- a. Accounts for payment – February 2020 (tabled) – *It was **RESOLVED** to make payment of £56,558.31 as presented.*

**1261/20 Correspondence**

- a. The following correspondence for information was **received**:

- i. **Business Cornwall** – Issue 138; March 2020.
- ii. **South West Business Insider** – Vol. 14, No.3; March 2020.
- iii. **Cornwall Council** – Notes from CALC AGM, January 2020.
- iv. **Cornwall Council** – Town and Parish Council Newsletter, February 2020.
- v. **Cornwall Council** – Town and Parish Council Bulletin, Coronavirus (COVID-19) update, 2 March 2020.
- vi. **Cornwall Council** – Town and Parish Council Bulletin, Coronavirus (COVID-19) update, 5 March 2020.
- vii. **Cornwall Fire & Rescue Service** – CCTV Management Report; Wadebridge, 1 October 2019 to 31 December 2019.
- viii. **Cornwall Council Climate Change CPD** – Climate Change Planning Policy.
- ix. **Cornwall Streetworks Team** – Road Traffic Regulation Act 1984; S.14: Temporary Prohibition of Traffic; Wadebridge to Mount Chares; 23 March to 3 April 2020 (19:00 to 06:00, weekdays only).
- x. **Cornwall Council** – Highways and Environment Update; 4 March 2020.
- xi. **NALC** – Novel Coronavirus: COVID -19; 6 March 2020.
- xii. **House of Commons, Victoria Atkins MP, Minister for Safeguarding** – Tackling Antisocial Behaviour.
- xiii. **Cornwall Council** – Planning Policy, Housing Supplementary Document, March 2020.

- b. Correspondence for response (circulated with agenda) – Members discussed the requests received and made the following decisions :

- i. **Ann's Cottage** – Request to use Wadebridge Skatepark for a photo shoot in April.

- It was **RESOLVED** to permit the request subject to valid insurance and risk assessments being provided to the Clerk and that latest Government guidance regarding the Coronavirus COVID-19 pandemic is adhered to.
- ii. **Cornwall Council – Waste Management; Removal of Recycling Banks at Piggy Lane.**
  - Members **AGREED** that the Town Council will not take on responsibility for the Piggy Lane recycling facility.
- iii. **Wadebridge Neighbourhood Police Team – February 2020 Newsletter.**
  - Correspondence was noted.  
The Mayor advised he would be logging details of complaint he had received regarding a serious knife crime incident in town.  
There was brief discussion around the incident and anti-social behaviour in town with Cllrs Knightley & Moorcroft.
- iv. **Parishioner Query – Planting Trees in Wadebridge & North Cornwall.**
  - Members noted that the Town Council is looking to work with various local groups on several tree planting schemes.
- v. **Wadebridge Bowling Club – Request for free parking or the use of parking permits on 3 June 2020.**
  - It was **RESOLVED** to permit free of parking as requested subject to public parking not being restricted.
- vi. **Cornwall Council/Cllr Moorcroft – Request for Town Council to clean a bench (when required) if sited at the bus stop at the Platt– bench provided by Cornwall Council.**
  - Cllr Moorcroft addressed the meeting regarding this this request.  
  
The Clerk highlighted concerns around adding an additional bench to the already large number maintained by the Parks Department. It was noted that grounds staff may not be able to accommodate cleaning outside of the ‘occasional pressure wash’ as suggested by Oliver Jones (Cormac).
    - It was **RESOLVED** that the Town Council will take cleaning responsibility for the bench subject to agreement from the Parks Department.
- vii. **Wadebridge Big Lunch :**
  - Request to use Wadebridge Skatepark for the Big Skate –
    - Event date was confirmed as 31 May 2020.
    - It was **RESOLVED** to agree to the request subject to the following conditions :
      - i. That the Skatepark lease permits such events.
      - ii. Adherence of Government guidance regarding the Coronavirus COVID-19 pandemic.
      - iii. That valid insurance and risk assessments are provided to the Clerk.
  - Request to use Town Council tables -
    - It was **RESOLVED** to permit the use of tables as requested subject to the above conditions.

- c. The following Minutes and Agenda from Outside Committees was **received** for information : There was no action required –
- **Padstow Harbour Commissioners** – Minutes of meeting held on Thursday 17 January 2020.

**1262/20 Committee meetings –**

- i. **Staffing Committee Meeting** – Deferred to next meeting.

**1263/20 Egloshayle, St. Breock and Wadebridge Neighbourhood Plan** – None.

**1264/20 Planning –**

- a. **Applications** – Details and relevant information for each application was presented for Members consideration. *It was **RESOLVED** to make the following responses:*
- PA20/01435** : Land East of The Carpet Trader, Trevanson Street, Proposed Development of Containers for a mix of Class A usage (Re-submission of Application No. PA19/08462). **SUPPORTED.**
  - PA20/01379** : Brook House, Bodieve, Wadebridge, Proposed dwelling with detached garage and associated works. **SUPPORTED.**
  - PA20/00244** : 34 Egloshayle Road, Construction of vehicle access and hardstanding at the front of the property, including the provision of a drop kerb vehicle crossing. **SUPPORTED.**
- b. **Decisions** – The following decisions as received from Cornwall Council were noted :
- PA19/04909** : 57 Egloshayle Road, Demolition of existing pre-cast concrete garage and workshop and construction of proposed annexe/accommodation for family carer in the rear garden. **APPROVED.**

**1265/20 Coronavirus-COVID-19** – The Mayor advised details of a meeting held earlier in the day to form a community group. This group will work to assist, as far as possible, anyone within the parish who is facing difficulties in light of the current situation.

Cllr Knightley provided further details of how the group would operate. Points noted included :

- The working group will include representatives of Concern Wadebridge, Churches Together and the Foodbank and will operate from the Betjeman Centre.
- Approximately 600 other volunteers have come forward so far via social media.
- The scheme will work on a very local basis within Wadebridge parish.
- The group is mindful that co-ordination is key to operating successfully.
- Safeguarding issues are recognised and will be considered.
- Points of contact include the Mayor and Cllrs Knightley and Moorcroft.

**7.48pm, Cllr Knightley left the meeting.**

The Clerk confirmed that in light of the current situation, this would be the last council meeting for the time being and that several actions are required from the town council in order to prepare a plan to allow the town council to continue to operate outside of meetings and until such time as the new advice is received.

A report tabled by the Clerk, which included guidance received from CALC, relevant recommendations and a revised Scheme of Delegation to the Clerk was discussed (report attached).

- *It was **RESOLVED** that the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman/Mayor and Deputy Mayor to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the pandemic Coronavirus, informed by consultation with the members of the council.*

- It was **RESOLVED** to approve the revised Scheme of Delegation to the Town Clerk.
- It was **RESOLVED** to suspend all room bookings until the end of April 2020, or later if required, in line with Government advice in relation to limiting social contact. Full refunds will be issued to hirers or they can carry forward their bookings until later in the year. This position will be reviewed by the Clerk in line with the revised Scheme of Delegation and further Government advice.
- It was **RESOLVED**, under delegated authority to the Clerk, that an emergency grant of up to £500 be awarded to any local organisation for the benefit of the Wadebridge community on submission of a request detailing the organisation and the nature/use of the grant to be awarded in the COVID-19 crisis. The Clerk will approve and verify the request in agreement with the Chair of Finance & General Purposes Committee. Grants awarded will be notified to all Members of the Council and a resolution of each grant award will be made at the next Full Council meeting.
- It was **RESOLVED** to create a social emergency fund of £10,000 to be used under the Scheme of Delegation for the Wadebridge Community in the COVID-19 crisis. Expenditure will be approved and verified in agreement with the Chair of Finance & General Purposes Committee. Expenditure will be notified to all Members of the Council and a resolution for expenditure will be made at the next Full Council Meeting.

**1266/20 Wadebridge Library & Information Service** – None.

**1267/20 Wadebridge BMX Skatepark** – None.

**1268/20 Egloshayle Cemetery Burial Plan** – It was **RESOLVED** that the Clerk has delegated authority to make arrangements in the Cemetery for the layout and plan of burials should the situation arise.

**1269/20 Draft Hire Fees & Charges 2020/21 & 2021/22** – Detailed information and recommendations regarding the fees were tabled and discussed.

i. **Fees & Charges 2020/21** – It was **RESOLVED** to accept the revised fees and charges as presented.

ii. **Increase on 2021/22 charges** – It was **RESOLVED** to accept the proposed increase as presented.

**8.11pm Cllr Moorcroft left the meeting.**

**1270/20 Community Governance Review Consultation** – Cllr Welch provided a full update including the three separate response proposals for the parishes of Wadebridge, Egloshayle and St. Breock.

Members discussed the proposals and agreed several amendments which Cllr Welch made.

- It was **RESOLVED** to accept the proposals subject to the amendments being made prior to submission.

Members were reminded that they could submit an individual response as a parishioner.

**1271/20 Application to Film on Property owned by Wadebridge Town Council** – A draft Procedure pack had been circulated to Members with the agenda.

- It was **RESOLVED** to accept the Procedure as presented.

**1272/20 Working Groups-** It was **RESOLVED** to appoint new members were required.

Updates from working groups were provided with relevant meeting notes being **received** and Members considered recommendations made:

- Camel Trail** – None.
- Cemetery** – None.
- Christmas Lights** – None.



- d) **Christmas Panto 2020** – Tags have been made.
- e) **Climate Change Emergency** – None.
- f) **Flowers for Wadebridge** – On hold at this time.
- g) **Remembrance Parade** – None.
- h) **Toilets** – None.
- i) **Town Council Events** – None.
- j) **Town Hall Improvements** – None.
- k) **Website** – None.
- l) **Police Partnership** – None.
- m) **VE Day 75** – Notes of meeting held 4 March 2020 were **received**.
  - *In light of the current climate it was **RESOLVED** to delegate authority to the Clerk to arrange for a cinema event later in the year if possible and to approve any other action required regarding the event.*
- n) **Wadebridge Transport** – None.

**1273/20 Confidential matters** – *It was **RESOLVED** to suspend Standing Order 1.c., so that the Press and Public be excluded from the meeting for the following item of business because of the confidential personnel nature of the business to be transacted - Public Bodies (Admission to Meetings) Act 1960 –*

- a. **Notice Board Replacement** – Deferred to next meeting.  
There was brief discussion around the preservation of the Mosaic.
- b. **Skatepark Path** – Deferred to next meeting.
- c. **Toilet Cleaning Contract** – *It was **RESOLVED** to continue the current contract to 2020/21.*
- d. **Coronavirus – COVID-19** – The Clerk presented an staffing action plan, with recommendations necessary to allow the Council to continue to operate through the pandemic (attached).
  - *It was **RESOLVED** to accept the plan and all recommendations as presented.*
  - *It was **RESOLVED** to re-instate Standing Order 1.c.*

**1274/20 Dates of Next Wadebridge Town Council meetings** – Dates to be advised. Mayoral nomination dates stand at this time.

Meeting closed at 8.39pm

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

**Chair :** .....

**Date :** .....