

MINUTES of the **Adjourned Annual Meeting of Bodmin Town Council** held on Thursday 24 May 2018 at 6.00 p.m. in the Shire House Suite, Bodmin

PRESENT: The Mayor, Councillor S H Kinsman, presiding, together with Councillors E M Ahearn, J A Bassett, P Brown, P T Cooper, A J Coppin (arrived 6.30 p.m. and during item C/2018/084), L L Frost, J Gammon (left at 9.38 p.m. and from item C/2018/119), D A Henderson, J R Gibbs, A M Kerridge, K J Phillips (arrived 6.10 p.m. and from item C/2018/080) L F Sanders (left at 7.28 p.m. and from item C/2018/089), P L G Skea.

IN ATTENDANCE: Mrs A Banks (Responsible Finance Officer) and Mrs B Briggs (Senior Admin Assistant).

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES

The Chairman advised that the Town Clerk would not be in attendance.

Apologies had been received from Councillors J P Cooper and K W Stubbs. Councillor A J Coppin had advised he would be arriving late given work commitments.

A member of the public noted that the annual Committee calendar on the Council's website stated that the meeting would start at 6.30 p.m. but it was confirmed that the agenda circulated before the meeting stated 6.00 p.m.

The Chairman introduced Katie Orme from NatWest bank to the meeting.

C/2018/079 Declarations of Interest

There were no Declarations of Interest.

C/2018/080 Presentation by Ms Katie Orme, Community Banker for Nat West.

Ms Orme introduced herself and explained that her role is similar to that of a traditional Bank Manager. She had responsibility for helping and supporting customers following branch closures, and also helping in the wider community. This community engagement involved holding 'money sense' workshops for 5-18 year olds, discussing saving versus spending and also, for older youths, discussing mobile phone payment plans, direct debits and even CV writing and job-related skills. Another role was to give presentations on digital safety as this is an increasing risk for everyone.

Ms Orme noted that she is holding drop-in sessions every Tuesday afternoon from 1.00-4.00 p.m. at Costa Coffee in Bodmin, where people can speak to her about queries, she can provide back-and-forth discussion with the nearest branch as necessary to save customers a trip, and also help customers with alternative ways to bank, other than going into their nearest branch.

Ms Orme outlined that, following the Bodmin branch closure, there was the option of paying in cash and cheques at the Post Office, and also withdrawing cash up to the standard ATM withdrawal limit. Other options for day-to-day banking include online and telephone banking.

Ms Orme also noted that there was a mobile branch facility available in the car park behind Shire Hall from 3.00-3.45 p.m. on a Monday afternoon.

Councillor K J Phillips arrived at 6.10 p.m.

It was noted by Members that it was disappointing to see the branch close. Ms Orme responded that she understood people feeling this way, and reiterated that the nearest branch would be in St Austell, but that there were now a number of different ways of banking, and branches cannot be sustained without adequate footfall / use.

It was queried as to how long the drop-in sessions would continue. Ms Orme responded to confirm that there was no end date in mind, but that they would not necessarily continue in the same location, which is why she was making sure to provide her contact details. She handed leaflets containing her contact information to all present.

C/2018/081

Public representation session

There were three members of the public present. The Chairman welcomed them to the meeting, and asked Members and Officers to introduce themselves and the Chairman invited any questions.

A member of the public introduced herself and stated that she was there to speak in relation to item C/2018/115 on the agenda regarding potential rental of Narisa Hall. The Chairman advised that this item was being taken in the confidential section of the meeting.

The member of the public noted that she had previously contacted Councillor L L Frost via LinkedIn to seek his advice in his capacity as a Cornwall Councillor. She explained that she has a background as a Marketing Manager, and was currently working in Account Management, and that her husband was a trained Barista and also held qualifications in Early Years Foundation Stage (EYFS) and Forest School. She explained that they were interested in taking on Narisa Hall and making it into a Community Café. She hoped that Members would like their proposal.

A member of the public then raised the issue of the town losing another cashpoint and the proposal to pedestrianise Fore Street, an issue he felt was not widely publicised enough. He felt that there would be an increasing problem of drivers parking their cars on the corner of Turf Street and Fore Street, near the taxi rank, as people would rather do this than drive out to the cash machines located at the supermarkets on the outskirts of town. He felt that there was already a problem of people parking on curbs causing a risk to pedestrians and he would like this issue to be taken into account, with the possibility of parking being restricted.

Councillor L L Frost responded to advise that the Highways Agency, Cornwall Council's Parking Enforcement Team and the police had all been consulted on this issue. He advised that a Parking Enforcement Officer can only enforce a penalty if the driver is obstructing a pavement and that the police require proof that the vehicle is blocking a pedestrian. Due to staffing levels, this is not a matter of priority for the police. Councillor Frost noted that putting up bollards or a blanket ban on parking in the town centre, other than in lined bays, were possibilities being investigated.

The same member of the public then wished to enquire as to whether there had been any progress with an independent audit of the roadwork scheme, now that it is 12 months since completion.

The Chairman noted that this item was to be discussed later on the agenda under item C/2018/101 when next steps would be considered. She also noted that a safety audit was also to be conducted and that this would be made public. Anecdotal evidence suggested that traffic has slowed down and reduced and that more churchgoers were walking to St Petroc's church on a Sunday. But it was agreed that this was hard to measure, and the member of the public felt that the benefits may be better from a driver's point of view and he would like to know more about the outcomes for pedestrians.

C/2018/082 **To consider and, if approved, adopt the Minutes of the Full Council meeting held on 22 March 2018**

The minutes of the Full Council meeting held on 22 March 2018 were approved and passed for signing.

As a matter of accuracy it was noted that, under item C/2018/046 c) third paragraph, the wording be changed from "...the Town Clerk would put advise..." to "...the Town Clerk would advise..."

C/2018/083 **To consider and, if approved, adopt the Minutes of the Special Council meeting held on 26 April 2018**

The minutes of the Full Council meeting held on 22 March 2018 were approved and passed for signing.

Councillors K J Phillips and J Gammon abstained from voting on this item.

C/2018/084 **To appoint Chairmen of the following Standing Committees:**

Councillor A J Coppin arrived at 6.30 p.m.

Following discussion, it was **AGREED** that the Chairmen of the Standing Committees would be as follows:

- a) **Finance, Staffing and Performance Management**, Councillor A M Kerridge
- b) **Policy**, Councillor J Gammon
- c) **Planning**, Councillor A J Coppin
- d) **Properties**, Councillor L L Frost
- e) **Promotions**, Councillor P L G Skea

C/2018/085 **To appoint Members which will include the Chairmen appointed at item C/2018/085 above and the Mayor as Ex-officio to serve on the following Committees:**

- **Finance, Staffing and Performance Management (8 Committee Members plus Mayor as Ex-Officio with a quorum of 5)** – P Brown, P T Cooper, A J Coppin, L L Frost, J Gammon, A M Kerridge (Chairman), S H Kinsman (as Ex-Officio), P L G Skea and K W Stubbs
- **Policy Committee (8 Committee Members plus Mayor as Ex-Officio with a quorum of 3)** – E M Ahearn, J A Bassett, J P Cooper, L L Frost, J Gammon (Chairman), J R Gibbs, D A Henderson, S H Kinsman (as Ex-

Officio) and L F Sanders.

- **Planning Committee (8 Committee Members plus Mayor as Ex-Officio with a quorum of 3)** – J A Bassett, P Brown, J P Cooper, A J Coppin (Chairman), J R Gibbs, S H Kinsman (as Ex-Officio), L F Sanders, P L G Skea and K W Stubbs.
- **Properties Committee (8 Committee Members plus Mayor as Ex-Officio with a quorum of 3)** – P Brown, J P Cooper, P T Cooper, L L Frost (Chairman), D A Henderson, A M Kerridge, S H Kinsman (as Ex-Officio), K J Phillips and K W Stubbs.
- **Promotions Committee (8 Committee Members plus Mayor as Ex-Officio with a quorum of 3)** – J A Bassett, J P Cooper, J Gammon, J R Gibbs, D A Henderson, A M Kerridge, S H Kinsman (as Ex-Officio) and P L G Skea (Chairman). There remains one vacant position on this Committee.

C/2018/86

To appoint Members to serve on the following Sub-Committee:

- **Museum Committee (Sub-Committee of Properties)**
Councillor K W Stubbs (Representative)
Councillor A M Kerridge (Deputy Representative)

C/2018/87

To confirm that the Mayor and Deputy Mayor and one other Councillor with the Town Clerk are authorised to consider appeals against the issue of Excess Charge Tickets relating to the Priory and Rhind Street Car Parks.

It was **AGREED** to confirm that the Mayor or, in her absence, the Deputy Mayor and one other Councillor, together with the Town Clerk, are authorised to consider appeals against the issue of Excess Charge Tickets relating to the Priory and Rhind Street Car Parks.

C/2018/88

To appoint one representative with a deputy for the Cornwall Association of Local Councils (CALC) – to include acting as representatives to the CALC Larger Local Councils Committee

It was **AGREED** that Councillor J Gammon and Councillor J A Bassett (deputy) act as representatives for the Cornwall Association of Local Councils.

C/2018/89

General Data Protection Regulations (GDPR) – to agree and if appropriate adopt the following policy documents:

- a) **Privacy Notice – Staff and Councillors**
- b) **General Privacy Notice**
- c) **GDPR Consent Form**
- d) **GDPR Data Breach Reporting Form**

The RFO was asked whether each Councillor was registered as a data controller. The RFO responded to confirm that each Councillor would need to register, but needed to first attend an appropriate training course which the Executive Assistant was in the process of arranging. It was noted that GDPR would come into force the day following the present meeting and it was enquired as to what the Council is doing in this regard in the meantime.

Councillor J Gammon commented that, as a Cornwall Councillor, she had been advised at her training that every member should be registered without delay, and that this could possibly be done centrally by Officers. The RFO noted that the risk currently lies with Council at the current time, and that this risk will transfer to Members when each Member registers. The importance was noted of any leak being the responsibility of that particular Member and that it should not land with Officers.

The Chairman and the RFO responded that they would look into this the following morning and that the RFO would consult Mr Simon Mansell, Cornwall Council's Monitoring Officer, as to the best way to proceed.

The Chairman noted an amendment to the Privacy Notice for Staff and Councillors, the paragraph under the heading 'How long do we keep your data' on page 6. She commented that she understood the advice to be that no records should be kept permanently, so she would recommend a change to the wording from: "*We will keep some records permanently if we are legally required to do so*" to "*We will keep records in line with our retention periods*".

The RFO commented that staff are currently working on a Data Retention Policy and noted that any information which shouldn't be held in the Council offices would be passed to the Cornwall Archive where appropriate.

The RFO also noted that the General Privacy Notice may be adapted for use with other companies the Council are in partnership with.

The Chairman reiterated the need to be cautious when sending emails from abroad, as anything sent from, or routed via, locations outside the EU may not be protected under GDPR.

Following discussion, it was **AGREED** to adopt the GDPR policy documents, with the amendment outlined above.

In relation to item C/2018/090 below, Councillor L F Sanders noted that she wished to be considered for both the Bodmin Community Network Panel and the Camel Trail Partnership before leaving the meeting at 7.28 p.m.

C/2018/90

To appoint representatives to the following outside bodies / organisations:

Better Bodmin: Councillors P Brown, P T Cooper and K J Phillips

Bodmin Community Network Area: Councillors J A Bassett, P Brown, J P Cooper, A M Kerridge, S H Kinsman (Voting representative) and L F Sanders

Bodmin Chamber of Commerce: Councillor K J Phillips

Bodmin Relief in Need (BRIN): Councillors A M Kerridge, S H Kinsman, K W Stubbs

Bodmin Place Shaping Forum: Councillor A M Kerridge

Safer Bodmin – Safer Cornwall: Councillor P T Cooper

Bodmin Joint St Piran's Committee: Councillors A J Coppin and P L G Skea

Bodmin Christmas Lights Committee: Councillors P Brown, P T Cooper, J A Bassett, L L Frost and P L G Skea

Bodmin Riding & Heritage: Councillors L L Frost, D A Henderson, K J Phillips and P L G Skea

Camel Trail Partnership: Councillors E M Ahearn, J P Cooper, P T Cooper, D A Henderson, L F Sanders and P L G Skea

St Lawrence's Church Trustees: Councillors A J Coppin and J Gammon

French Twinning: Councillors P Brown and K J Phillips

Grass Valley Twinning: Councillors P T Cooper and K W Stubbs

German Twinning: Councillor A J Coppin

C/2018/91

To confirm that the Planning Committee has executive powers to make representations on development control, forward planning, highways and transportation matters, and licensing matters.

Following discussion, it was **RESOLVED** to confirm that the Planning Committee has executive powers to make representations on development control, forward planning, highways and transportation matters and licensing matters.

C/2018/92

To review the monetary values assigned to Financial Regulations 3.5, 5.5(a), 6.3, 9.4, 10.3, 11.1(b)(i), 11.1(b)(ii), 11.1(b)(iii), 11.1(b)(iv), 11.1(g), 11.1(l)

Following discussion, it was **RESOLVED** to agree the Monetary Values as set out on the paper which had been circulated to Members.

C/2018/93

To consider and, if approved, adopt the Minutes of the Planning Committee Meetings held on 21 March 2018, 4 April 2018, 18 April 2018, 2 May 2018 and 16 May 2018

Councillor A J Coppin expressed his thanks to Councillor K J Phillips for stepping in as Chair for the 4 and 18 April meetings due to the absence of the Chair and Vice-Chair at these meetings.

The Minutes of the Planning Committee Meeting held on 21 March 2018 were approved and passed for signing.

Councillor P T Cooper abstained from voting on this item.

The Minutes of the Planning Committee Meeting held on 4 April 2018 were approved and passed for signing.

Councillor P T Cooper abstained from voting on this item.

The Minutes of the Planning Committee Meeting held on 18 April 2018 were approved and passed for signing.

Councillor P T Cooper abstained from voting on this item.

These minutes were approved by Full Council on 19 July 2018

The Minutes of the Planning Committee Meeting held on 2 May 2018 were approved and passed for signing.

The Minutes of the Planning Committee Meeting held on 16 May 2018 were approved and passed for signing.

Councillors P Brown and K J Phillips abstained from voting on this item.

C/2018/94

To consider and, if approved, adopt the Minutes of the Special Planning Committee Meeting held on 14 May 2018

The Chairman noted that these minutes were not available at the time of the present meeting, and would be brought to the next Full Council meeting on 19 July 2018.

C/2018/95

To consider and, if approved, adopt the Minutes of the Properties Committee meeting held on 5 April 2018

The Minutes of the Properties Committee Meeting held on 5 April 2018 were approved and passed for signing.

C/2018/96

To consider and, if approved, adopt the Minutes of the Finance, Staffing & Performance Management Committee meeting held on 19 April 2018

The Minutes of the Finance, Staffing & Performance Management Committee meeting held on 19 April 2018 were approved and passed for signing.

Matters arising:

Page 7, item FSPM/2018/037 – Hire Charges Working Party notes from meeting held on 10 April 2018

Councillor L L Frost expressed his strong objection to the set of charges agreed at Committee of free use for local charities and community groups, £30.00 for national charities and £90.00 for commercial organisations.

He proposed that the original set of charges, of £30.00 for local and national charities and community groups and £90.00 for commercial organisations, as agreed and put forward by the Hire Charges Working Party at their meeting on 10 April 2018, be adopted.

Councillor K J Phillips noted that the reason this issue had been raised at Committee was that it was felt that the local electorate should have free use, as they already pay their precept, so it did not seem appropriate to charge them again.

Councillor Frost responded that he felt that the amended set of charges, as agreed by Committee, was actually discriminatory against certain tax payers of the town as they also pay their precept but are penalised because their interests lie with a national, rather than a local, charity. It did not seem fair to him that local residents be discriminated against in this way. He noted that, from feedback he had received, local groups had not stated that they wished to have free use, just that there be a fair playing field allowing affordable access to these facilities.

Following discussion, it was **AGREED** to adopt the original set of hire charges of

£30.00 for all local and national charities and community groups and £90.00 for commercial organisations with immediate effect.

The voting pattern was 6 votes for, with 6 against. The Chairman used her casting vote in favour of adopting the original set of hire charges.

C/2018/097 **To consider and, if approved, adopt the Minutes of the Promotions Committee meeting held on 26 April 2018**

The Minutes of the Promotions Committee Meeting held on 26 April 2018 were approved and passed for signing.

C/2018/098 **Accounts for Year Ending 31 March 2018 – to note that the Statement of Accounts will be reported in detail to the FS&PM Meeting on 21 June 2018 and that an Extra-Ordinary Council Meeting, to approve the Statement of Accounts, will be held immediately following the FS&PM Meeting**

This item was noted.

C/2018/099 **St Petroc's Church Donation for Mayor Choosing – Council to give consideration to a donation, if appropriate**

Councillor J A Bassett declared a Non-Registerable Interest in this item due to her involvement with St Petroc's Church, and left the meeting at 8.22 p.m.

Following discussion, it was **AGREED** to provide a donation of £250.00 as per the previous year.

Councillor Bassett returned to the meeting at 8.23 p.m.

C/2018/100 **To consider and, if appropriate, pass for payment the Schedule of Accounts for May 2018 (to follow)**

The cost of the minute books listed on page 3 was queried. The RFO confirmed that these are specialist lockable folders to store the versions of record of all Committee and Council agenda packs.

The figure payable to Stephens Scown on page 4 was queried, and a breakdown of costs between the two listed items was requested. The RFO responded that the cost of the draft lease for St Lawrence's Chapel was £303.60, and the cost for the sale of the Public Rooms was £530.40.

The requirement to purchase compost, as itemised on page 2, was queried. Councillor Frost commented that the Parks Team does not currently have the capacity to make their own compost due to not having an appropriate unit, and that the task of inviting quotes to build a composting unit was on the list of tasks for the Properties Committee to progress.

The Schedule of Accounts for May 2018 was approved and passed for signing from payment ref 4300000730 to 4300000799 and cheque numbers 0000124145 to 0000124146 in the sum of £150,211.82.

C/2018/101 **Risk Management Update**

The BTC Project Risks scoring 11 or higher was circulated with the agenda and

was noted.

C/2018/102

Bodmin Growth Deal responses following letter to local business and other relevant stakeholders

A copy of the original letter sent by the Mayor to local businesses was circulated with the agenda, and a list of the businesses the letter was sent to was shared by the Mayor in the meeting.

A copy of the email response received from The Lighthouse was circulated with the agenda, and a letter from a concerned resident living on Beech Drive, Bodmin, was shared during the meeting.

In response to the comments in The Lighthouse's email regarding the installation of sculptures in Church Square or Honey Street, Councillor L L Frost commented that Sustrans are arranging for a sculpture to be erected, and that there is a planning application currently underway for a mural on the side of the Chapter 8 Coffee shop. The Chairman noted that she would take this information back to the interested parties.

There then followed a discussion about the requirement for a review of the road works now that 12 months has passed, with some Members feeling that the Council had a moral obligation to review the impact of the road works.

Due to the low level of responses to the Mayor's letter which was sent to a number of stakeholders and those most directly affected, there was discussion around the form this review should take. It was suggested that a roundtable meeting of interested parties would be the best way forward and that, amongst others, the emergency services, Cormac, iSight, Bodmin Chamber of Commerce and St Petroc's Church all be invited, along with those who had written to the Council in this regard.

Following discussion, it was **AGREED** that Councillor P Brown would take the lead on organising this review / meeting. Councillor L L Frost offered his assistance should it be required.

C/2018/103

To consider a request from the Rotary Club of Bodmin to light a beacon on Remembrance Day at Bodmin Beacon

A copy of 'Battle's Over – A Nation's Tribute', outlining of the concept of the beacon lighting ceremony, was circulated with the agenda. The beacon would be lit at 7.00 p.m. on 11 November 2018 as part of a national remembrance event.

The Chairman noted that as the site is jointly managed with Cornwall Council, the advice and opinion was being sought from the Countryside Officer at Cornwall Council. Should the Rotary Club be given permission to go ahead with the erection of a Beacon, they were also requesting a contribution from the Council towards the cost of £360.00 plus VAT.

There was a discussion around the potential of this going ahead, as permission had not been granted for similar events in previous years due to the management plan for the site in line with the Higher Level Stewardship Agreement. However, it was noted that there is a significant difference between an open fire and a gas beacon and that the Rotary Club would be doing everything in its power to make the event as safe as possible.

The importance of publicising this event as a one-off was raised, with Members feeling that they would not want to see an event such as this encourage bonfires and campfires on the Beacon Nature Reserve. Therefore they felt it should be made very clear that this would be a one-off, well organised and marshalled event.

Following discussion, it was **AGREED** that, with the agreement of Cornwall Council and on the proviso that it be stated on publicity that this event is a one-off, permission be granted by the Council for the erection and lighting of a gas fired remembrance beacon on 11 November 2018.

The matter of a financial contribution towards the beacon's cost was then discussed. Councillor J Gammon stated that, should the Rotary Club be directed to contact her in her capacity as Cornwall Councillor, she would be happy to arrange a donation of £100.00.

Councillors P Brown and A M Kerridge stated that they would like to take their 2017-18 allowance to donate towards this fund.

The RFO then noted that, should it not be possible to hold the event on the Beacon, it would be prudent to agree delegated authority to Committee Chairmen to work towards an alternative location.

Following discussion, it was **AGREED** to delegate authority to Committee Chairs to work towards an alternative location for the beacon lighting ceremony as necessary.

C/2018/104 **Any important item of correspondence which the Mayor considers appropriate**

There were no items of correspondence.

C/2018/105 **West Cornwall CCTV Management Group Annual Report 2017/18**

A copy of the report was circulated with the agenda and noted.

Councillor P L G Skea commented that any Member wishing to raise any matters at the next CCTV meeting on 24 July should contact him in advance of that meeting.

C/2018/106 **Safer Bodmin**

a) Network Area Community Profile

The minutes of this meeting were circulated with the agenda and were noted.

b) Request to use Shire House Suite for Safer Bodmin meetings

The RFO noted that this request to use the Shire House Suite free of charge related to two meetings initially, with the first to take place in June.

Following discussion, it was **AGREED** to provide free of charge use of the Shire House Suite for the next two meetings of Safer Bodmin.

C/2018/107 **Bodmin Community Network Panel minutes from meetings held on 10 January 2018 and 11 April 2018**

Copies of both sets of minutes were circulated with the agenda and were noted.

C/2018/108 **Cornwall Association of Local Councils (CALC) – Larger Local Councils Committee Meeting held on 24 January 2018**

A copy of the minutes was circulated with the agenda and was noted.

C/2018/109 **Bodmin Place-Shaping Forum notes from meeting held on 23 April 2018**

A copy of the notes was circulated with the agenda.

The Chairman was pleased to note the possibility of the Feast of Bodmin Food Festival being sited on Dennison Road car park. It was also noted that Members could, at a future meeting, consider the possibility of starting a survey seeking residents' thoughts as to what they uses they might like to see from the car park.

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