

**MINUTES** of the Meeting of **Bodmin Town Council** held on Thursday 20 March 2014 at 6.00 p.m. in the Shire House Suite, Bodmin

**PRESENT:** The Mayor, Councillor K W Stubbs, presiding together with Councillors, A J Coppin, M E Dominey, J Gammon, J R Gibbs, S J Horne, L G J Kennedy, A M Kerridge, P Kerridge, J M Lyne, P L G Skea, R Solomons and S R Stephens.

**IN ATTENDANCE:** Mr P O'Callaghan (Town Clerk), Mrs A Banks (Responsible Finance Officer), and Ms H Stevens (Committee Clerk).

#### **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:**

The Mayor, Councillor K W Stubbs gave the following speech in recognition of this meeting being the last Full Council Meeting which he would attend in his capacity as Mayor of Bodmin.

The Mayor, Councillor K W Stubbs, advised that this was the last Full Council Meeting he would be chairing and thanked the Members and Officers for their support during his past two years in office.

Those present gave a round of applause for the Mayor.

The Mayor reported that St Piran's Day for 2014 had been a tremendous success, with more schools taking part than ever before. The Mayor commented that the children involved had been very well behaved throughout the celebrations and they appeared to enjoy participating in the day. The Mayor further commented that the children were a credit to the schools involved.

The Mayor advised that the Lord Lieutenant had attended the celebrations and commented that it had been a very memorable day and said he had thoroughly enjoyed his time at the event. The Lord Lieutenant had written a letter to the Bodmin Joint St Piran's Committee thanking and congratulating them on the event and wishing them well for the following year.

Apologies had been received from Councillor J H Hartill.

C/2014/27

#### **Presentation from Mr Richard Brown from 'Community Organisers' regarding Community Project Work**

The presentation was delivered by Mr Richard Brown and Ms Lin Chapman, Trainee Community Organisers.

A supporting document, forming the basis for the presentation had been circulated to Members during the meeting and has been enclosed with these minutes for information.

Mr Brown circulated a copy of the questionnaire which provides an example of the types of questions used by Community Organisers in their interactions with members of the public in their door to door engagement and which assists them to build up a picture of how the local community view their local area.

Following the presentation Members took the opportunity to ask Mr Brown and Ms Chapman some questions in relation to their project work.

Following discussion it was **AGREED** that the Town Clerk would circulate to Members via e-mail the contact details for Mr Brown and Ms Chapman.

It was further **AGREED** that Officers would circulate a copy of the Community Organisers Map to Members once in receipt of the information from Mr Brown.

It was further **AGREED** that the Town Clerk would provide the contact details for Sarah Simms (Community Network Manager) to Mr Brown via e-mail as she had

been considered an important contact.

C/2014/28

**Public representation session: An opportunity for local residents to make representations to Council or ask questions relating to items on this agenda. (Note: a maximum of 15 minutes will be allocated for this session and there will be a time constraint of 5 minutes per speaker)**

There were no members of the public present for this item.

C/2014/29

**Declarations of Interest – Members to declare interests in respect of any item on the agenda**

Councillor S J Horne declared an Disclosable Pecuniary Interest in respect of item C/2014/34 – Minutes of the Promotions Committee Meeting held 30 January 2014 – Item PR/2014/09 - 'Bodmin Information Centre – Report by Information Officer – (a) Update on Destination Management System, and (b) RE:SOURCE Bike Hire Scheme'.

C/2014/30

**To consider and, if approved, adopt the Minutes of the Full Council Meeting held on 16 January 2014 (copy enclosed)**

The Minutes of the Full Council Committee Meeting held on 16 January 2014 were approved and passed for signing.

**Matters arising:**

**Page 4 – item C/2014/04 – Dragon Dis-Ability Football**

Councillors P L G Skea and J R Gibbs updated Council on their visit to Stoke Mandeville on 18 March 2014.

Councillor J R Gibbs advised that the visit to the Disability Centre in Stoke Mandeville had been a revelation to him and that the very impressive Centre was purpose built for accommodating people with physical disabilities.

Councillor J R Gibbs advised that the gym equipment can also be used by able bodied people and that the Centre appeared to be very busy, well utilised and very successful.

Councillor J R Gibbs referred to the high quality equipment used at the Centre and advised that if the equipment is well maintained then it can last for a considerable amount of time before requiring replacement.

Councillor J R Gibbs advised that those responsible for the centre had offered their assistance if a similar facility were to be pursued in Bodmin.

Councillor P L G Skea commented that it had been a very worthwhile visit and advised that he considered that it had answered a lot of questions for the representatives of Dragon Dis-Ability Football team who attended along with himself and Councillor J R Gibbs.

Councillor P L G referred to the considerable cost which would be involved in setting up a similar facility in Bodmin.

Councillor P L G Skea advised that the group now have a clear picture of what their vision is for the future and recognising that it is going to take years to get them to their goal. Councillor P L G Skea commented that he is determined to do everything he possibly can to help them achieve their ultimate goal.

Councillor P L G Skea advised that he had arranged a meeting with Mr Steve Hillman to come and meet with the Bodmin Disability Group, which he hopes will advise them of what funding will potentially be available.

**Page 7 – Item C/2014/09 – Safer Bodmin Action Group** – The Town Clerk commented that one criticism frequently levelled at the Safer Bodmin group and the Council is that there is nothing for the young people to do in the town. Having looked into this, the Town Clerk commented that it appears that there is a large range of groups and activities for young people happening in the town, but Council have been poor at communicating this and identifying how young people can access that information. Officers are currently collating that information and the Town clerk advised that he is in dialogue with an IT provider to produce a mobile phone app for both android and i-phones that will enable young people to access that information via their mobile phones. The cost for this is in the region of £500-700 with some small ongoing service fees (\$9 per month – approx £6). The Town Clerk advised that he was hopeful that half the cost of this will be met by the Safer Bodmin Group and asked if Council might consider meeting the remaining half from the Youth budget (approximately £350.00).

Following discussion it was **AGREED** that Bodmin Town Council would jointly meet the costs along with the Safer Bodmin Group for the development of a mobile phone app which will aim to better communicate to young people the range of groups and activities available for young people in the town.

C/2014/31

**To consider and, if approved, adopt the Minutes of the Special Council Meeting held on 4 February 2014 (copy enclosed)**

The minutes of the Special Council Meeting held on 4 February 2014 were approved and passed for signing.

C/2014/32

**To consider and, if approved, adopt the Minutes of the Planning Committee Meetings held on 5 February 2014, 19 February 2014, 6 March 2014 (copies enclosed) and 19 March 2014 (to follow)**

The Minutes of the Planning Committee Meetings held on 5 February 2014 were approved and passed for signing.

The Minutes of the Planning Committee Meetings held on 19 February 2014 were approved and passed for signing.

**Page 1 – Item P/2014/038 – PA14/00558 – Installation of a single 100KW wind turbine on a 37m tower – Callywith Quarry, Roselands Lane, Bodmin – Mr Jason Stephens** – Councillor S R Stephens declared a Non-Registerable interest in this item because he is the cousin of the applicant Mr Jason Stephens.

The Minutes of the Planning Committee Meetings held on 6 March 2014 were approved and passed for signing.

The Minutes of the Planning Committee Meetings held on 19 March 2014 were approved and passed for signing.

Councillor P Kerridge raised concern over the length of the Committee Meeting minutes being recorded, having raised this issue in the past and commented that he felt that the minutes were increasing in length.

The Town Clerk responded that he would liaise with managers who have responsibility for approving the minutes and work together to try to reduce the

size.

**Page 6 – Item P/2014/068 – Local Sustainable Transport Fund – Harleigh Road Bodmin** - The Town Clerk advised that following consideration of this Bus Improvement scheme and the recommendation made to support the scheme, a further e-mail had been received from the Senior Highway Design Technician of CORMAC Consultancy, asking if Council would support the installation of an aluminium bus shelter.

Following discussion it was **AGREED** to respond stating that whilst Council support the improvement works, to include raised access kerbs, a real time passenger information electronic display and bus markings on / adjacent the island, they could not support a bus shelter at this location given the low / infrequent use that it would receive.

C/2014/33

**Correspondence:**

- a) **Letter from Dan Rogerson MP dated 20 February 2014 regarding ‘Grant Funding Opportunities’ (copy enclosed);**

The Town Clerk advised that the document provided by MP Dan Rogerson relating to Grant Funding Opportunities had been circulated to Members in recognition of their involvement with the community and voluntary sector.

Following discussion it was **AGREED** that the Town Clerk would respond to Dan Rogerson MP thanking him for providing the useful document and Officers would circulate the document to the Bodmin Community Association for their information.

- b) **E-mail from Mr David Inman, Network Director for The Rural Services Network, dated 12 February 2014 inviting Members to join a ‘Rural Sounding Board’ (copy enclosed);**

The Town Clerk invited Members who are interested in joining the Rural Sounding Board to contact the Town Clerk or Committee Clerk, who will be able to liaise with the Rural Services Network on their behalf.

- c) **Any other important item of correspondence which the Mayor considers appropriate.**

There were no other items of correspondence.

C/2014/34

**To consider and, if approved, adopt the Minutes of the Promotions Committee Meeting held on 30 January 2014 (copy enclosed)**

The minutes of the Promotions Committee Meeting held on 30 January 2014 were approved and passed for signing.

**Matters arising:**

**Page 4 – Item PR/2014/002 – NCB Radio – Presentation from Jesse Foot and Ben Holtam** – The Town Clerk was able to confirm that a letter of support had been provided for NCB Radio in support of their application for an FM Licence.

**Page 12 – Item PR/2014/09(c) - Visit Cornwall Partnership Board** – The Town Clerk advised that following the Promotions Committee Meeting, the Information Officer wrote to Cornwall Council and has received a response that ‘*the one*

*issue that featured in almost everyone's response has been the future of the DMS and the role of IT in developing the future of TICs'. To that end, a meeting with Cornwall Councillor Buscombe and Cornwall Councillor Long and officers of Cornwall Council and Visit Cornwall to discuss this issue is being set up and the Information Officer will contact the Chairman of Promotions and the Mayor as soon as she has notice of the details of that meeting.*

C/2014/35

**To consider and, if approved, adopt the Minutes of the Properties Committee Meeting held on 6 February 2014 (copy enclosed)**

The Minutes of the Properties Committee Meeting held on 6 February 2014 were approved and passed for signing.

**Matters arising:**

**Page 1 – Item PP/2014/07 – Contractors Lay Down Area in Priory Park Section 2** – The Town Clerk advised that the DCE and Chairman of Properties had held a meeting with the Contracts Manager of the Shaylor Group, the Contractors carrying out Phase 1 of the St. Petroc's School expansion, where arrangements for the use of the site had been discussed. Arrangements include: vehicular access to the Priory and Pen Dowr Meadows will be maintained for BTC ride-one-mowers and for the Environment Agency; the pedestrian footpath will be kept open throughout the contract period; the area adjacent to the Skate Park will be used as the contractors site compound; works start on site and compound / site office ready work commencing 31 March 2014 with scaffold gantry work likely to commence first.

**Page 2 – Item PP/2014/08 – Priory Park Children's Play Area Fencing** - The Town Clerk was very pleased to note a cost saving of £2,928 on this work, because panels that were contained in the store are being utilised.

**Page 3 – item PP/2014/09 – Public Rooms External Repairs** – The Town Clerk was pleased to report that Ron Bullock Building Contractors Ltd are on site now working on the North gable end wall and Bromleigh will be commencing work on the South West elevation on 1 April 2014.

**Page 4 – item PP/2014/10 – Shire House Roof Refurbishment** - The Town Clerk was pleased to advise that the contractor will be starting on site on 10 April 2014. The contract period is 14 weeks plus a week for Easter, with completion on 17 July 2014. As the user experience will be less than satisfactory when the work is continuing, Officers are restricting bookings and are taking the opportunity to use the caretakers to decorate rooms 1,2 & 3 and the corridors and stair areas.

**Page 5 – Item PP/2014/11** - Councillor A M Kerridge advised that she had received an e-mail from a resident, Mr Arnold of Maple Close, concerning the bus shelter on Dennison Road and therefore sought a progress update.

The Town Clerk advised that a grant application had been submitted to Cornwall Council and Officers are currently awaiting the determination of that application. Once received the Town Clerk advised that Officers would give the works relating to the bus shelter priority status.

**Page 5 – item PP/2014/12 – Mount Folly Access Barrier** – The Town Clerk was pleased to advise that Council has now received conditional planning permission for the installation of the rising bollard, subject to prior approval of the exact construction and finish details.

C/2014/36

**To consider and, if approved, adopt the Minutes of the Policy Committee Meeting held on 13 February 2014 (copy enclosed)**

The Minutes of the Policy Committee Meeting held on 13 February 2014 were approved and passed for signing.

**Matters arising:**

**Page 2 – Item POL/2014/07 – Safeguarding Policy** – the Town Clerk thanked Councillor J Gammon for the extremely useful information and suggestions for amendment which she had provided in relation to the Safeguarding policy.

Councillor J Gammon suggested the following amendment to the Safeguarding Policy:

**Page 2, Point 3.1 – bullet point 6 – Dealing with Allegations** – *‘Report any disclosures to the Police and ensure that it is recorded in writing’* be amended to read:

*‘Report any disclosures to Cornwall Children’s Social Care Multi-Agency Referral Unit (MARU) and ensure that it is recorded in writing’*

Following discussion and subject to the revisions as detailed above, it was **AGREED** to adopt the Safeguarding Policy, Absence Management Policy and Document Retention Policy.

C/2014/37

**To consider and, if approved, adopt the Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 20 February 2014 (copy enclosed)**

The Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 20 February 2014 were approved and passed for signing.

**Matters arising:**

**Page 1 – Item FSPM/2014/10 – Town Clerk to report on Elections timetable** - The Town Clerk advised that he was awaiting confirmation from the Returning Officer as to whether there had been a request for election and expected a response shortly. The Town Clerk further confirmed that a clear timetable had been approved by Committee.

**Page 3 - Item FSPM/2014/13 – Local Government Finance update** - The Town Clerk informed that a town council in Kent is taking its District Council to Judicial Review over its decision not to pass on the Government’s Council Tax Support Grant and it was noted that it will interesting to watch the progress of that case, as it has major implications for the sector.

**Page 9 - Item 17 – Easement to Western Power Distribution** – Whilst considering this matter the Town Clerk advised that the long awaited easement in respect of the Extension of the Camel Trail at Hillside Park had been received.

Following discussion it was **AGREED** that the Mayor and Chairman of Properties be authorised to sign this Deed of Easement on behalf of the Council.

C/2014/38

**Election of Mayor Elect for 2014/15 (nomination form – yellow copy enclosed)**

It was proposed by Councillor P Kerridge, seconded by Councillor J R Gibbs,

and **AGREED** that Councillor A J Coppin be nominated as Mayor Elect for the civic year 2014/15.

C/2014/39

**Election of Deputy Mayor Elect for 2014/15 (nomination form – orange copy enclosed)**

It was proposed by Councillor R Solomons seconded by Councillor P L G Skea, and **AGREED** that Councillor L G J Kennedy be nominated as Deputy Mayor Elect for the civic year 2014/15.

C/2014/40

**Audit Report for the year ending 31 March 2014 (copies enclosed) – to note the qualified opinion in respect of land exchange relating to the bus stop at Dennison Road and the requirement for a public meeting – suggested date for meeting 3 April 2014 at 6:00 p.m. (prior to Properties Committee Meeting) and, if so approved, to instruct the Town Clerk to advertise the meeting as required**

The Town Clerk was disappointed to report that Council has received a qualified audit in respect of the audit for the year ended 31 March 2013.

The Auditor's concerns as set out in the final two pages of the report relate to the way the land package at Dennison Road bus stop was dealt with.

There are a number of recommendations, including the need to hold a public meeting and, subject to approval by Council, it is intended to hold that prior to the Properties Committee Meeting on Thursday 3 April 2014. It is necessary to advertise this in the local press in accordance with the Audit Commission Act 1998.

Following discussion it was **AGREED** to hold a public meeting at 6.00 p.m. (and prior to the Properties Committee Meeting) on Thursday 3 April 2014, to consider the recommendations made under section 11 (3) Audit Commission Act 1998.

C/2014/41

**To consider the proposals from 'Better Bodmin' (copy enclosed)**

Following discussion it was **AGREED** that Bodmin Town Council support the Better Bodmin Proposals (which are outlined in their draft document entitled 'Better Bodmin Town Centre Aspirations' which was provided by Better Bodmin for the purpose of consideration at this meeting).

It was further **AGREED** that Bodmin Town Council would make a recommendation to Cornwall Council that they nominate an officer who will oversee and take responsibility for the delivery of the proposals within the framework to ensure this they are fully delivered.

It was further **AGREED** that Bodmin Town Council would recommend to Cornwall Council, the partial pedestrianisation of Fore Street for a trial period (in line with discussions held at the meeting between Better Bodmin and Bodmin Town Council on 6 March 2014.)

Councillor A M Kerridge referenced the proposals for joining up the cycle routes in Bodmin and advised that she had attended at meeting in County Hall the previous day concerning these proposals. Councillor A M Kerridge commented that this was very encouraging and if this goes ahead, this will be a 'flag ship' project for the County.

C/2014/42

**Use of Electronic Devices ('tablets') for administering Committee Meeting documentation – Report detailing Members views (copy enclosed)**

Following discussion it was **AGREED** to endorse the recommendation as

outlined in the Committee Clerk's report which includes:

- Councillors be permitted to use their own devices for administering the documentation associated with Council and Committee Meetings;
- Given the range of comments relating to the draft Agreement, this matter is referred back to the Policy Committee for further consideration; and
- Implementation is slightly delayed until such time as the revised / amended Agreement has been adopted by Council.

C/2014/43

### **WW1 Commemoration – Mayor and Town Clerk to report**

The Town clerk advised that he was yet to receive detailed information from the Lieutenancy about County wide events to commemorate the start of WW1.

Officers are currently getting local Standard Bearers to enquire what we are doing in Bodmin as they are being invited to events in other towns and they are naturally reluctant to commit to them if they are required at event(s) in the Town.

Nationally, the guide from Westminster seems to be that there will be a rolling programme of events between 2014 and 2018 to mark the centenary of the War.

Officers are aware that there will be event(s) in Bodmin associated with the commemoration of Private James Finn being awarded his VC (this relates to action on 9 April 1916 at Sanna-i-Yat, Mesopotamia (now Iraq). Officers have already had contact from relatives and the Salvation Army in respect of these commemorations (Private Finn was one of only three Salvationists to receive the VC in WW1).

The St Lawrence's Memorial Clock will be repainted in July and the weather vane is being repaired and re-gilded. Someone had mentioned to the Town Clerk that the trees in Westheath Avenue were planted as a memorial to WW1 but the Town Clerk was not currently able to confirm this. The Town Clerk commented that a programme of tree planting across the town might well be a fitting and lasting memorial.

Following discussion it was **AGREED** that the following Members would comprise the working party to consider Bodmin Town Council's options for the commemoration of WW1.

- The Mayor, Councillor K W Stubbs
- Councillor J Gammon
- Councillor L G J Kennedy
- Councillor R Solomons
- Councillor S R Stephens

It was further **AGREED** that the Executive Assistant be asked to identify and arrange a suitable date for a meeting.

C/2014/44

### **Cornwall Association of Local Councils (CALC) Annual General Meeting held 20 February 2014 – Councillor J M Lyne to report**

Following the attendance by Councillors J M Lyne and M E Dominey to the CALC AGM held on 20 February 2014, a copy of the agenda and meeting papers was circulated to Members in the meeting.

Councillor J M Lyne advised that there were currently three Member vacancies



on the Executive Committee, which Members of Bodmin Town Council would be eligible to apply for and if interested should contact CALC directly.

Councillor J M Lyne confirmed that Councillor Michael Williams would continue to be the Chairman of CALC for 2014.

C/2014/45

**Priory Car Park Patching Work Quotations – Town Clerk to report (copy enclosed)**

Following discussion (and in recognition that the required patching works are an interim measure prior to the major repair works due to commence in October 2014 on the lower tier of Priory Car Park) it was **AGREED** to:

Contract T.Richards & Sons to repair the specified areas of Priory Car Park for the total cost of £4,681.00 + VAT

- This work to be carried out on a phased basis to ensure the least disruption to the visitors of the car park; and
- Issue letters to the Football Club and any residents that may be affected by these works, informing them of the proposed times and dates of these works.

C/2014/46

**Consideration of Granting Delegated Authority to the Properties Committee for Expenditure on Playground Equipment – Town Clerk to report**

The Town Clerk advised that the report on the new item of play equipment for Fair Park is being taken to the Properties Committee on 3 April 2014, the minutes of which would ordinarily come to the Adjourned Annual Council Meeting on 21 May for approval.

The Town Clerk advised that Officers were keen to get this equipment purchased and installed prior to the school holiday in July, so that it can be enjoyed by the children during the summer holiday and sought delegated authority for the Properties Committee to authorise this expenditure, within budget, at its meeting on 3 April 2014.

Following discussion it was **AGREED** that the Properties Committee be granted delegated authority to authorise the expenditure on Playground equipment, within budget, at its meeting on 3 April 2014.

C/2014/47

**To consider and, if appropriate, pass for payment the Schedule of Accounts for March 2014.**

The Schedule of Accounts for March 2014 was approved and passed for signing from cheque numbers **121522** to **121584** in the sum of **£78,066.70**.

Councillor A M Kerridge highlighted that she had noticed that the lights in the public toilets located in Higher Bore Street remained on at night.

The Town Clerk advised that Officers would look into the issue and take action as appropriate.

C/2014/48

**Questions to the Mayor**

There were no questions for the Mayor.

Due to the confidential nature of the next business it was **RESOLVED** to go into Committee. Please see separate page.