



Wadebridge Town Council

Minutes of the Full Council meeting held on Wednesday 3 October 2018 at 7pm, Main Hall, Town Hall Wadebridge

Present: Cllrs; R Harris, J Fletcher, E Gill, L Gliddon, L Mitchell, P Mitchell (Mayor) & A Pennington.

Also Present: Cornwall Councillors Karen McHugh (Wadebridge West) and Stephen Knightley (Wadebridge East) and three members of the public.

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

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'.

792/18 Apologies were received from Cllrs; Jon Kennedy and John Leach.

- It was **RESOLVED** to accept apologies from Cllr Kennedy due to a work commitment and apologies from Cllr Leach due to a conflicting social engagement.

793/18 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*) – See Minute 784/18.c.i. for Cllr Pennington's declaration of interest.

c) **Dispensations** – None.

794/18 Minutes of Last Meeting – *The Minutes of the meeting held on the 12 September 2018 were **RESOLVED** to be a true record of the meeting and were signed by the Mayor.*

795/18 Public Participation

- **Questions from members of the Public relating to items on the agenda – Wadebridge Chamber of Commerce** – a representative addressed the meeting in relation to agenda item 8.b.i., request for use of two parking spaces in the Co-Op car park for a park and ride scheme at the Late Night Shopping event on Friday 14 and Saturday 15 December 2018 – brief details of the park and ride scheme were relayed. In addition to this, free parking in the Co-Op car park is requested for the same dates.

- **Reports from Cornwall Councillors –**
Cllr McHugh (Wadebridge West) - addressed the meeting on the following points :
 - **Camel Trail toilets** – vast improvements over the past few years have been made. The outcome of the Tender process is that a planning application has been submitted – details of the proposed scheme were circulated to members and discussed including the proposed ongoing services to be maintained by Cornwall Council. Cllr McHugh confirmed that although the application will not be in the public domain for a few days she does have permission to share aspects of the application and relevant details with Members.
 - **Signage** – following on from the last meeting there is little information now available on the document mentioned by Cllr Pennington. Cllr McHugh suggested the way forward is that she works with the Town Council to discuss potential requirements.

Cllr Gill thanked Cllr McHugh for her hard work and commitment in relation to addressing the issues at the Camel Trail toilets.

- **Cllr Knightley (Wadebridge East)** – addressed the meeting on the following points –
 - **Park areas** – at a recent surgery meeting a visitor to Wadebridge complimented the Town Council on the lovely park areas and asked that this be passed on to Members and staff.
 - **Proposed Medical Centre** – the next meeting will be late October and the Mayor will be invited to attend.
 - **Bike route through town** – the issues and difficulties with cycling through town were raised by a resident at the last surgery meeting and the comments have been shared with Cllr McHugh. The history and details of the past efforts to address and solve the problems were discussed with the resident.
 - **Camel Trail Partnership meeting** – in respect of resident’s comments the ongoing issues with the cycle route through Wadebridge were raised again at that meeting, brief details of the discussion were relayed to Members. Vandalism on sections of the trail are being treated as a hate crime by local police – talks will be given at local schools. There is an outbreak of Himalayan Balsam on a section of the trail – this is an invasive weed and awareness is needed to stop it spreading. The Partnership has queried why the Town Council does not have a current representative to the group.
 - **Goods Shed** – request that the Town Council consider appointing a representative. Meetings usually take place twice each year.
 - **Flower bed on Gonvena Hill** – the removal of the bed outside the school has been put back until February half term.
 - **The Ship public house** – sadly has gone into liquidation. The Brewery is currently removing all fixtures and fittings.

796/18 Mayor’s Report – The Mayor gave a brief verbal report.

797/18 Clerk’s Report (tabled) – The Clerk referred to item 4, PA18/06674.

798/18 Finance –

- a. **Accounts for payment** – None.
- b. **Insurance for coming year** – The Clerk confirmed costs of £12,337.41 and that several clauses have been updated.
 - *It was **RESOLVED** to accept the quotation as presented.*
- c. **Precept 2019/20** – Suggestions:
 - Budget for a Youth Fund.
 - Works to trees on Egloshayle Road – the Clerk confirmed monies are already allocated for such works which would be undertaken by an outside contractor.
 - Budget for the Flowers for Wadebridge project – the working group to discuss at next meeting and make a recommendation to Full Council.

799/18 Correspondence

- a. The following correspondence for information was **received**:
- i. **Cornwall Council** – Highways Act 1980 – Section 116; Stopping Up Order: Fernleigh Gardens, Wadebridge.
 - ii. **Cornwall Community Development Limited** – Community Buildings Conference – Lanivet Parish Community Centre, 16 October 2018.
 - iii. **Great British High Street 2018** – Notification that Wadebridge Town Centre was not shortlisted to proceed in the scheme.
 - iv. **Cornwall Association of Local Councils (CALC)** – Meeting minutes of Cornwall & Isles of Scilly Leadership Board (13 July 2018) and meeting minutes of Cornwall & Isles of Scilly Executive Group (5 September 2018).
 - v. **Cornwall Council** – Road Traffic Regulation Act 1984, S.16A: Closure Notice; Bike Lights, 13 October 2018: 18:45 to 20:00 hours.
 - vi. **North Coast Cluster Group** – Public Availability for Economic Viability Appraisals.
 - vii. **Cornwall Council** – Road Traffic Regulation Act 1984, s.16A; Wadebridge Remembrance Parade; 11 November 2018; 11:10 to 11:30 hrs and 12:15 to 12:45hrs.
 - viii. **Cornwall Council** – Neighbourhood Planning Update – September 2018.
 - ix. **Cornwall Council** – Localism Newsletter, September 2018.
 - x. **Business Cornwall** – September 2018; Issue 123.
- b. The following correspondence for response was **received** (information circulated with agenda. *It was **RESOLVED** to make the following response:*
- i. **Wadebridge Chamber of Commerce** – Request (by email) to discuss the use of 2 parking spaces in the Co-op car park beside the Car Park Attendant's shed for a park and ride scheme on Friday 14 and Saturday 15 December 2018.
Members discussed the request. Concerns with the proposed location were noted and it was suggested that two spaces in the lower level alongside the river bank would be a safer option. Chamber of Commerce to marshal the use of the spaces and provide insurance and risk assessment documentation to the Town Clerk.
 - *It was **RESOLVED** to permit the use of two car park spaces in the lower level car park as discussed and subject to insurance and risk assessment documentation being provided.*
- The Chamber of Commerce are required to submit a written request for free parking for Friday 14 and Saturday 15 December 2018.
- 7.26pm, Member of public left the meeting.**
- ii. **Situ 8** – PA17/0385 – Bodieve Application – Request to consider the allocation of funds re open spaces to the Wadebridge BMX/Skatepark.
 - Cllr Pennington advised that the project does not require any further funding at this time.
Town Clerk to respond.
 - iii. **Cornwall Council** – Draft Licensing Act Policy – closing date for comments 5 December 2018.
 - *It was **RESOLVED** that Cllr Philip Mitchell will collate a comment for agreement at next meeting.*
 - iv. **Cornwall Folk Festival** – Email regarding grant awarded by Wadebridge Town Council.
 - The Mayor confirmed that the grant awarded was in accordance with the Grant Policy. Points from the correspondence were briefly discussed and the Clerk advised that the current policy is due to be reviewed.
Town Clerk to respond.

- v. **Wadebridge Resident** – Email regarding an area of Open Space and the arrangements for management post site completion.
 - The information circulated was discussed. The Mayor agreed for Cllr McHugh to advise Cornwall Council’s position on this matter. Cllr McHugh stated that she feels that the Town Council is better placed to adopt the land and make suitable provision for the local children and she will assist Members with this. Cornwall Council will require formal confirmation of this from the Town Council. Legal costs were referred to. Cllr McHugh confirmed that the Section 106 agreements has expired. The Clerk advised the Town Council’s position in relation to adopting and managing open spaces.
 - *It was **RESOLVED** that Wadebridge Town Council will only adopt the open space area subject to Cornwall Council paying all legal expenses.*

- vi. **Group Letter (residents and non-residents of Wadebridge)** – Letters (2 versions received which differed in content) addressed to the Mayor in respect of Agenda Item 8b(v) at the Full Council meeting of 16 August 2018 requesting action from the Council.
 - The Mayor stated that this item was in relation to a letter, received from a resident, and read out in relation to a Planning Application at the 16 August 2018 meeting. The Mayor commented that the Town Council had no position on the letter in that they didn’t agree or disagree with letter – the letter was purely read out as requested.
 - *It was **RESOLVED** to defer this item to Confidential Matters, agenda item 15.*

- vii. **North Coast Cluster Group** – Cornwall Local Plan Housing Implementation Strategy 2017 & Apportionment to all Councils. Request for support for a county wide conference to Cornwall Council to discuss housing allocations in Cornwall.
 - Cllr Pennington referred to the March 2018 version of the report and details of the Wadebridge area housing numbers which differ between versions. Details to be provided to the Clerk. It was noted that the Town Council will revisit housing figures given the current information available.

- c. Minutes and Agendas from the following Outside Committees –
 - i. **Camel Trail Partnership** – Agenda for meeting on Wednesday 26 September 2018.
 - ii. **Camel Trail Partnership** – Minutes of meeting held on 25 April 2018.
 - iii. **Padstow Harbour Commissioners** – Minutes of meeting held on Thursday 16 August 2018.
 - iv. **St Breock Wind Farm Community Fund** – Panels Review Meeting 12 June 2018.
 - v. **Wadebridge Chamber of Commerce** – Minutes of the meeting held on 4 September 2018.
 - vi. **Middle Treworder Community Fund Panel** – Notes of meeting held Monday 17 September 2018.

800/18 Committee Meetings –

- i. **Finance & General Purposes Committee** – Minutes of meeting held 10 September 2018 were *received*.

801/18 Planning –

- a. **Applications** – None.

- b. **Decisions** – to *receive* the following decisions as advised by Cornwall Council :
- i. **PA18/05901** : 31 Bridge View, Rear extension to provide additional bedroom and conversion of garage to form a sewing room. **APPROVED.**
- c. **For Notification and action where required** – To be advised of the following information and agree action as required:
- 7.41pm, Cllr Pennington declared an interest and left the meeting.**
- i. **PA18/05541 - Amended Plans** : Brookdale, Trevanion Road, Demolition of existing garage and shed and construction of new dwelling with integral double garage re-submission of PA18/02866. **Notification that this application will go to the East Sub Area Planning committee, 15 October 2018 – Town Council representation to be agreed.**
7.42pm, a member of the public left the meeting.
 - *It was **RESOLVED** to write to the planning officer with the Town Council's position on this application.***7.43pm, Cllr Pennington returned to the meeting.**
 - ii. **Tree Preservation Order 2018** - (Notice & Order), Tidesreach, Egloshayle Road – **Notification of Order and agree comments to be submitted if required (by 22 October 2018).**
 - *It was **RESOLVED** to support the Tree Officers decision to protect the trees.*
- d. **For Information** – To be advised of the following information as received from Cornwall Council:
- i. **PA18/07043 – Non-material Amendment** : Woodside, Polmorla Road, Non-material amendment (No. 1) for amendments to roof, footprint of 2nd Floor Flat, amendment to rear lobby and increase of driveway width in respect of (PA16/06253) Proposed demolition of derelict house and replacement with 5 apartments. **APPROVED.**
 - ii. **PA18/07457** : Flat 2, Bridge House, Gonvena Hill, Form a balcony on an existing flat roof to the rear of property. **WITHDRAWN.**
 - iii. **PA18/01526/PREAPP** : Acorn Antiques, Eddystone Road, Pre application advice for demolition of existing building and replace with terrace of 5 residential dwellings. **CLOSED – ADVICE GIVEN.**
 - iv. **PA18/06377** : Land North West of 33 Egloshayle Road, Construct a single dwelling on an infill site between the flats on the north west elevation and the south east elevation. **WITHDRAWN.**
 - v. **PA18/07049** : 10 Tidesreach, Egloshayle Road, Works to trees in a Conservation Area, namely trim the monterey pine tree. **DECIDED TO MAKE A TPO (TCA Apps).**

- 802/18 Egloshayle, St. Breock and Wadebridge Neighbourhood Plan –**
- i. *Minutes of the Public Meeting held on Tuesday 24 July 2018* – Not available.
 - ii. *Update from Steering Group members* – *It was **RESOLVED** to defer this item to Confidential Matters, agenda item 15.*

7.46pm, Cllrs; McHugh and Knightley left the meeting.

- 803/18 Christmas Pantomime 2019** – Members discussed a proposal to arrange a 2019 pantomime.
- *It was **RESOLVED** to form a working group to investigate options including costs and management process. Cllrs; Gliddon, Harris and Pennington were appointed to work with the Clerk.*

7.48pm, Cllr Louise Mitchell left the meeting & returned at 7.49pm.

804/18 Wadebridge Library & OSS Devolution – The Clerk presented the Town Council’s current position and confirmed that the agreement does reflect the value of the property should there be a significant capital spend necessary. Full details, including the latest amendments to the agreement were relayed to Members and it was acknowledged that this matter has been debated at length between the Town Council’s working group and representatives of Cornwall Council in order to reach the present terms.

- It was **RESOLVED** to formally accept the terms of the devolution package for the transfer of the library service as presented.

805/18 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** – Update available at next meeting.
- c) **Christmas Lights** – None.
- d) **Flowers for Wadebridge** – Notes of meeting held on 5 July 2018 were **received**.
- 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** – As Minute 787/18.
- l) **Website** - None.
- m) **Police Partnership** – None.
- n) **Electoral Review** – In abeyance.

806/18 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. **Memorial Bench** – A report from the Town Clerk regarding the procedure of purchasing and recharge of benches purchased as a memorial was presented and considered.

- It was **RESOLVED** to recharge the bench cost as original quotation and that carriage should be paid by the applicant.

b. **Staffing Committee** – Confidential Minutes of meetings held 7 September 2018 (tabled), 21 September 2018 (tabled) and 28 September 2018 (tabled) were **received** and the recommendations made were adopted as follows :

- **Minutes of 7 September 2018 - S204/18 Personnel Matters, i., Staff Grievance** – It was **RESOLVED** to adopt the recommendation as presented.

8.02pm, Cllr Pennington left the meeting.

- **Minutes of 21 September 2018 - S210/18 Personnel Matters, i., Staff Grievance** – It was **RESOLVED** to adopt all recommendations as presented.

8.12pm, Cllr Pennington returned to the meeting.

- **Minutes of 28 September 2018 – S216/18 Personnel Matters, ii., Christmas Arrangements** – It was **RESOLVED** to adopt the recommendation as presented.

c. **War Memorial (Coronation Park)** – Quotations received for cleaning and restoration were presented and considered.

- It was **RESOLVED** to accept Quotation 3 and proceed with the works.

- d. **Item deferred from 782/18.b.vi. – Group Letter (residents and non-residents of Wadebridge)** – Two versions of a letter, which differed in content, addressed to the Mayor in respect of Agenda Item 8b(v) at the Full Council meeting of 16 August 2018 requesting action from the Council were debated at length including advice received in relation to the Town Council’s position on the Neighbourhood Plan and options on how to proceed.

The Clerk advised details of the legal advice received on this matter and confirmed the subsequent course of action required which has been agreed under delegated authority on behalf of the Town Council.

- It was **RESOLVED** to retrospectively accept the legal advice received and to engage the services of Cornwall Legal.

- e. **Item deferred from 785/18.ii. – Neighbourhood Plan Update** - Members debated elements of the Regulation 14 analysis received from the Consultant and potential amendments to several areas of the draft plan. Aspects of development within the boundary and the current housing figures were discussed. The Mayor advised that a Steering Committee meeting will be arranged for the near future.

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

807/18 Dates of Next Wadebridge Town Council meetings

- **Full Council** – Wednesday 24 October 2018.
- **Finance and General Purposes Committee** – Monday 12 November 2018.
- **Full Council** – Wednesday 14 November 2018

Meeting closed at 8.52pm

Signed as a True and Accurate Account:

..... **Chair:**

..... **Date:**