



# Wadebridge Town Council

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## **Minutes of the Full Council meeting held on Wednesday 5 December 2018 at 7pm, Main Hall, Town Hall Wadebridge**

**Present:** Cllrs; H Cooper-Waite, J Fletcher, E Gill, J Leach, L Mitchell, P Mitchell (Mayor) & A Pennington.

**Also Present:** Cornwall Councillor Karen McHugh (Wadebridge West) and three of members of the public.

**In Attendance:** Anne Minnis (Town Clerk)

**Minutes** – Recording transcribed by Beverley Collins (Administration Officer)

**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'.

**846/18 Apologies** were received from Cllrs; Harris, Gliddon and Welch.

- It was **RESOLVED** to approve apologies from Cllr Robyn Harris due to a family commitment.
- It was **RESOLVED** to approve apologies from Cllr Leah Gliddon due to a family commitment.
- It was **RESOLVED** to approve apologies from Cllr Ian Welch due to a business commitment.

**847/18 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*) –

- Cllr Pennington declared an interest in planning application PA18/10085 – as a friend of the applicant.
- Cllr Cooper-Waite declared an interest in agenda item 11.a.v., planning application PA18/10458 as the property borders her garden.

c) **Dispensations** – None.

**848/18 Minutes of Last Meeting** – *The Minutes of the meeting held on the 14 November 2018 were **RESOLVED** to be a true record of the meeting and were signed by the Mayor.*

## 849/18 Public Participation

- **Questions from members of the Public relating to items on the agenda –**

A member of the public addressed the meeting on planning agenda PA18/09855 relaying information relating to his farming land to the east of the location and the protection of the view from West Hill entrance to Wadebridge.

**Cllr Pennington left the meeting.**

The agent for planning application PA18/10085 addressed the meeting in relation to the past application and provided detailed information of the new proposal including the new features and the Historic Environment Team's (Cornwall Council) position on the new scheme.

Cllr Philip Mitchell asked for clarification on right of way and access to the property.

Agent provided full details.

**Cllr Pennington returned to the meeting.**

- **Reports from Cornwall Councillors –**

**Cllr McHugh (Wadebridge West)** – introduced herself to Cllr Cooper-Waite and addressed the meeting on the following :

- **Christmas Lights** – as part of the team putting the lights up feels the lights are looking resplendent and so-far there have not been as many issues as in previous years.
- **Library** – congratulated the Town Council on taking over this service and acknowledged the difficulties involved. Congratulated the Town Clerk for her hard work.
- **Electoral Review decision on Wadebridge and Padstow Network Area** – Cornwall Councillors will be reduced to three as from 2021. Cllr McHugh advised that she has put a case forward to keep Wadebridge whole and not to divide the town as she feels it has different needs to rural areas surrounding the town - has written to the Boundary Commission and debated this at County Hall meetings. Unfortunately, despite Cornwall Council's support for the case it has been overruled and the town will be divided with surrounding areas being included in the two divisions. Maps available on line.
- **2019** – thinking ahead for future achievements for the town and working together with the Town Council and Chamber of Commerce. Traffic issues in Molesworth Street are still relevant with solutions being difficult and costly. Referred to a rising bollard system as a possible solution and would welcome Councillors views. Aware that there are both residents and traders to consider. Potential agenda item for the new year so as to start discussions.

**850/18 Mayor's Report** – The Mayor gave a verbal report of recent engagements and events.

**851/18 Clerk's Report** – None.

**852/18 Finance** –

- a. **Accounts for payment** – None.

**853/18 Correspondence**

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

- Cornwall Council** (Cllr Edwina Hanniford) - Camel Alliance letter.
- South West Business Insider** – Vol.12 No, 12 ; December 2018.
- Cornwall Council** – Road Traffic Regulation Act 1984 S.14 : Temporary Prohibition of Traffic; Challenge Bridge; 10 December 2018 (07:30 to 18:00 hours).
- North Coast Cluster Group** – Rural Exception Site Issue & Request for a County Wide Conference.
- Cornwall Council** – Road Traffic Regulation Act 1984, S. 16A ; Wadebridge Christmas Festival – intention notice; 14 December 2018; 20:00 to 20:45.
- Whiterock Residents Association** – Letter to thank the Town Council for the work carried out to restore the War Memorial in Coronation Park and repair the lighting.

- b. The following correspondence for response was **received** (information circulated with agenda. Members considered the requests received.
- i. **North Cornwall Brownies** – Request to book the Town Hall for the Myths & Magic Brownie overnight sleepover for the North Cornwall Division on 18/19 May 2019.
    - It was **RESOLVED** to approve the request subject to health and safety, insurance and staffing requirements being in place.
  - ii. **Cornwall Wildlife Trust** – Request to occasionally use the rotunda to issue information leaflets and sell membership packages.
    - It was **RESOLVED** to approve the request.
  - iii. **Wadebridge School Pupil** – Request to gain work experience in the council's office from Monday 15 July to Wednesday 24 July 2019.
    - It was **RESOLVED** to approve the request as presented.
  - iv. **Cllr Robyn Harris** – Request from Cllr Harris to form a partnership and represent the Town Council with Wadebridge Primary School.
    - The Clerk confirmed that such a request should be made from the school directly rather than an individual councillor. The Council as a whole will need to decide on representation given the commitment required.  
Agenda next meeting.
  - v. **Devon & Cornwall Police** – Request to have the use of the Town Council's 4x4 should weather conditions deteriorate over the Winter for carrying out Police business (not restricted to Wadebridge).
    - It was **RESOLVED** to not permit this request.
  - vi. **CORMAC** – Request to erect waiting restrictions signs on the wall of the Platt Toilets.
    - It was **RESOLVED** to not permit this request.
  - vii. **Callywith College Student** – Request to gain work experience in the council's office from Monday 10 June to Friday 21 June 2019.
    - It was **RESOLVED** to approve the request as presented.
- c. Minutes and Agendas from the following Outside Committee were **received**. There were no actions required.
- i. **Padstow Harbour Commissioners** – Minutes of meeting held Thursday 18 October 2018.

#### 854/18 Committee Meetings –

- i. **Finance & General Purposes Committee** – It was **RESOLVED** to receive minutes of meeting held Monday 3 December 2018.

#### **Recommendations to be adopted:**

- **Fin 152/18.b., Finance Management Software** - It was **RESOLVED** to accept the recommendation to purchase the Rialtas Omega Finance Software & Suite Asset Inventory as per the quotes provided and implement from 1 April 2019.

#### 855/18 Egloshayle, St. Breock and Wadebridge Neighbourhood Plan –

- i. **Minutes of the Public Meeting held on Tuesday 24 July 2018** - The Mayor advised that the Minutes are not available.
- ii. **Update from Steering Group members** – The Mayor advised that the Chairs and Clerks from the respective councils have met with representatives of Cornwall Council to discuss the housing quota – Cornwall Council representatives included officers from; Planning, Neighbourhood Planning, Network Panel and Strategic Development.

Updated figures have been provided and the group will meet again to discuss how to move forward.

The Mayor advised there is further information to be relayed in the Confidential Matters section of the meeting.

## 856/18 Planning –

a. **Applications** – Cllr Pennington presented details and relevant information for each application for Members consideration. *It was **RESOLVED** to make the following responses:*

- i. **PA18/10482 : (also consulted as owner of public toilets which adjoin the property), 1 Polmorla Road, Change of use of first floor from retail to residential accommodation to include renovations to building. SUPPORTED.**
- ii. **PA18/10464 : Heather Cottage, Higher Lane, Construction of a first floor addition to the existing bungalow. SUPPORTED.**
- iii. **ST. BREOCK PARISH - PA18/09855:** Land West of Trewen West Hill, Application for Outline Planning Permission with some matters reserved for the construction of 9 Dwellings (access only). **NOT SUPPORTED due to objections from a number of statutory consultees relating to the lack of a Section 106 agreement including; affordable housing requirements, provision of education and open spaces and issues with overlooking from neighbouring properties and concerns with accessibility and traffic speed on the public highway.**

**Cllr Pennington left the meeting and the Mayor took the following item.**

- iv. **PA18/10085 : Pridham House, Molesworth Street, Construct one new 3-bedroom, 2 storey dwelling in the back portion of the rear garden space of Pridham House. SUPPORTED.**

**Member of the public left the meeting.  
Cllr Pennington returned to the meeting.  
Cllr Cooper-Waite left the meeting.**

- v. **PA18/10458 : THS Property Developments Ltd., The Workshops, Brook Road, Demolition of existing commercial buildings and construction of six new dwellings with associated landscaping and parking. NOT SUPPORTED on the grounds that there is not a flood risk assessment submitted which is believed to be vital due to the nature of the development and site location, concerns with lack of parking given the current issues in the neighbouring area and is overdevelopment of the site.**

**Cllr Cooper-Waite returned to the meeting.**

- vi. **PA18/09597 : Valley View, Trenant Vale, Details of all Reserved matters following Outline permission PA17/09223 to replace existing bungalow and outbuildings with three detached dwellings. NOT SUPPORTED – Members feel that the proposal for three, three bedroomed detached dwellings is overdevelopment of the site with lack of adequate parking in an area that has no other parking.**

b. **Decisions** – the following decision as advised by Cornwall Council : None.

c. **For Information** – the following information as received from Cornwall Council was *received* :

- i. **PA18/10531 : Valley View, Trenant Vale, Details of all Reserved matters following Outline permission PA17/09223 to replace existing bungalow and outbuildings with three detached dwellings.**

- ii. **PA18/02627/PREAPP** : Mr Ian Temple, 61 Molesworth Street, Pre-application advice for change of use of ground floor from dental surgery to residential flat. **CLOSED – ADVICE GIVEN.**
- iii. **PA18/03787** : John Betjeman Centre, Southern Way, Conversion of existing garage / workshop to a mobility centre and meeting room at ground floor level with creation of new first floor to incorporate a meeting room with provision of disabled access and a lift to first floor.
  - Members discussed attendance at the Planning Committee meeting on 10 December 2018. **AGREED** that Cllr Pennington attends the meeting and confirms the Town Council's support for this application.
- iv. **PA18/06674** : Kernow Koffi Ltd., 26 Molesworth Street, Change of use from A2 (bank) to A3 (coffee shop) and the siting of proposed awning.
  - Members discussed attendance at the Planning Committee meeting on 10 December 2018. **AGREED** that Cllr Pennington prepares a precis of the Town Council's objection of the application - to be submitted to the Town Clerk for circulation and approval by Members. Deadline is close of business Friday 7 December 2018.

- d. **Strategic Planning Committee meeting** – Cllr Pennington confirmed that there are no applications relevant to Wadebridge on the 13 December 2018 agenda but understands that the Merriman Ltd. application may be included for the 10 January 2019 meeting. **AGREED** - Planning Committee meeting to be arranged.

- 857/18 Wadebridge Library & Information Service** – The Clerk confirmed the transfer of the service took place on Monday 3 December 2018 and provided a brief update relating to staff and minor maintenance works being undertaken. The Mayor requested that the Library staff are invited to the Christmas celebration.
- 858/18 Wadebridge BMX/Skatepark** – The Clerk confirmed that the Contract has now been signed and is currently being reviewed by WWA. A variation to the fees was advised due to the additional days required during the elongated process of the Tender stage.
- It was **RESOLVED** to pay the additional sum of £584 as required.
- 859/18 Grit Bins** – The Clerk referred to the 2010 Cornwall Council consultation and the Town Councils response to that and recent discussion on this matter. Further information received confirms that each of the 22 bins will cost £121.85 to fill. The Clerk provided details of the resources required, including staffing aspect, should Members agree to take over this service. Members debated the Town Council's position, options to refill the bins and future issues which may arise if the service is taken on.
- It was **RESOLVED** to write to Cornwall Council regarding wording on their website which refers the public to town and parish councils and to upload a statement to the Town Council website fully explaining details of the service and directing residents who wish to discuss grit bin provision to Cornwall Council. It was **agreed** that grit bins are the property of Cornwall Council and the refilling of these bins are not the responsibility of the Town Council.
- 860/18 Working Groups**
- i. Appoint new members, receive an update from the working groups, receive relevant minutes and consider any recommendations made:
    - a) **Bins** – None.
    - b) **BMX/Skatepark** – Minute 858/18 refers.
    - c) **Christmas Lights** – None.
    - d) **Flowers for Wadebridge** – None.



- e) **Planning** – None.
- f) **Remembrance Parade** – None.
- g) **Signage** – None.
- h) **Toilets** – None.
- i) **Town Council Events** – None.
- j) **Town Hall Improvements** – None.
- k) **Wadebridge Library & OSS** – None.
- l) **Website** – None.
- m) **Police Partnership** – None.

**Remaining members of the public left the meeting.**

**861/18 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. Staffing Committee** – *It was **RESOLVED** to receive the Minutes of meetings held on 2 November 2018 and 28 November 2018 as true records of the meetings.*

- *It was **RESOLVED** to accept the recommendations made at the meeting held on 2 November 2018 as follows :*
- S222/18.iii., Personnel Matters, Library -**
- *That the Council recruit a new member of staff in the Library on a 25-hr week contract. This will ensure that the 106 hours currently being delivered in the Library continues.*
  - *That following handover the Library opens on a Wednesday.*

The Clerk confirmed that the Library vacancy will be advertised from Thursday 6 December 2018 and clarified that the Library will open on a Wednesday once there is a full quota of staff available.

- b. Car Park Bins** – Members debated bin requirements.
  - *It was **RESOLVED** to purchase six bins.*
- c. Town Hall** – quotations for replacement heating are awaited.
- d. Trevilling Quay** – Members considered the report regarding future potential use of the area and Cornwall Council's position and their requirements from the Neighbourhood Plan group.
  - *It was **RESOLVED** to re-instate Standing Order 1.c.*

**862/18 Dates of Next Wadebridge Town Council meetings**

- **Finance & General Purposes Committee** – Monday 21 January 2019.
- **Full Council** – Wednesday 23 January 2019.

Meeting closed at 8.34pm

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

..... **Chair:**

..... **Date:**