



# Wadebridge Town Council

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## Minutes of the Council meeting held on Wednesday 9 March 2016 at 7pm, Pavilion Building, Egloshayle Playing Fields

**Present** : Cllrs; C Buchanan, E Gill, H Hyland (7.10pm), A Jones, J Leach, A Pennington, A Richardson, T Rush, P Starling & P Tofi. Cllr Kendall was absent from the meeting. **Public** : Cllr Stephen Knightley (Cornwall Council) & Graham Smith (Cornish Guardian).

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

**Housekeeping** – The Mayor 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'.

**219/16** **Apologies** from Cllrs Bassett & Hawken (personal) were received and **approved**.

**220/16** **a) Registered and non-registered disclosable pecuniary interests and non-registerable interests** – Cllr Richardson declared in interest in agenda item 11.a.vii., PA/11139.

**b) Awarded dispensations** – Cllr Pennington advised she has a dispensation in relation to agenda item 11.a.i., PA16/00523 (Skatepark).

**221/16** **Minutes of Last Meeting** – *The Minutes of the meeting held on the 10 February 2016 were **RESOLVED** to be a true record of the meeting and were signed by the Mayor.*

**222/16** **Public Participation** –

**a) Questions from Members of the Public** – None.

**b) Reports from Cornwall Councillors** – Cllr Knightley advised the following :

- Attended Parish Council meetings at St. Minver & St. Kew – neither parish are supportive of proposal to take over the library service but this may be due to misunderstanding of costings. Item will be re-discussed at Network meeting scheduled for 17 March.
- Cormac has a highways contract agreed in principle with Nottinghamshire Council.
- Cornwall Council has won a national award for best business plan.
- Cornish Guardian report regarding an external review of Cornwall Council's planning process – issues were raised.

**223/16** **Mayor's Report** – Tabled and **received**.

**224/16** **Clerk's Report** – Tabled and **received**. Several points were highlighted including :

- Town Council e-mail addresses are required for all Councillors due to the change of procedure for circulation of agendas.
- Bus Station tidy-up – Environmental Report from Cornwall Council is included in the correspondence section. Cornwall Council has requested Town Council address issues – Town Clerk has advised that the Town Council is not responsible for the facility. Several complaints regarding litter have been received recently. Cllr Pennington advised she has been informed that the bus contractor has the responsibility to clean the area. Cllr Knightley advised he has received complaints regarding graffiti.

- Cllr Gill queried the Jubilee Field electricity item. The Town Clerk confirmed this payment relates to works by Western Power previously approved by Members.

**225/16 Outside Committees** – None.

**226/16 Committee Meetings**

a) Minutes and recommendations :

- i. Planning – *It was **RESOLVED** to receive Minutes of 24 February 2016.*
- ii. Parks and Cemeteries – *It was **RESOLVED** to receive Minutes of 24 February 2016.*
- iii. Car Parks & Traffic – *It was **RESOLVED** to receive Minutes of 24 February 2016.*
- iv. Town Hall – *It was **RESOLVED** to receive Minutes of 24 February 2016.*
- v. Communications – *It was **RESOLVED** to receive Minutes of 24 February 2016.*
- vi. Finance & General Purposes – *It was **RESOLVED** to receive Minutes of meeting held 1 February 2016.*

**Recommendations from Committee to be adopted :**

**F&GP052/16. a) & b) – Grants to Organisations -**

- **Wadebridge Carnival Committee** – *It was **RESOLVED** that a grant of £1,000 be awarded under Section s137 – LGA 1972.*
- **Wadebridge & District Garden Produce Society** - *It was **RESOLVED** that a grant of £150 be awarded under Section s137 – LGA 1972*

**227/16 Finance**

a) **Payment of Accounts** for February 2016 was tabled.

- *It was **RESOLVED** to make payment of £82,146.59 as presented.*

b) **Updated documents (all documents were tabled)** : The Town Clerk advised amendments and relevant information in respect of each document.

- i. **Statement of Internal Control 2015/16** – *It was **RESOLVED** to receive the document as presented.*
- ii. **Financial Risk Assessment** – *It was **RESOLVED** to receive the document as presented.*
- iii. **Business Plan** – *DEFERRED.*
- iv. **Financial Regulations** – *It was **RESOLVED** to receive the document as presented.*
- v. **Standing Orders** - *It was **RESOLVED** to receive the document as presented.*

**228/16 Correspondence**

a) The following correspondence was **received** for information :

- i. **Cornwall Council** - Environment Service Standards Plan Town & Parish Summary 2016.
- ii. **Cornwall Council**: Notice of Road Closure, Hill Road, Wadebridge. 22/02/16 to 18/03/16 (00:00 to 23:59 hours).
- iii. **Cornwall Council**: Notice of Road Closure, Wadebridge Food Fair, Molesworth Street, Wadebridge. 28/03/16 (07:00 to 20:00 hours).
- iv. **Cornwall Wheels to Work** – Wheels to Work support people in Cornwall to access employment, when there is no public or private transport available to meet their needs.
- v. **Business Cornwall**: Issue 97, February 2016.
- vi. **South West Business Insider**: Vol 10. No.2, February/March 2016.
- vii. **Local Authority Building & Maintenance**: January/February 2016.
- viii. **Languieux** : Newsletter No. 295, March 2016.
- ix. **Truro City Council** : Letter from Mayor regarding Housing Requirement in Cornwall – Cornwall Council's Local Plan.

b) The following correspondence for response was **received** : None.

c) Minutes and Agendas from the following Outside Committees were **received** : None.

a) Applications – It was **RESOLVED** to make the following responses :

- i. **PA16/00523 (Deferred from February Committee)** : South West Water Ltd, Trevanson Marsh, Extension to operational site area to facilitate the installation of a new storm water storage tank.
    - It was **RESOLVED** to permit delegated authority to the Chair, Vice-Chair of Committee and Town Clerk to respond on behalf of the Town Council by 15 March 2016.
  - ii. **PA16/01283** : The Camel Trail Gateway Building, Eddystone Road, Advertisement consent for an eyeletted banner to promote Hawksfield Nursery located off the roundabout.
    - **NOT SUPPORTED** – Application is not clear as to whether permission has been sought from the land owner and Members voiced concerns that the banner could be a visual distraction to drivers.
  - iii. **PA16/01239** : New Park Lodge, New Park, Enlargement of a single garage into a double garage.
    - **SUPPORTED.**
  - iv. **PA16/01210** : The Old Smithy, Tower Hill, Rear single storey extension. Bedroom and ensuite. Garden store.
    - **SUPPORTED.**
  - v. **PA16/01715** : 14 Middlewell Parc, Extension of existing garage forward of front elevation with pitched roof to match existing house.
    - **SUPPORTED.**
  - vi. **EGLOSHAYLE PARISH : PA16/00721 - Amendment to application description** : Land off Higher Trenant Road/Green Hill. Outline application for the development of 204 residential dwellings together with associated infrastructure including formal and informal landscaping and layout of internal access roads, details of access from Higher Trenant Road / Green Hill to be determined with all other matters reserved.  
**Cllr Pennington advised that the Planning Officer has confirmed the application will go to Strategic Planning Committee. Members noted inclusion of the site in the Draft Neighbourhood Plan and that this highlights a preferred access route.**
    - It was **RESOLVED** to invite Cornwall Council Highways Officer and the developer to discuss the application with the Town Council and Egloshayle Parish Council.

**Cllr Richardson left the meeting.**
  - vii. **EGLOSHAYLE PARISH : PA15/11139 - Amendments to drawings and additional supporting material** : Land East of Jewsons, Bodieve Business Park, Gonvena Hill, Development of a 67 bed hotel (Use Class C1) and integral ancillary café/restaurant with associated access, parking and landscaping.
    - **NOT SUPPORTED** due to poor visual impact at gateway to town and lack of parking.

Members requested discussion with Egloshayle Parish Council.  
**Cllr Gill asked that it is recorded that he did not agree with the decision.**  
**Cllr Richardson returned to meeting.**
- b) **Decisions** - The following decisions received from Cornwall Council were noted :
- i. **PA15/11996** : 75 Egloshayle Road, New off-street parking, providing 2 No's of parking spaces. **REFUSED.**
- c) **For Information only** – as received from Cornwall Council :
- i. **EGLOSHAYLE PARISH : PA16/00401/PREAPP** : Aurora Land and Design, Land North of Higher Church Park, Egloshayle, PPA for outline planning application for the development of a mixed-use sustainable neighbourhood.  
**Notified via weekly planning list (19/02/16).**

- ii. **PA16/00418** : Bradfords Quay Ltd, Land at Bradfords Quay, Variation of a Section 106 agreement in respect of planning application 2009/01772 to allow maintenance of on-site open space by the residents management company. **Chair of Planning Committee and Town Clerk (delegated authority) have advised Planning Officer that Wadebridge Town Council agree to formalise the variation of the Section 106 agreement as detailed.**

**230/16 Review of Council Structure** – The Town Clerk advised the reasoning for a review and confirmed that amendments to the Standing Orders will be required if a new procedure is undertaken. Members discussed the following :

- i. **Two Full Councils a month** – It was **RESOLVED** to hold two Full Council meetings per month with effect from May 2016 for a trial period of six months.  
8.05pm, Cllr Knightley left the meeting.
- ii. **Cessation of Car Parks & Traffic Committee, Parks & Cemeteries Committee, Town Hall Committee and Communications Committee** – It was **RESOLVED** to discontinue the Car Parks & Traffic Committee, Parks & Cemeteries Committee, Town Hall Committee and Communications Committee for a period of six months.
- iii. **Working Groups to reflect the ongoing work required in areas of the above Committee areas which will report directly back to Full Council on a more regular basis** – Working groups to appoint a lead councillor.
- iv. **Retention of Finance and General Purposes Committee and Staffing Committee** – It was **RESOLVED** to retain the Finance & General Purposes Committee and the Staffing Committee.
- v. **Opportunity to convene Planning Committee if application numbers and context and content warrant this** – It was **RESOLVED** to retain the Planning Committee to be convened if necessary.

**231/16 Planning Updates (Council Facebook Page & Website)** – Members discussed the following :

- i. **A formal process for the inclusion of planning updates and information to be regularly placed on the Council's website and Facebook page** – Members discussed benefits of updated social media on a regular basis.
  - It was **RESOLVED** to include planning updates and relevant information on the Town Council's website and Facebook page with immediate effect.
- ii. **Agree the process of ensuring the information is agreed prior to inclusion and responsibilities for doing so** – Members discussed procedure.
  - It was **RESOLVED** to delegate authority to the Town Clerk to approve and control submission of relevant and factual information in accordance with Town Council policy.

**232/16 Annual Town Council Meeting Date** – The Town Clerk clarified this is the Annual Town Meeting. Members discussed proposed date.

- It was **RESOLVED** to hold the Annual Town Meeting on Thursday 28 April 2016, 6pm – location to be advised.

**233/16 Egloshayle, St. Breock and Wadebridge Neighbourhood Plan :**

- a) **Meeting Notes :**
  - i. **Steering Committee** – None.
  - ii. **Advisory Group** – None.
- b) **Update** – Cllr Starling gave a brief update noting that Cornwall Council's informal review of the draft plan is awaited. The consultant's response has been received – Steering Committee will discuss on 17 March 2016. Members debated advice received from Cornwall Council that respective councils meet independently to discuss the relevant documents and agree a mandate to proceed to the formal six week public consultation period (meeting to be open to public).

Members **AGREED** to review the documents as advised. Agenda and meeting arrangements will be clarified after next Steering Committee meeting.

- 234/16 BMX/Skatepark**
- i. **BMX/Skatepark Community Group** – Ongoing.
  - ii. **Working Group (Town Council)** – Meeting to be arranged.
- 235/16 2015 Health and Safety Review** – The Town Clerk advised details of the review which has highlighted several recommendations and the implementation of an action plan.
- 236/16 Draft Safeguarding Policy** – Members to review and submit comments to the Town Clerk.
- 237/16 Draft Environment Policy** – Members discussed an amendment to Item 7 as proposed by Cllr Pennington.
- *It was **RESOLVED** to adopt the policy subject to the proposed amendment.*
- 238/16 Developer Consultation for Proposed Developments** – Members discussed the following :
- i. **The Merriman Ltd Consultation held on 25 February 2016 in respect of the proposed development at and around Wadebridge Football Club** – Cllr Pennington advised that the developer has requested to discuss the proposal with the Town Council including affordable housing element.
    - *It was **RESOLVED** to hold a meeting to include Wadebridge Town Council, Egloshayle Parish Council, Sarah Merriman and an Affordable Housing Officer in order to gather relevant information and discuss the proposal.*
  - ii. **The expectations of the Council for Developers who wish to hold public consultation events to discuss proposed developments in the Wadebridge area** – Members suggested the following :
    - Event should be held in a prominent venue.
    - Appropriate advertising in advance of the event.
    - Developer should relay comments submitted in order to show whether the community is supportive or non-supportive of the proposal.
  - iii. **The notification period and times allocated to these Consultations to give opportunity to the Public to be able to comment and understand the proposals being made** – Members agreed that a sufficient notice period is required with suitable timings so that all sectors of the community have the opportunity to attend the consultation.
- 239/16 Town Council Events** – Members discussed events to be held as a replacement for the Annual Town Fete.
- *Queens 90<sup>th</sup> Birthday celebration afternoon tea* – Members discussed arrangement options including the potential to hold two events and to include parishioners who have a 90<sup>th</sup> birthday in 2016.
    - *It was **RESOLVED** to hold a celebration afternoon tea event in the Town Hall in June 2016.*
  - *Showcasing event for local groups and organisations* – It was **RESOLVED** to hold a showcasing event, with fundraising raffles permitted, for invited local groups and organisation in the Town Hall in September 2016.
- Action : Dates to be confirmed.  
9.10pm, Graham Smith left the meeting.**
- 240/16 Confidential matters - to consider the following resolution:** *It was **RESOLVED** to suspend Standing Order 1.c., so that the Press and Public be excluded from the meeting for the following items of business because of the confidential personnel nature and contractual nature of the business to be transacted - Public Bodies (Admission to Meetings) Act 1960.*

Members debated information relayed by the Town Clerk in respect of the following items (information was tabled where relevant) :

- a) **Hire Fees & Charges** – Proposal not available. **Deferred** to Finance & General Purposes Committee for recommendation to April Full Council.

- b) **Toilet Cleaning Contract** – It was **RESOLVED** to obtain a comparative quote.
  - c) **Wadebridge Town Map** – It was **RESOLVED** to purchase a separate print run of maps as part of the Town Guide project, with advertising space available to Wadebridge businesses and organisation as specified by the Town Council.
  - d) **The Platt Toilets** – It was **RESOLVED** to investigate the Town Council’s position in relation to; Land Registry and Deed situation, legal situation with regard to payment requests from the electricity supplier, current meter situation and issues arising from this and options to move energy supplier.
  - e) **Revision to Skatepark Lease** – It was **RESOLVED** to accept the fixed price option to be paid in advance.
  - f) **Jubilee Road Car Park** – It was **RESOLVED** that, with immediate effect, driving schools are prohibited from using any car park owned or managed by the Town Council due to proposed changes and increased pedestrian and vehicular traffic.
  - g) **Staffing Committee** – It was **RESOLVED** to receive Minutes of meeting held 23 February 2016.  
**Recommendation from Committee to be adopted :**  
**S071/15.ii., Staff Vacancies –**
    - It was **RESOLVED** that the Senior Groundsperson vacancy be advertised.
- It was **RESOLVED** to re-instate Standing Order 1c.

**241/16 Items to be included on Agenda for next Meeting –**

- Pedestrianisation of Molesworth Street.

**242/16 To note dates of the next Wadebridge Town Council meetings –** Members noted new information received regarding legislation on location of meetings.

- Committees, Planning, Parks & Cemeteries, Car Parks & Traffic, Town Hall & Communications – Wednesday 23 March 2016, 7pm – location to be advised.
- Full Council – Wednesday 13 April 2016, 7pm, location to be advised.

Meeting closed at 9.50pm

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

..... **Chair :**

..... **Date :**