



# Wadebridge Town Council

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## **Minutes of the Full Council meeting held on Wednesday 20 June 2018 at 7pm in the Pavilion Building, Egloshayle Playing Fields**

**Present:** Cllrs; J Fletcher, E Gill, S Gill, L Gliddon, J Kennedy, J Leach, L Mitchell, P Mitchell (Mayor), A Pennington, D Rowe & V Swift.

**Also Present:** Cornwall Councillor Karen McHugh, Graham Smith (local press) and five members of the public.

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

**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'.

**711/18 Apologies** – None.

**712/18 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.

**713/18 Minutes of Last Meeting** – *The Minutes of the meeting held on the 30 May 2018 were RESOLVED to be a true record of the meeting and were signed by the Mayor.*

**714/18 Public Participation**

- **Questions from members of the Public relating to items on the agenda** –  
A representative of the Cornwall Folk Festival wished to speak on Agenda item 7.c. but was advised by The Mayor that the item is to be deferred pending a response and/or meeting with Mr Walford.

Several members of the public referred to the Wadebridge Town Parking Review – some of the points raised included:

Will a public meeting be held?

The scope of the proposals and that there is not a requirement for this scheme in some areas where parking and emergency access is not a problem.

Costs in respect of the low fees for the Truro scheme against those proposed for Wadebridge.

Aware that residents have contacted Cornwall Council regarding possible public meeting.

Truro scheme allows two permits for some zones and only one for others.

Cllr Pennington advised that each zone proposal will differ and residents should refer to the relevant map and respond to that.

- **Reports from Cornwall Councillors –**

- **Cllr Knightley** – apologies received.

- **Cllr McHugh** thanked members of the public for attending and raising points relating to the Parking Review.

- Details of the consultation period and how the proposals differ zone to zone were advised. Cllr McHugh highlighted the importance of residents submitting a response whether in support or against the scheme and noted that the fees for the Truro scheme are under review.

- Several members of the public discussed possible options with Cllr McHugh including permits for those working in town. Cllr McHugh referred to a scheme currently running out of the main season.

- Cllr McHugh gave details of individual zones and re-consultation(s) being undertaken where required including The Culvery.

- Further discussion between Cllr McHugh and members of the public included reference to; residents not affected may not submit comments and this could lead to an unbalanced view, concerns that the scheme will have a negative impact to tourists coming into Wadebridge and parking around The Culvery and Glen Road areas.

Cllr Pennington gave details of increased parking at the Piggy Lane car park and of the permit scheme available.

Cllr McHugh thanked everyone for their comments and went on to advise details of the Experimental Traffic Regulation Order which has the support of the emergency services and will come into force next week – brief details were given.

**715/18 Mayor's Report** – The Mayor gave a verbal report including details of his attendance at the Royal Cornwall Show.  
The Deputy Mayor advised of events which he had attended on behalf of the Town Council.

**716/18 Clerk's Report (tabled)** – Report *received*.

**717/18 Finance –**

- **a. Accounts for payment – June 2018 (tabled)** – It was **RESOLVED** to make payment of £73,016.47 as presented.

- **b. Internal Audit Report for year ended 31/03/18 (dated 31 May 2018)** – Members **received** and discussed the Action Plan tabled.

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

- **c. Grant Application** – A grant request from Cornwall Folk Festival.

- It was **RESOLVED** to defer this item to next meeting pending a response from Mr Walford.

- **d. Cheque signatories for the Council** – It was **RESOLVED** that Cllrs; Philip Mitchell, Louise Mitchell and Leah Gliddon are appointed as signatories.

**7.32pm, Member of the public left the meeting.**

- e. Councillors' review of internal controls (information tabled) – The Clerk explained the requirement of an internal control procedure.
- *It was **RESOLVED** that Cllr Rowe and Cllr Pennington undertake the review.*

## 718/18 Correspondence

- a. The following correspondence for information was **received** :
- South West Business Insider** – Vol.12 No.6, June 2018.
  - Cornwall Council** – What is Planning Harm? – A Guide for Town/Parish Councils.
  - Cornwall Council** – Code of Conduct Assessment Decision Notice; Cllr Adrian Jones.
  - Email from Resident regarding the works in the Park** – response already provided.
  - Cornwall Council** – Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic – Chapel Lane and Cross Street, Wadebridge: from 1900 hrs on 23 August 2018 to 0600 hours on 24 August 2018.
  - Cornwall Council** – Road Traffic Regulation Act 1984, S.16A – Road Closure; Wadebridge Big Lunch; 24 June 2018: 0800hrs to 2100hrs.
  - Cornwall & Isles of Scilly Policing Update** (May 2018).
- b. The following correspondence for response was **received** (information circulated with agenda. *It was **RESOLVED** to make the following responses :*
- Department for Environment, Food & Rural Affairs** - Consultation on Sites Proposed for Designation in the Third Tranche of Marine Conservation Zones. (Camel Estuary – recommended Marine Conservation Zone).
    - *It was **RESOLVED** that Cllr Pennington and the Clerk will prepare a response on behalf of the Town Council – response to be circulated to Members prior to submission.*
  - Electoral Review of Cornwall Council** – Consultation open for responses until 17 September 2018. (*Full Recommendations Report from the Local Government Voluntary Commission available for review in the office*).
    - *It was **RESOLVED** to form a working group to consider the consultation – Cllrs; Pennington, Swift, Leach, Fletcher and Philip Mitchell appointed.*
- c. Minutes and Agendas from the following Outside Committees were **received**. There were no actions required. None.

## 719/18 Committee Meetings (draft Minutes circulated with Agenda) –

- i. **Finance & General Purposes Committee** - *It was **RESOLVED** to receive Minutes of meeting held Monday 4 June 2018.*
- Recommendations to be adopted:**
- **Fin 132/18 - Draft Statement of Internal Control 2018/19** - *It was **RESOLVED** to accept.*
  - **Fin 133/18 - Draft Investment Policy & Strategy 2018/19** - *It was **RESOLVED** to accept.*

## 720/18 Planning –

- a. **Applications** – Cllr Pennington presented details and relevant information for each application. *It was **RESOLVED** to make the following responses :*
- PA18/04668:** 11 New Park Road, Proposed replacement conservatory, construction of new verandah and addition of cladding to exterior of dwelling. **SUPPORTED.**
- b. **Decisions** – None.

c. **For Information** – The following information as advised by Cornwall Council was *received* :

- i. **PA18/01435/PREAPP**: Treforest, West Hill, Pre-application advice for proposed detached dwelling.
- ii. **PA18/01526/PREAPP**: Acorn Antiques, Eddystone Road, Pre-application advice for demolition of existing building and replace with terrace of 5 residential dwellings.

**721/18 Wadebridge Town Parking Review (information circulated with agenda) –** Members debated the proposals and reiterated the importance that residents respond to the consultation.

Various aspects of the scheme and past consultations were discussed with Cllr McHugh and members of the public.

Cllr McHugh confirmed a public meeting will not take place as the proposal is now in its second year of discussion. The public must respond to the consultation in order to have their views taken into account.

**7.59pm, Cllr McHugh and a member of the public left the meeting.**

**722/18 Ethical Standards Complaints (information circulated with agenda) –** The Clerk read the correspondence received from the Chairman of the Cornwall Council Standards Committee.

Members were referred to items on the agenda in connection to the information received.

**8.02pm, Cllr McHugh and a member of the public returned to the meeting.**

**723/18 Coronation Park (information circulated with agenda) –** Members discussed options available to address the littering / anti-social issues.

- *It was **AGREED** to monitor the area and re-discuss at a future meeting.*

Cllr McHugh advised she has recently worked with the local Police in the Southern Way area - talking to youths and parents about anti-social behaviour. Members were invited to join Cllr McHugh on the group.

**724/18 Egloshayle, St. Breock and Wadebridge Neighbourhood Plan -**

- a. **To receive an update on the analysis of Regulation 14 responses and the impact of GDPR** - The Mayor advised that consultation responses are not yet analysed as advice obtained confirms that, in accordance with GDPR, personal information must be redacted. The Steering Committee will meet to discuss this as there has been severe challenges and objections from respective parish councils.

It was noted that Regulation 14 consultations underway in other areas do not allow for personal details to be included or submitted with comments.

- b. **To receive notification of the date of the next Steering Group meeting** – to be advised.

**725/18 Outside Committees/Organisations –**

**8.13pm, Graham Smith (local press) left the meeting.**

- i. Folk Festival – Not required.  
**8.14pm, Cllr McHugh and a member of the public left the meeting.**
- ii. Concern Wadebridge – *It was **RESOLVED** to appoint Cllr Fletcher as Town Council representative.*
- iii. WYPAC – Not required.

**8.14pm, Cllr Gliddon and Cllr Louise Mitchell left the meeting.**

**8.16pm, Cllr Gliddon and Cllr Louise Mitchell returned to the meeting.**

## 726/18 Working Groups –

- i. Membership, updates from the working groups, receive relevant minutes and consider any recommendations made

Working Group membership was confirmed as follows:

- a) **Bins** – Cllrs; Pennington, Gliddon and Car Park staff.
- b) **BMX/Skatepark** – Cllrs; Gliddon, Pennington, Louise Mitchell, Kennedy and Rowe.
- c) **Christmas Lights** – Clerk’s office and Mayor.

**8.17pm, Member of the public returned to the meeting.**

- d) **Flowers for Wadebridge** – Cllrs; Fletcher and Gliddon with Pamela Starling and Tony Rush being co-opted to the group.

The Mayor advised that the members of Home Farm Trust currently have problems with their poly tunnels. Local grant funding has been applied for so that the issues can be resolved and for HFT to be able to continue working with the group and provide hanging baskets in the future.

- e) **Planning** – Cllrs Pennington, Gliddon and Gill.
- f) **Remembrance Parade** – Clerk’s office.
- g) **Signage (Camel Trail)** – On hold.

Members referred to a previous signage group which considered signage requirements in and around town in conjunction with the creation of cycle parks/racks.

- *It was **RESOLVED** to form a Town Council Signage working group – Cllrs; Pennington, Kennedy and Swift were appointed.*

**8.22pm, Member of the public left the meeting.**

- h) **Toilets** – Cllrs; Pennington and Leach.
- i) **Town Council Events** – Cllrs; Philip Mitchell, Louise Mitchell, Fletcher and Gliddon.
- j) **Town Hall Improvements** – Cllrs; Leach and Philip Mitchell.
- k) **Wadebridge Library & OSS** – As is.

The Clerk advised that a meeting will be scheduled to discuss challenges to Cornwall Council's proposals as their expectations and requirements of Wadebridge Town Council are above and beyond the remit associated with the devolution of services.

- l) **Website** – Cllr Kennedy and Clerk.

**8.26pm, Member of the public left the meeting.**

- m) **Royal Cornwall Show** – In Abeyance pending further discussion.
- n) **Police Partnership** – Cllrs; Philip Mitchell, Rowe and Swift.

**8.28pm, Remaining members of the public left the building.**

**727/18 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. **Replacement Benches** – Costs for replacement memorial benches in Coronation Park were considered.

- *It was **RESOLVED** to purchase replacement benches at a cost of £1,714.*

- b. **Draft NHP** – Members considered e-mails circulated which refer to Wadebridge Town Council.

- *It was **RESOLVED** that the Mayor writes, on behalf of Wadebridge Town Council, to individual members of the Steering Committee, and Cornwall Councillors, who have been involved in the recent circulation of e-mails, to draw attention to their responsibility to comply with the Code of Conduct. The letter will also demand that the continued unacceptable and disrespectful behaviour towards Town Council Staff must stop and will not be tolerated.*

*Letters to be posted recorded delivery.*

- It was **RESOLVED** to copy the above letters to the Clerks and Chairs of respective parish councils.

**c. Staffing Committee (draft Minutes circulated at meeting)** – It was **RESOLVED** to confirm as a true record the Minutes and recommendations from the meeting held on 15 June 2018.

**Recommendations:**

**S177/18, Personnel Matters – Staff, Staff Structure Review (vii)**

- It was **RESOLVED** that expenditure on additional HR support is required to support the Council’s role in the ongoing redundancy process.

**8.38pm, Cllr Pennington and Minutes Clerk left the meeting.  
Clerk recorded next item.**

- It was **RESOLVED** that an independent grievance panel be appointed, with the assistance of CALC, to attend the hearing panel in the ongoing Staff Grievance. No Town Councillors will sit on the panel.

**8.49pm, Cllr Swift left the meeting**

**8.50pm, Cllr Pennington and Minutes Clerk returned to the meeting**

**8.51pm, Cllr Swift returned to the meeting**

**S177/18, Personnel Matters – Staff, Staff Grievance (viii)**

- A complaint received from a member of staff in relation to inappropriate behaviour by a hirer was discussed.

*It was **RESOLVED** to re-instate Standing Order 1.c.*

**728/18 Dates of Next Wadebridge Town Council meetings**

- **Civic Service** – Sunday 1 July 2018, 11am, Egloshayle Church.
- **Full Council** – Wednesday 11 July 2018.
- **Full Council** – Wednesday 1 August 2018.

Meeting closed at 8.56pm

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

..... **Chair:**

..... **Date:**