



# Wadebridge Town Council

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## **Minutes of the Full Council meeting held on Thursday 8 February 2018 at 7pm in the Main Hall, Wadebridge Town Hall**

**Present :** Cllrs; D Bassett, E Gill, L Gliddon, A Jones, J Leach, L Mitchell, P Mitchell, A Pennington & D Rowe.

**Public Present :** Cornwall Councillors Karen McHugh (Wadebridge West) & Steve Knightley (Wadebridge East), Mark Wilsher, Helen Hyland and Julia Fletcher (arrived 7.02pm).

**In Attendance :** Anne Minnis (Town Clerk & Minute 607/18.c.) and 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.
- 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'.

**Statement** – The Town Clerk read a statement on behalf of Wadebridge Town Council relating to behaviour at Town Council meetings (copy attached).

**586/18 Apologies** – received from Cllrs; Kennedy and Swift.

- It was **RESOLVED** to accept apologies from Cllr Kennedy due to a work commitment.
- It was **RESOLVED** to accept apologies from Cllr Swift due to a family commitment.

**587/18 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 Jones declared an interest in agenda item 18, Royal Cornwall Show.

c) **Dispensations** – None.

**588/18 Minutes of Last Meeting** – The Mayor advised of a correction required to page 1 – to reflect that all Members were present and that Tony Rush was not.

- *The Minutes of the meeting held on the 13 December 2017 were **RESOLVED** to be a true record of the meeting subject to a correction being made to show all current Town Councillors were present at the meeting and that Tony Rush was not present. The Minutes were signed by the Mayor.*

**589/18 Public Participation –**

**Mark Wilsher** addressed Members on the Plastic Free Wadebridge campaign. Points referred to included; meeting to be held on 26 February at the Betjeman Centre, liaising with local supermarkets for their input, asking the Town Council to support the campaign when hiring Council land/property for events, advertising the campaign on the website and to write to Cornwall Council to seek their support to ensure that events being held in Wadebridge are more environmentally friendly. Mr Wilsher believes that joining this campaign will benefit Wadebridge – referred to Penzance which has recently joined the campaign.

Cllr Pennington voiced her strong support of the campaign but raised concerns that the Town Council is not in a position to support the campaign at this time as it is under resourced with an extensive work load. Cllr Pennington referred to the two councillor vacancies currently waiting to be filled via co-option.

Mr Wilsher advised that the requests made to the Town Council do not include funding and confirmed that he is not in a position to join the Town Council.

**Cllr Knightley** referred to the Ofsted report for the comprehensive school which has now been made public. The school remains good and Cllr Knightley highlighted several points including some of the areas criticised in the report although he believes these are minor. Cornwall Council budget is now available, Cllr Knightley referred to the Council Tax element which, despite a £70m cut in the approved budget from central government, has now been reduced to 4.99% due to additional government funding being made available.

**Cllr McHugh** also referred to the budget and the cash injection made available from central government to help with Council Tax. Other points noted included; Cornwall Council will now pay a foundation living wage to all staff and contractors, capital investment for new homes and allocated funding to be used for network improvement works – Cllr McHugh confirmed she will be putting Wadebridge forward for inclusion in this program. Also referred to the Shaping our Future project and the Health Scrutiny Committee who are currently analysing areas of the service and working on recommendations (to be made to Cabinet) for a new streamlined system. Cllr McHugh advised she is against private contractors being in place and should anyone wish to discuss the matter further then to contact her.

Cllr McHugh voiced her full support for the plastic free Wadebridge project and advised she would contact the portfolio holder to discuss if funds are available to support the campaign.

**590/18 Mayor's Report** – tabled and **received**. Cllr Jones details of several items.

**591/18 Clerk's Report** – Available next meeting.

**592/18 Planning** – Cllr Pennington, Chair of Planning Committee, presented details and relevant information for each application. *It was **RESOLVED** to make the following responses :*

**7.19pm, Cllrs McHugh & Knightley and Julia Fletcher left the meeting.**

**a. Applications –**

- i. **PA18/00453:** Mr Peter and Bruce Hawkey, Herons Mill, Egloshayle, Demolition of dwellinghouse with retention of garage as a site office / workshop. **SUPPORTED.**
- ii. **PA18/00408 :** Mr Mark Halliday, 6 School Walk, Wadebridge, Removal of condition 3 attached to 6/85/1904/OOP (Erection of dwelling and garage) In order to incorporate the garage into the main dwelling. **SUPPORTED.**
- iii. **PA18/00451 :** Mr Stephen Heginbotham, Fernleigh Gardens Residents Association Ltd. 1-25 Fernleigh Gardens, Advertisement consent for private parking signage. **SUPPORTED.**
- iv. **PA18/00612 :** Mr Ben Nevitte, Cornwall Housing Ltd. 53 West Park, Single storey extension for disabled occupant. **SUPPORTED.**

**b. Decisions –** The following planning decisions as received from Cornwall Council were noted :

- i. **PA17/11224 :** Mr Hall, 38 Westerlands Road, Two storey extension to the rear of the property with the inclusion of a deck/patio area on the north elevation. **APPROVED.**

c. **For Notification** – the following information received from Cornwall Council was noted :

- i. **PA17/02423/PREAPP** : Mr Graham Fincham, Wadebridge Camels Rfc., Egloshayle Road. Planning Performance Agreement (PPA) for outline application for an additional sports pitch and 'Park and Cycle' facility. All matters are reserved except for access. **CLOSED – ADVICE GIVEN.**

**593/18 Committee meetings (circulated with agenda) –**

- i. **Planning Committee** – It was **RESOLVED** to receive and approve the Minutes of the meeting held Friday 26 January 2018. The Minutes were signed by Councillor Pennington, Chair of Committee.
- ii. **Finance & General Purposes Committee** - It was **RESOLVED** to receive Minutes of meeting held Monday 5 February 2017.

**594/18 Staffing Committee** – Deferred to next meeting.

**595/18 Correspondence**

a. To following correspondence for information was **received** :

- i. **South West Business Insider** – Vol.12 No.1 January 2018.
- ii. **Languieux** – no.310, January – February 2018.
- iii. **Business Cornwall** – December 2017; Issue 116.
- iv. **Cornwall Council (Public Protection)** – Alleged Statutory Nuisance.
- v. **Cornwall Council (Road Traffic Regulation Act 1984 S.14) Temporary Prohibition of Traffic** – West Hill & Molesworth Street, Wadebridge; 12-16 February 2018; 09:30 to 16:30 hours.
- vi. **Cornwall Council (Road Traffic Regulation Act 1984 S.14) Temporary Prohibition of Traffic** – Egloshayle Road, Wadebridge; 19 Feb – 9 March 2018; 09:30 to 16:30 hours, weekdays only.
- vii. **Cornwall Council** – Neighbourhood Planning Update – January 2018.

b. The following correspondence for response was **received** (information circulated with Agenda). It was **RESOLVED** to make the following responses :

- i. **Mr & Mrs Harrison** – Complaint regarding New Year's Eve fireworks.
  - Members discussed the complaint and sympathised with the situation. It was however noted that there have been no other complaints relating to the display which is well attended and enjoyed. Also noted that the display is not excessive or considered to be a public nuisance.

**7.25pm, Julia Fletcher returned to the meeting.**

The Town Clerk was asked to reply to Mr & Mrs Harrison outlining the Council's position on this matter.

- ii. **Cornwall Council** – Highways Act 1980 – Section 116: Stopping up of Unclassified Road at Fernleigh Gardens, Wadebridge.
  - Members support this action.

- iii. **Cornwall Council** – Proposal to Change Car Parking Charges Proposals – 2018 Off Street Parking Order.
  - Members have no comments to submit and would support the proposals as outlined.

c. Minutes from the following Outside Committee were **received**, there were no actions required :

- i. **Padstow Harbour Commissioners** – Meeting minutes: Thursday 17 November 2017.
- ii. **Padstow Harbour Commissioners** – Meeting minutes: Thursday 21 December 2017.
- iii. **The Camel Trail Partnership** – Agenda: Wednesday 24 January 2018.

**596/18 Egloshayle, St. Breock and Wadebridge Neighbourhood Plan –**

- i. **Update from Steering Group Members** – Cllr Jones advised that the Regulation 14 consultation is moving forward as discussed in the meeting held 11 January 2018. Points to be noted since the meeting include –  
Amended start date of Monday 19 March 2018 has now been set. Consultation will run until Friday 11 May 2018. Issues with the Royal Mail Door-to-Door timescale may result in a further delay to the start date.  
7 February meeting postponed pending ongoing work on items for the Regulation 14 consultation. Next meeting expected end February or early March. Cllr Jones thanked Cllr Collis for taking the lead on several aspects and for overseeing the SEA works.  
Cllr Pennington asked that the Scoping report for the SEA is made available on the website as soon as possible and for budget figures to be notified for the remainder of the project. Query raised with the proposed costs for the Door-to-Door service – noted that the previous use of this service was for the original questionnaire drop which was more complex and included a pre-paid envelope return element. Cllr Jones advised he will arrange for the Scoping report to be uploaded to the website.
- ii. **Minutes of Meeting (circulated with Agenda)** – Draft Minutes of meeting held 11 January 2018 were **received**.
- iii. **Funding Approval** – Budget details were tabled and discussed. Points raised included;
  - Royal Mail Door-to-Door quote awaited – simple flyer distribution.
  - Consultancy time and costs were queried – Cllr Jones advised approximately £5,000 required.
  - Additional costs to cover displays and printing etc. required.
  - SEA was paid from grant funding obtained.
  - Concerns raised that Egloshayle Parish Council has decreased the 2018/19 precept by £2,000 despite noting that further costs relating to the project will be incurred – this action causes concern and is unfair to Wadebridge parishioners.
  - Confirmed that Egloshayle Parish Council and St Breock Parish Council will be required to contribute funds to further works as previously agreed.
  - Budget figures show both parishes have made minimal contributions so far – assurance needed that the Town Council will be robust in gathering funds from the parish councils based on parishioner numbers.
  - Debated works undertaken by the parish councillors including obtaining grant funding.
  - *It was **RESOLVED** to approve a spending budget of £1,500 for marketing purposes.*

The Clerk advised details of the budget figures including parish council contributions. Members discussed use of funds for consultancy fees.

- *It was **RESOLVED** to approve £5,000 for further consultancy fees.*

**597/18 The Buzz Project** – Members considered information provided by the Clerk and discussed the Town Council's involvement in this project. The following resolutions were made :

- i. *It was **RESOLVED** that the Town Council will participate in the Buzz project.*
- ii. *It was **RESOLVED** that the Town Council will contribute £5,000 funding from the Town Centre Marketing & Management budget towards the overall cost of the project (£100K).*

- iii. Members discussed two potential sites in town where the Project will take place and the delegation of authority where appropriate.
- *It was **RESOLVED** to designate Jubilee Field and Coronation Park as sites and to delegate authority to the Town Clerk.*

**598/18 Traffic Survey** – Members discussed progression of the traffic and pollution survey work to be carried out as resolved by Full Council on 27 September 2017 where delegated authority was given to the Mayor and Town Clerk.

Cllr Pennington advised details from past working group meeting - traffic count to be undertaken and pollution air study with a £10,000 budget approved. Status of the project is to now approach contractors to discuss requirements and prepare a brief.

Concerns with ongoing workload was noted (councillor and staff) – Cllr Gliddon offered to assist.

**AGREED** to reconvene when workload permits – Cllrs Jones & Gliddon with the Town Clerk.

Cllr Pennington referred to the importance of knowing the content of the Scoping report as this will provide some idea of the SEA and reduce data being replicated.

**599/18 Draft Policy for Abusive, Persistent or Vexatious Complaints/Requests (circulated with Agenda)** - *It was **RESOLVED** to agree the policy as presented.*

**600/18 Draft Policy for Dignity at Work (circulated with Agenda)** – *It was **RESOLVED** to agree the policy as presented.*

**601/18 Town Centre Noticeboards** – Members discussed this item.

- *It was **RESOLVED** to agree the replacement of the noticeboards at the bandstand area and delegate authority to the Clerk to undertake the works.*

**602/18 Plastic Free Wadebridge** – Members discussed Wadebridge joining the campaign for towns to become plastic free. Points raised included;

- The campaign is a community led activity and would prove to be a good profile for Wadebridge.
- Could be supported in principle only.
- Reference to past recycling projects was made and a survey undertaken in Norway in relation to maritime links.
- Town Council is unable to offer assistance due to lack of resources at this time.
- A more detailed proposal is required including the expectations of the Town Council's role within the group.
- Reference to Penzance Town Council's involvement – support only.

Members asked that Mr Wilsher confirm public support for the campaign and to present a more clear and detailed proposal outlining the Town Council's involvement after the meeting set for 26 February.

**8.04pm, Cllr Jones left meeting.**

**Cllr Bassett as Deputy Mayor took the following item.**

**603/18 Royal Cornwall Show** – Members considered this item including impact to the office (workload and content of the stand) and availability of councillors to support the stand over the three days. Advantages and disadvantages were discussed. Increased costs to be advised.

- *It was **RESOLVED** to purchase a stand for the 2018 show.*
- *It was **RESOLVED** to form a working group to organise the stand and appropriate cover. Cllrs Bassett, Gill, Gliddon, & Pennington (lead/notes).*

**8.09pm, Cllr Jones returned.**

**604/18 Working Groups (meeting notes tabled where relevant)** – updates and relevant meeting notes from the following working groups were **received** :

- a) BMX/Skatepark – Tender document will be finalised shortly. Solicitor has advised that a Sports architect is required in order to obtain a safe and suitable scheme. Architect to also be included in tender bid decision.
- b) Christmas Lights – None.
- c) Electoral Review – None.
- d) Flowers for Wadebridge – None.
- e) Planning – None.
- f) Remembrance Parade – None.
- g) Signage – Terms of Reference and notes of meeting held 5 February 2018 were **received**.

Proposal for management of the B&M notice board was discussed. Suggested office liaise with ground staff as necessary.

- h) Toilets – None.
- i) Town Hall Events – Cllr Philip Mitchell outlined a proposal for a Town Hall 130<sup>th</sup> celebratory / anniversary event at the end of May.

**Cllr Jones declared an interest and left the meeting.**

Members discussed the proposals for a ticketed event on Saturday 26 May 2018 including hire of Company B and associated details such as ticket printing and bar. Noted necessary to secure an act as soon as possible – preference is Company B at £840.

- *It was **RESOLVED** to approve a budget of £840 as requested to secure Company B for a dance event on Saturday 26 May 2018.*

**8.21pm, Cllr Jones returned.**

- j) Town Hall Improvements – Works undertaken to Main Hall and Foyer. Group will meet soon to progress with additional works and the longstanding issue of disabled access. Options for new curtains will be considered.
- k) Wadebridge Library & OSS – None.
- l) Website – None.

**605/18 CCTV** – The Town Clerk provided an update including on costs presented previously and available funding which may now not be available – further information is awaited.

**606/18 South West Water** –

- i. Ongoing work by South West Water who are laying a surface water drainage pipe across Town Council Land for the Bridge View development – The Clerk advised that the contractor was due to be out of the compound in January. A meeting has been requested to discuss issues and arrangements for works to be undertaken to return the area to its original state.

**8.26pm, remaining members of the public left the meeting.**

**607/18 Confidential matters** – *It was **RESOLVED** to suspend Standing Order 3.c., so that the Press and Public be excluded from the meeting for the following item of business because of the confidential personnel nature and contractual nature of the business to be transacted - Public Bodies (Admission to Meetings) Act 1960.*

- *It was **RESOLVED** to allow a variation to the agenda order - item b) to be taken after item c) due to staffing matters to be discussed.*

a) **Heating System in the Town Hall** – Members considered quotations obtained and relevant information obtained by the Town Clerk.

- It was **RESOLVED** to accept quotation 2 subject to confirmation of requirements of an expansion vessel.

b) **Christmas Lights** – The Town Clerk advised details relayed at a recent meeting held to discuss issues with the blue canopy which the electrical contractor has confirmed currently operates on a single fuse system. The proposal is to replace this with an individual fuse system at a cost of £1,149.95 including manufacture, installation and labour. Members debated the proposal and suggested that the working group meet to consider concerns with ongoing and escalating costs and to address the following points :

- Confirmation required of the expected lifespan of the proposed new lights.
- Town Council to agree a budget and a contingency fund.
- Potential overall costs for 2018 display are required.
- Town Council to agree a deadline for purchase of new and/or replacement equipment and completion of works in order to maintain a timescale and remain within budget.
- Consider delegation to the Clerk and look at partnership working for this project.

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

**8.47pm, Beverley Collins left the meeting.**

c) **Staffing Committee Meeting** –

- *It was **RESOLVED** to accept the recommendations from the Staffing Committee meeting (Confidential) of 26 January 2018.*
- *It was **RESOLVED** that Full Council delegate the implementation of the Staffing Structure Report to the Staffing Committee.*

- *It was **RESOLVED** to re-instate Standing Order 3.c.*

**608/18 To note dates of the next Wadebridge Town Council meetings –**

- **Full Council** – Wednesday 28 February 2018
- **Full Council** – Wednesday 14 March 2018

Meeting closed at 9.20pm

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

**Chair :** .....

**Date :** .....