

MINUTES of the Meeting of **Bodmin Town Council** held on Thursday 19 July 2018 at 6.30 p.m. in the Shire House Suite, Shire House, Bodmin

PRESENT: The Mayor, Councillor S H Kinsman, presiding, together with Councillors E M Ahearn, P Brown, J P Cooper, P T Cooper, J R Gibbs, D A Henderson, A M Kerridge, K J Phillips, L F Sanders, P L G Skea and K W Stubbs.

IN ATTENDANCE: Mr S Facer (Town Clerk), Mrs A Banks (Responsible Finance Officer (RFO)), Mr R Davies (Parks and Open Spaces Manager (POSM)) and Mrs Beth Briggs (Senior Admin Assistant).

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

The Mayor announced that item C/2018/154 was to be deferred awaiting additional information.

Apologies had been received from Councillor J A Bassett, A J Coppin, L L Frost and J Gammon.

C/2018/130 Declarations of Interest

Councillor J P Cooper declared Non-Registerable interests in the following items: C/2018/154 – Code of Conduct - as the complainant to the Monitoring Officer in this matter. Item C/2018/164 – St. Lawrence's Church Lease - due to a family connection.

Council P T Cooper declared a Non-Registerable interest in item C/2018/164 – St. Lawrence's Church Lease - due to a family connection.

C/2018/131 Public representation session

The Chairman welcomed the public and outlined the procedure for the public representation session, noting that 5 minutes per speaker is allocated, with a maximum total of 15 minutes for this agenda item which she noted could be extended as necessary.

The first member of the public was concerned with the proposed development of Halgavor Moor. She felt that discussions had been underway between Cornwall Council and the developers for so long it appeared that the development was a 'done deal'. She referred to a letter she had received that day (and subsequently forwarded to Bodmin Town Council) from the Inspectors which related to further clarification required on some sites, including Halgavor Moor in Bodmin. The clarification in the letter related to the sub-division of the Bd-UE2 site in terms of delivering the allocated housing. She noted that she wished the Cornwall Councillors on Bodmin Town Council to ensure that planning policy is followed to the letter. She also felt that the community may have been allowed more input should a Neighbourhood Plan be in place and felt that, since the Inspector asked whether Bodmin had a Neighbourhood Plan, it must carry some weight.

The Chairman responded to reiterate that Bodmin Town Council is not a decision maker in the planning process, but a statutory consultee. As such, any decisions made on Halgavor Moor and other allocated sites would ultimately not be down the Town Council. She urged members of the public to direct their comments and concerns to their Cornwall Councillors. She also commented that there was an item later on the agenda regarding the Council's aims and objectives, and should this be agreed at the meeting, investigation into the production of a Neighbourhood Plan would form part of these objectives. She noted that Councillor J Cooper had already been researching neighbourhood planning and would be reporting back at a future meeting. Councillor Cooper encouraged members of the public to forward comments to his email address, which can be found on the Council website.

A second member of the public then spoke to confirm her support for the first member of the public, and more specifically that her concerns were around the ecological impact, possible flooding and wildlife. The Chairman commented that no planning application had yet been received and that as part of the recent Inspector's Note environmental impact assessments were recommended to be carried out by Cornwall Council. The Chairman reiterated that, at this point, nothing has been decided. The member of the public then queried why there were plans with a developers name already printed on them if nothing has been decided. It was suggested that the developer may have bought an option on the land, but this did not constitute permission to build as a planning application was still necessary. Developers were also at liberty to produce any documents prior to any planning application.

Another member of the public questioned whether there was anything either the Council or residents could do from a legal standpoint with the aim of halting the development. The Chairman responded that, as a consultee, the Council were not in a position to make a challenge or offer any advice on this matter, and this is something residents would need to seek their own independent legal advice on, and take up with Cornwall Council directly. Councillor J Cooper reiterated to the members of the public that their efforts appeared to have made a difference as the Inspectors had noted their concerns, and encouraged them to continue with their efforts.

A member of the public who resides on Lostwithiel Road voiced his concerns regarding a proposed roundabout that he felt would be within the safe limits of his driveway and potentially affect his business. He stated that he did not get the chance to feed this to the Inspectorate as he was not aware of the opportunity, but that he would be objecting to the Department of Transport regarding the matter. The Chairman noted that every Committee and Full Council meeting has a public representation session and that he would therefore have the opportunity to attend any future planning meetings which might be relevant. The Chairman also suggested that he link with the member of the public to speak first at the current meeting, in order to unify efforts.

Councillor P Brown appreciated the public attending the current meeting but felt that, in order for their concerns to be heard, mass protest on a larger scale might have more impact. He acknowledged the concerns around the lack of industry to provide jobs to accommodate the increase in housing numbers, and encouraged the members present to continue to voice their concerns.

Another member of the public then wished to discuss the proposed development at Westheath Road and whether this site had actually been allocated. It was clarified that this site was not included originally in the Site Allocations DPD, albeit that it had now been included by Cornwall Council in response to the Inspector's Note to ameliorate concerns regarding the delivery of 3,100 homes over the plan period. Councillor J Cooper spoke to say that representatives of the developers of this site had attended the Planning Committee meeting the previous day and that they had been questioned robustly by Councillors and members of the public at that meeting. He commented that they would keep up with this pressure, but noted that it was important to engage with the developers in order to be consulted and play a part in the process.

A member of the public enquired as to how they could best stay informed about the progress on these matters and that she checks the Council website every week and didn't feel that she always found the information, and wouldn't want to come to every meeting. The Chairman responded to confirm that there is a meeting calendar on the website for the rest of the year and that, around a week

before each meeting, the agenda and associated paperwork is published on the website. She noted that the Council are aiming to make the agendas more informative in order that the Council's business is clearer and contain more description regarding each item.

Councillor J Cooper noted that, as things move forward with developments, there is the option in the planning portal on the Cornwall Council website to register your interest in a development area in order to receive any updates on progress within this area of interest. He also noted that there are Cornwall Council Strategic Planning Committee and Sub-Committee meetings, for which the agendas are made available on the Cornwall Council website.

It was then raised by a member of the public that the Cornwall Councillor representatives on Bodmin Town Council were not present at the meeting and she felt it was important that they should be available to address the concerns of residents on CC matters. The Chairman responded that, at the present meeting, these Members would be attending as Town Councillors rather than Cornwall Councillors, so would be answering questions in that capacity. Councillor J P Cooper advised that members of the electorate are within their rights to write to their CC representative asking to meet with them on matters of concern.

Councillor P Cooper suggested to those members of the public attending the present meeting with concerns about the housing developments that they may wish to exchange contact information before leaving.

There being no further items for discussion from the public, the Mayor closed the Public Representation session but invited members of the public to remain for the duration of the public meeting.

C/2018/132

To consider and, if approved, adopt the Minutes of the Annual Council Meeting held on 17 May 2018

As a matter of accuracy the Town Clerk noted that, on page 1, the following correction needed to be made:

The word 'interim' to be inserted before the words 'Town Sergeant' to read: 'Mr P Wrixon was proposed and unanimously **AGREED** as interim Town Sergeant for the ensuing year.'

The Minutes of the Annual Council meeting held on 17 May 2018 were approved and passed for signing.

C/2018/133

To consider and, if approved, adopt the Minutes of the Annual Adjourned Council Meeting held on 24 May 2018

The Minutes of the Annual Adjourned Council Meeting held on 24 May 2018 were approved and passed for signing.

Councillor J P Cooper abstained from voting on this item.

Matters arising:

Page 4 – C/2018/89 – GDPR

The Town Clerk provided an update on the question raised as to whether the Council should register each Councillor with the Information Commissioners Officer as a data controller. He reported that the RFO had queried this with the Monitoring Officer who had provided the following advice and guidance:

“Cornwall Councillors have been registered with the ICO for a long time, but this is not the case for Town and Parish Councillors.

There is a case going before the courts on 24 September 2018 that concerns a District Councillor processing data without being registered as a data controller. The advice is to wait until the outcome of this case is known before registering any Councillors. CAL and NALC are also watching this case with interest before issuing further guidance.”

The Town Clerk noted that this information was emailed to Councillors on 25 May 2018.

Page 9 – C/2018/102: Bodmin Growth Deal

The Town Clerk noted that, in liaison with Councillor P Brown, this item has been deferred for an update report to the September Council meeting, which may well be a better alignment with the one year anniversary of the scheme implementation.

Page 9 – C/2018/103: Rotary Club of Bodmin Beacon Lighting

The current position is that, due to costs, the Rotary Club would like to erect a traditional bonfire on the Beacon and not a gas fired remembrance beacon as previously reported.

In discussion with the Rotary representative, an alternative site in Priory Park was discussed as it was a town centre location which would be easier for pedestrians to access, has more parking compared to the Beacon which would assist any less abled spectators as they could choose to view the remembrance bonfire from the Priory II Car Park. The location for the bonfire would be the same location as the firework event bonfire which might generate larger crowds at this venue and could lead to some improved benefits to local traders through opportunity for evening economy. Public toilets could be locked later to assist with the event.

The Town Clerk noted that a number of disadvantages with the Beacon site had been identified, such as the following:

- Limited onsite parking
- No public toilets
- Habitat management issues with an open bonfire (previous request have been denied on this basis)
- Potential reduction in visitor numbers compared to a town centre location
- Loading/access issues

The Chairman commented that she felt the Priory location appeared to be a good solution. She noted that the initial idea was based around a line of beacons across the county all being visible to each other, but that this was not possible due to the number of beacons, so visibility of the beacon at distance was no longer the priority.

The Town Clerk reported that the Rotary Club would be reporting further information in time for the next Remembrance 100 meeting on Tuesday 28 August 2018.

Page 11 – C/2018/109 – Place Shaping: 10 July email from Community Network Manager

The Town Clerk reported that the following information had been received:

“Following on from discussions with senior managers and Bodmin Divisional members it had been decided that we will be recreating the Bodmin Coordination Group that many of you attended previously, but this time we will launch this under the new title of Bodmin Strategic Place Shaping Group. The aim of this group will be to consider all work streams that relate to Bodmin and to share progress and updates in order that it will help us to coordinate our activity, and better plan together for future delivery.”

The Town Clerk noted that, as and when more information was received, it would be circulated.

C/2018/134

To consider and, if approved, adopt the Special Planning Committee Minutes of 14 May 2018 and the Minutes of the Planning Committee Meetings held on 6 June, 20 June and 4 July 2018 (copies enclosed) and 18 July 2018

Special Planning Committee Minutes of 14 May 2018

The Minutes of the Special Planning Committee meeting held on 14 May 2018 were approved and passed for signing.

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

Minutes of the Planning Committee Meetings held on 6 June 2018

The Minutes of the Planning Committee meeting held on 6 June 2018 were approved and passed for signing.

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

Minutes of the Planning Committee Meetings held on 20 June 2018

The Minutes of the Planning Committee meeting held on 20 June 2018 were approved and passed for signing.

Matters arising

Page 5 – P/2018/156 – PA18/05222: Bodmin Jail

The Town Clerk reported that the Cornwall Council case officer had responded, further to the comments submitted following the Planning Committee meeting, to advise the following:

“I hope it will reassure the Town Council to know that the Jail have undertaken a PPA (a Planning Performance agreement) with the Council to enable both myself and the Councils Conservation Officer to undertake frequent site visits to the jail to ensure the development is being carried out appropriately, discuss any issues which arise as the survey work and contractors progress and to discuss details required to discharge the various planning conditions. The specialist team the jail have working for them are very experienced and are engaging proactively with us at this time. As such we were aware of the proposed amendments and the reasons for the required changes prior to the submission of the application.

I attended a site visit with our Conservation Officer (CO) this week and reviewed the proposals with the Jails team and following that meeting the CO has

These minutes were approved by Full Council on 20 September 2018

commented that “the proposed amendments are considered acceptable”.

In regards to Historic England, they have stated that they have “no objection to the proposed additional works as outlined in this application, on heritage grounds. We consider that the application meets the requirements of the NPPF, and is reasonable and justified in particular in light of the application representing minor changes to an already consented scheme”. The only minor element they did query was in connection to a door in the gatehouse however this was a simple error of misreading the plans on their part.”

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

Minutes of the Planning Committee Meetings held on 4 July 2018

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

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

Minutes of the Planning Committee Meetings held on 18 July 2018

The Chairman noted that the minutes related to a meeting that had taken place the day before the present meeting and allowed Councillors a few minutes to review.

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

Matters arising

P/2018/190 – Fore Street and Lower Bore Street road closure

Councillor P Brown requested clarification on the times of this proposed road closure, and he felt that residents believed this closure would be in force 24 hours a day, rather than from 8.00 a.m. to 7.00 p.m. as stated in the notice. The Town Clerk responded to confirm he had not heard any different to the information in the closure notice, but could certainly check.

Councillors J P Cooper, P T Cooper and K J Phillips abstained from voting on this item.

C/2018/135

To consider and, if approved, adopt the Minutes of the Policy Committee Meeting held on 7 June 2018

To note that the following policy documents were adopted by Council with the approval and adoption of these Minutes (copies enclosed):

- a) Document Retention Policy
- b) Data Protection Policy
- c) Alcohol & Drugs Policy
- d) Anti-Bullying & Harassment Policy
- e) Safeguarding Policy
- f) Training & Development Policy
- g) Confidential Reporting (Whistleblowing) Policy
- h) Working Party Terms of Reference

As a matter of accuracy, within the Working Party Terms of Reference (page 1,

point 1: Membership), Councillor J P Cooper requested that the word 'co-opted' be added to the second sentence, in line with Standing Orders, so that it would read:

"Membership can, in certain circumstances, include co-opted members of the public..."

The Town Clerk confirmed that he would check the wording to ensure it aligned with Standing Orders and that, as long as Members were happy with the minor amendment to be made after the meeting, these could still be adopted.

The Minutes of the Policy Committee Meeting held on 7 June 2018 were approved and passed for signing with the minor amendment for accuracy as per above.

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

C/2018/136

To consider and, if approved, adopt the Minutes of the Finance, Staffing & Performance Management Committee Meeting held on 21 June 2018

The Minutes of the Finance, Staffing & Performance Management Committee Meeting held on 21 June 2018 were approved and passed for signing.

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

C/2018/137

To consider and, if approved, adopt the Minutes of the Special Council Meeting held on 21 June 2018

To consider and, if approved, adopt the Minutes of the Special Council Meeting held on 21 June 2018 were approved and passed for signing.

Councillors P Brown, D A Henderson and K J Phillips abstained from voting on this item.

C/2018/138

To consider and, if approved, adopt the Minutes of the Special Council Meeting held on 25 June 2018

The Minutes of the Special Council Meeting held on 25 June 2018 were approved and passed for signing.

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

C/2018/139

To consider and, if approved, adopt the Minutes of the Properties Committee Meeting held on 28 June 2018

The Minutes of the Properties Committee Meeting held on 28 June 2018 were approved and passed for signing.

Matters arising:

Page 4 – Item PP/2018/57: Removal of spoil from New Cemetery

The POSM reported that, following the meeting, he had made contact with Cormac as directed, who had been able to provide a quotation of £1,207.50.00 (reducing to £857.50 if the Parks Team were to use their own machinery).

In line with the Properties Committee Minute PP/2018/57, it was **AGREED** that the Parks and Open Spaces Manager (POSM) instruct Cormac to carry out this testing work at a cost of £857.50 plus VAT given the savings that could be achieved.

Members thanked the POSM for his efforts.

Councillor L F Sanders abstained from voting on this item.

C/2018/140

Bodmin Town Council Hire Charges – to note the hire charges which have been agreed for Mount Folly, Narisa Lawn, Priory Lawn & Priory Car Park

Due to some previous confusion surrounding the agreement of this set of hire charges, having been discussed at a number of previous meetings, the Town Clerk wished to summarise the agreed charges within a final document.

There was some discussion to confirm that all four of the recommendations in the notes from the Hire Charges Working Party from 10 April 2018 had been voted on and ratified, and the Town Clerk confirmed that they had, at the FS&PM Committee meeting on 19 April 2018 (item C/2018/037 refers).

This document was agreed and the hire charges noted.

C/2018/141

To appoint and fill the vacancy on the Promotions Committee

Following discussion, it was **AGREED** that Councillor K J Phillips be appointed to fill the vacancy on the Promotions Committee.

C/2018/142

To appoint a representative to West Cornwall CCTV Management Group

Following discussion, it was **AGREED** that Councillor P L G Skea be appointed as representative to West Cornwall CCTV Management Group.

It was further **AGREED** that Councillor P T Cooper be appointed as deputy representative to West Cornwall CCTV Management Group.

C/2018/143

To review and, if appropriate, agree Bodmin Town Council's Aims and Objectives

Two documents were circulated during the meeting, following the Aims & Objectives meeting the previous week, which finalised the Council's strategic objectives for the remainder of the current term of office (to 2021).

The first was an A4 sheet intended to be the 'public facing' document, setting out clearly the Council's aims and objectives. The Chairman explained that, on the Council's new website, this was intended to form a webpage where each of the green boxes (each containing one of the Council's objectives) would be a hyperlink and a member of the public could click on each one to get more information about that objective.

The second was an A3 sheet containing more detail compared to the A4 sheet, intended for use as a working document for Councillors and Officers, containing a combination of strategic and operational aims. The Chairman confirmed when questioned that all the points contained within previous iterations of this document were still all included, the document had simply been reworded and

reconfigured to be more visual and easier to follow.

The Chairman noted that, at the previous meeting, a mission statement had not been agreed. There was some discussion around the purpose and appropriate length of a mission statement, and the difference between a mission statement and a 'vision' with some feeling that these were distinct from each other, and others feeling that one simple, repeatable 'headline' was most appropriate.

The Chairman reminded Members of the three options, which had been presented at the Full Council meeting on 22 March 2018, but not agreed at that time (item C/2018/045 refers):

- a) "Investing in our community to improve Bodmin";
- b) "Administer, facilitate and support the growth and development of Bodmin for the benefit of the local community";
- c) "BTC will consistently strive to be a quality Council and it will be well run, engaged and accountable. It is committed to doing things well, taking every opportunity to improve".

Following discussion, it was **AGREED** to adopt option a) "Investing in our community to improve Bodmin" as the Council's mission statement. The voting pattern was 6 for, 5 against.

It was further **AGREED** that both documents be amended to reflect the agreed mission statement and that they be adopted (with the A4 sheet containing the strategic aims and the A3 document detailing the underlying objectives) as the Council's aims and objectives for the remainder of the Council's current term.

C/2018/144

Local Council Award Scheme – to consider a Bodmin Town Council application

Councillor D A Henderson reported that she had been looking into this scheme, run by NALC, and that she felt the Council does a lot of things well and that it should look to apply in order to promote its successes. She noted that there are three levels to the award and felt that the Council should aim to apply for the top level 'Quality Gold' accreditation.

The Town Clerk noted that the Council had achieved 'Quality' status under the previous 'Quality Council' scheme some years before. However, the Council had decided, as did a large number of other parish and town councils at that time, to not to apply to the new scheme due to the additional administrative burden that it created whilst not unlocking any access to grants or funding.

Councillor Henderson acknowledged that the new award would not open up access to funding but felt that accreditation would make the Council accountable in terms of the criteria to be eligible for the award. There was some concern around the increased workload the application and ongoing adherence to the criteria may have on staff. Councillor Henderson responded that she felt credit should go to Officers for all the good work they do, and rather than adding to workload, she felt this would be a good acknowledgement of all that they and Councillors are already doing. She commented that she would take the lead on this piece of work and could identify any gaps that may require Officer time.

The Chairman noted that there is a £50.00 registration fee, which would allow Council access to the most up to date information and support from NALC. There would then be a fee to apply for the award. Should Council then decide to submit an application for the award there would be a further £200.00 submission fee.

There was some question from some Members as to how beneficial this accreditation would be, and how well recognised it would be by the public. Other Members felt that this would show the Council is proactive and not happy to rest on its laurels, but strive to be better.

It was queried as to what would be involved in keeping the award once attained, and any ongoing costs/Officer time involved in revalidation. Councillor Henderson responded to confirm she was not yet aware of that information but would find out and report back to a future meeting.

Following discussion, it was **AGREED** that the Council registers for the award scheme at a cost of £50.00.

It was further **AGREED** that, following registration, Councillor Henderson carried out a gap analysis between the criteria and the Council's current documents, policies etc to establish the appropriate next steps.

C/2018/145

Councillor Project Leads

The Chairman reported that, in advance of the aims and objectives being agreed, she had spoken with Councillors regarding various projects, and had identified some Councillors to take the lead on a number of these projects, liaising with Officers and reporting back to Committee when appropriate.

- a) Councillor J P Cooper – Neighbourhood Development Plan (scoping work on pros and cons);
- b) Councillor L L Frost – Cemeteries and Skate Park (working with POSM)
- c) Councillor D A Henderson – Local Council Award Scheme
- d) Councillor P Brown – Bodmin Growth Deal Review
- e) Councillor P T Cooper – Maintenance logs and risk assessments (working with POSM)
- f) Councillor L F Sanders – investigating Bodmin as a plastic free Council/town (added at the meeting, having been omitted from the agenda)

There was some discussion surrounding potential Officer time involved, and that more investigation would be needed on projects a), c) and f) before this could be established. Projects b) and e) were ongoing projects with Officers and Councillors already in contact, and project d) was Councillor led, currently with just Councillor P Brown involved, but with other Councillors having offered assistance.

Following discussion, it was **AGREED** that the above named Project Leads commence work on their designated projects, ensuring liaison with Officers to ensure updates are added to the appropriate Committee agendas.

Councillor K W Stubbs abstained from voting on this item.

C/2018/146

Proposed change to Standing Orders

Councillor J P Cooper reported that he had already sent an email regarding suggested amendments. His proposal relates to a change in the production of minutes to provide more clarity on decisions made at meetings by agreeing all

actions during the meeting, and summarising these agreed actions in a separate column in the minutes. He noted that this would provide a clear timeline for actions to be completed and a means of measuring progression. He felt that, especially with the Project Leads agreed above, this would provide a useful tool.

The proposed change is as follows:

- a) Page 3, Order of Business, clause 13 f) to add the wording:

“receive reports and updates from officers and members as to the completion or otherwise of all points of action agreed in the action plan / log”

So that this point would read:

“To dispose of business, if any, receive reports and updates from officers and members as to the completion or otherwise of all points of action agreed in the action plan / log, remaining from the last meeting”

- b) Page 3, Order of Business, clause 13 – to add a sub-clause n) stating:

“Council to agree an action plan including task, objective, timescale, stakeholders and expected outcome for report at the next meeting, before the conclusion of the meeting.”

Clarity was sought on whether the proposal was for actions just for Project Leads, or for all future actions. Councillor Cooper responded to confirm that these could be used for all actions.

The potential additional staff time involved in this proposal was queried. Councillor Cooper responded that this would involve adding an extra column to the minutes to state the stakeholder and the timeline to report back to Committee/Council. He felt that this would not be a time consuming task.

Following discussion, it was **AGREED** to adopt Councillor Cooper’s proposed changes to Standing Orders as outlined above.

The Town Clerk noted that a track changed copy incorporating the above proposal would be itemised on the next Full Council meeting on 20 September 2018 where they would then, in line with Standing Orders, stand adjourned without discussion to the next ordinary meeting of the Council.

Mr R Davies left the meeting at 8.17 p.m.

Before leaving, Councillor E Ahearn wished to compliment Richard and his team on their work on the Midway Road Play Area.

C/2018/147

Correspondence

- a) Email regarding objection to proposed fair and circus visits to Fair Park and subsequent holding reply from Town Clerk**

The Town Clerk reported that an email, which was circulated with the agenda, had been received from a local resident raising concerns regarding the number of fairs and circuses allowed to visit Fair Park. He reported that there has traditionally been a May Fair and a September Fair, and a circus visit in between. He noted that Fair Park is the traditional ground for travelling entertainment.

There was a discussion around the level of use of Fair Park, and there was a general consensus that the number of fairs was in line with previous years, with the previously approved Circus Vladimir visit not going ahead. It was also noted that Fair Park had always been used for this purpose and that, due to restrictions in terms of seasonal ground conditions would always be a limiting factor in considering additional visits.

There then followed a discussion about parking as this was perceived to be disruptive to local residents, largely due to visitors to the site parking on the road. The Town Clerk confirmed that the organisers of the August Fair (Rowland's Fair) had already been asked to be mindful of this, and to park their own vehicles on site, rather than on the road, wherever possible. It was also noted that this was a smaller scale fair than the Anderton & Rowland Fair and would only occupy a section of Fair Park, and for a shorter number of days.

It was suggested that the Mayor include a note in her monthly article in the Bodmin Banner to encourage residents visiting the fairs / circuses on Fair Park to use consideration when parking their vehicles, and to include this information on the Council's Facebook page as well.

It was felt that the fair and circus visits offered a different and exciting form of entertainment to the youth of Bodmin and the Council were keen to see this event proceed as planned.

b) Any other important item of correspondence which the Mayor considers appropriate

There were no further items of correspondence to consider.

C/2018/148

Destination Management System (website hosting)

A report was circulated with the agenda.

The RFO reported that she was looking for a decision from Council as to whether they wished to extend their contract with New Mind for the current Bodmin Live website whilst the new website is finished and able to go live. The RFO noted that if the Council's decision was not to extend the contract with New Mind, the Council would be required to refund the subscription fees to all accommodation providers for 2018 as this formed part of the current website.

The level of traffic to the current website was queried, and the RFO responded that there had been approximately 12,000 visits to the site during May 2018.

The Chairman advised that although the new website was in progress, there was not currently a firm commitment to complete it before the end of 2018, when a six month extension with New Mind would expire.

It was agreed that progressing the new website was a top priority and that the working party should be convened as soon as possible to progress. The Chairman noted that any Members wishing to discuss the website further should look to attend the next Promotions Committee meeting on 2 August.

The Chairman reiterated that terminating the New Mind contract would mean there was no online presence for the Tourist Information Centre (TIC) until the new website was able to go live and consequently may restrict accommodation booking options, although staff would still support visitors to the TIC.

These minutes were approved by Full Council on 20 September 2018

It was proposed that the New Mind contract be extended for six months in order to maintain a web presence until the new website was launched. The voting pattern was 3 votes for, 8 against.

It was therefore **AGREED** that the contract with New Mind not be renewed, with the Bodmin Live website being taken down on 28 July 2018.

It was further **AGREED** that all subscribers to the accommodation booking service would receive a full refund on their 2018 membership.

The Council felt that the new website should be expedited by arranging a Working Party meeting as soon as possible. It was also noted that example screens from the new website design would be available at the Promotions Committee meeting on 2 August and that Members wishing to comment on these attend this meeting.

C/2018/149

Community Events

a) Email from Bodmin Carnival Group regarding BTC support and use of Fair Park

A copy of the email and a report were circulated with the agenda.

The Town Clerk outlined the requests from the Bodmin Carnival Group as included in his report. The Chairman noted that the costs of the support currently requested could be covered by the budget allocated to the event.

The Town Clerk noted that the largest staffing element was the traffic management and work with road closed / diversion signage and that the POSM was working on this in liaison with Cormac re any shortfall in signage. He noted that the Council had tried to be reasonable with the time estimate but that it may take longer than estimated.

Following discussion, it was **AGREED** to assist the Bodmin Carnival Group with the support as requested.

It was further **AGREED** that staff be paid for time worked utilising the budget allocated for this event.

b) Bodmin Joint Fireworks Committee Fireworks Display

The Chairman reported that the Council had received communication from the Fireworks Committee raising concerns with the inference in a letter sent to them by the Council with regards to the fees and conditions of use of Priory II Car Park, and more specifically the Parks Department Maintenance Shed, for their event. The Committee had interpreted the letter to suggest that the Council was implying that they were untrustworthy. The Chairman clarified that the Council was simply highlighting the exposure of risk to council property as staff were not in control of the premises on the evening of the event which could increase the risk of, for example, break in, theft etc. and that, whilst certainly being extremely supportive of the event, the Council sought to be as risk averse as possible.

The Chairman reported that she, along with Councillor L L Frost, had subsequently met with representatives of the Committee to work through

their concerns and explain the Council's viewpoint that trustworthiness of the Committee and its members was certainly not in question. The Committee noted that they would have preferred that the Council would have consulted them. She also reported that she had offered that there be a Councillor representative on the Fireworks Committee to assist in improving communications in future. The Fireworks Committee members present indicated that they were receptive to this suggestion, but would need to take the proposal back to their full joint committee for a decision.

Following discussion, it was **AGREED** that the Chairman write a letter of apology for the misunderstanding created by the previous letter and any misinterpretation of the wording therein, and for representative of the Council to join the Fireworks Committee if so invited.

It was commented that the Fireworks Committee do a fantastic job and that the Council is supportive of the event continuing.

It was noted that it was a condition of the Council's insurance that the Maintenance Shed be in the control of the council for any third party events. Councillors indicated that they would be happy to be present for the event, with further details to be worked out in due course.

C/2018/150

Bodmin, Padstow and Wadebridge Shared Interest Meeting held on 5 July 2018

A copy of the notes from the meeting was circulated with the agenda.

Councillor J P Cooper provided some context as to how this meeting came about. He reported that he had the opportunity to speak with the Mayor of Wadebridge and it became apparent that the three areas share similar issues and concerns. It was arranged to hold an initial informal round table meeting, which had proved fruitful. The next proposed steps were for those attending the initial meeting to meet again, followed by a potential public meeting. It was queried as to whether other Councillors would be able to get involved. Councillor Cooper noted that, although certainly possible, all three Council's would be required to agree each of their representatives.

Following discussion, it was **AGREED** that representatives of the Council attend the next meeting, hopefully to take place in August with Wadebridge providing the venue, and report back to a future Council meeting.

C/2018/151

Safer Bodmin

a) Minutes from Safer Bodmin meeting held on 17 April 2018

Notes for this meeting were circulated with the agenda. These were noted.

b) Request for continuing use of Shire House Suite

A copy of the email was circulated with the agenda. The Town Clerk reported that the next meeting was to take place on 10 August at 9.00 a.m. It was clarified that Bodmin Town Council is part of the initiative with representatives attending each meeting.

Following discussion, it was **AGREED** to continue to allow the use of the Shire House Suite free of charge until the end of the financial year, with the proviso that meetings did not interfere with other Suite bookings.

C/2018/152

Proposal to merge Devon & Cornwall Police and Dorset Police – to consider a corporate response to this survey by 27 August 2018

A link to the proposal was included in the agenda:

<http://futurepolicing.co.uk/survey/>

The Town Clerk reported that the Police and Crime Commissioner (PCC) for Devon and Cornwall had presented details of the merger consultation at a recent Cornwall Council Leadership board meeting.

Key messages were that this is a Chief Constable led proposal which will be subject to due diligence by the PCC, who will consider feedback from the public consultation and review the business case which will be produced at the end of August. A decision will be made in September.

The Town Clerk reported that the merger would create the 5th biggest police authority in the country with the potential benefits of greater prominence nationally and more resilience locally. The merger would, in the PCC's view, provide immediate cashable savings which would be reinvested in 100 frontline officers. With harmonisation of council tax precepts to the Dorset level (increasing for Devon and Cornwall) a further 330 officers could be recruited across the force area, with weighting applied to Devon and Cornwall recognising factors such as the geography, visitor numbers etc.

The Chairman noted that if Councillors could feed their thoughts back to the Town Clerk within a fortnight of the 27 August deadline, the Town Clerk could prepare a response.

It was felt that there was insufficient recognition of the unique problem faced by Cornwall in that its borders are largely surrounded by the sea, rather than other police services of boarding counties. It was also queried as to how many of the proposed savings could be realised by amalgamating administrative services across counties whilst maintaining distinct front line services. It was noted that Councillors and members of the public were also able to go online and submit individual responses.

Members were asked to pass any additional comments to the Town Clerk so that a draft letter could be worked up. The Town Clerk confirmed that these initial comments would be used as the basis for the letter with an e-mail draft copy to follow.

C/2018/153

Consultation on draft recommendation division boundaries in Cornwall – to consider a corporate response by 17 September 2018

A link to the proposal was included in the agenda:

<http://www.lgbce.org.uk/all-reviews/south-west/cornwall/cornwall>

The Town Clerk noted that an additional email from Cornwall Council, circulated prior to the meeting (*Item 25a - CC email - Bodmin Community Network Area divisions proposal 16.07.2018*) seeking views as set out in bullet points i) to iv) as follows, with a response deadline of 27 July:

- (i) *The Commission's proposals as set out in their report and, if so, why;*
- (ii) *The attached proposal and, if so, why; or*
- (iii) *Some other option, in which case please provide me with details of the composition of your proposed divisions, the projected electorate for each division and your rationale for each division so that the Electoral Review*

Panel can understand how your proposals meet the Commission's criteria relating to (a) community interests and identities and (b) effective and convenient local government. The rationale is very important if the Commission is to be persuaded.

- (iv) *The proposed names for the divisions which are:*
- a. Bodmin St Mary's & St Leonard*
 - b. Bodmin St Petroc's*
 - c. Lanivet, Blisland & Bodmin West*

The Town Clerk requested a decision from Council as to how it wished him to respond to the email, and to the consultation by the Boundary Commission which with a closing date of 17 September 2018.

It was suggested that, under point iv) c) the proposed name should be Lanivet, Blisland and Bodmin St. Lawrence (rather than Bodmin West).

Following discussion, it was **AGREED** that the Town Clerk would draft a response prior to the 27 July deadline requesting a change in name from 'Lanivet, Blisland & Bodmin West' to 'Lanivet, Blisland & Bodmin St Lawrence'.

C/2018/154

Code of Conduct

The Chairman reiterated that points a) and b) under this item were to be deferred to a future Council meeting pending further information.

A copy of the letter and report under point c) were circulated with the agenda.

These were noted.

C/2018/155

To consider and, if appropriate, pass for payment the Schedule of Accounts for July 2018

A Member questioned the possibility of the schedule coming out further in advance of the meeting. The RFO responded to explain that it is important for the schedule to be compiled at the last possible moment in order to pay as many parties as possible within the government required 30 day payment term.

Following discussion, it was **AGREED** to pass for payment the Schedule of Accounts for July 2018 and for the RFO to arrange payment.

C/2018/156

Risk Management Update

A copy of the risk management report was circulated with the agenda.

The RFO noted that any Member could email her at any time with any additional items to be included. She clarified when questioned that Officers and Members on the Risk Management Working Party had undertaken training and that the Mayor has also requested the RFO provide training relating to Council scoring.

This item was noted.

C/2018/157

Questions to the Mayor

A member of the public queried who she should contact for interment of ashes at St Lawrence's Church. The Chairman responded that she should contact the Town Clerk or POSM.

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