

LISKEARD TOWN COUNCIL

AT A MEETING of the **TOWN COUNCIL** held in the Council Chamber on Tuesday 18 February 2014 at 7.30 pm there were present:

The Mayor - Councillor Sue Pike - in the Chair

The Deputy Mayor - Councillor Phil Seeva (part time)

Councillors: - Rachel Brooks, Ian Goldsworthy, Adam Hodgkins, Roger Holmes (part time), Sally Hawken (part time), Jane Pascoe, Tony Powell, Anne Purdon, James Shrubsole, Lorna Shrubsole, Hella Tovar and Christina Whitty

The Town Clerk - Mr Andrew Deacon

Minute Clerk - Mr Stuart Houghton

Members of the Public - None

Members of the Press - None

Representative of Safer Cornwall - Mr David Parker

Before the commencement of the meeting, the Mayor invited Councillor Purdon to lead with prayers

The Mayor then convened the Council and informed as to Housekeeping matters

748/13 OPEN SESSION

David Parker of Safer Cornwall addressed the Council. This was his second visit to the Council and he reminded Members that he was the Cornwall Council Community Safety Officer and was operating under the Cornwall Safety Partnership. The Safer Liskeard group had been formed in conjunction with the Town Council to educate people who might be susceptible to lean towards unwanted activities.

Towns were invited to join the scheme when the crime figures for the area moved them into the top eight of criminal activity in the County. Experience had shown that only eight Towns in Cornwall could benefit at any one time; as the group improved the crime figures for a Town, they dropped out of the system and the next highest Town joined the scheme. The crime figures were based on crimes per 1000 population, Liskeard had a low population and the recorded crime was high which was why the group had been formed.

To date Town and Cornwall Councillors had attended meetings of the safer Liskeard group and had participated in the walking event to publicise the group's activities. The Fire Brigade would join the next event, it was hoped that the fire engine would aid engagement. In March 2013 a joint survey was made with the Devon and Cornwall Police, it is the intention to repeat this every year.

One of the initiatives being taken was training for pub landlords. Safer Cornwall had two trainers for licenced premises, they had reported that the landlords in Liskeard were hard to engage.

Councillor Tovar mentioned that she had attended a Pub Watch meeting and was impressed by what happened.

Courses were being arranged by the Fire Brigade to engage with youngsters who might be on the verge of criminality, and Junior Life Skills Courses in Junior Schools to advise on Internet Safety, Fire Safety, the illegal sale of goods and drug use. Hopefully this education would prevent some criminal activity in the future.

Therapeutic Counsellors were also holding Healthy Relationship Courses in the Secondary Schools about domestic abuse and drugs etc.

Safer Cornwall was also exploring the cause and effect of Hate Crime. Last year there were 250 known cases of hate crime reported; this included racism, homophobia and disabilities. This work would be independent of the work carried out by the Police.

They were also looking into Road Traffic Accidents (RTA) and Killed or Serious Injury (KSI). In recent years these had been rising, but were now in decline; they were looking into developing a preventative programme.

Concern has been expressed about the privatisation of the Probation Service and the number of reoffenders. Approximately 70% of the Probation Service had been privatised but, as official data was not being shared with the private companies, it was thought that this might have a detrimental effect on the service.

Shoplifting has increased throughout Cornwall by 10%. In Liskeard the increase was 8%. The number of offences was higher in deprived areas it was thought that welfare reform and shoplifting might be linked.

There would be a focus on Liskeard on the Safer Cornwall Website.

In response to a question, Mr Parker said that the walkabouts would be arranged in conjunction with the Police, who also accompanied him during the walkabouts. There had been a rise in violent crime in the afternoons, therefore the information from the Police was important. The next walkabouts might be outside schools at the end of the school day.

Comments were made that in rural areas, young female drivers were thought to be the cause of fast driving, that the state of the road and target times being given to delivery drivers might also contribute to the increase in accidents.

Mr Parker agreed with these comments and said that Road Safety were looking into these matters.

There being no further questions, the Mayor thank Mr Parker for his informative presentation.

749/13 APOLOGIES

Apologies were received from Councillor Nick Mallard, the Deputy Mayor and Councillors Hawken and Holmes for their anticipated late arrival.

750/13 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON REGISTERABLE

No declarations of interests were made.

751/13 MAYORS REMARKS

The Mayor stated that she had attended a CALC meeting and was concerned about comments being made by auditors whilst working on other Councils' accounts. There seemed to be new procedural requirements for this Council to address. She was also concerned that the Audit Commission was being disbanded, but a replacement body would not be in place for the 2014/2015 audit.

She was fascinated by the afternoon session which was for Town Clerks. Many issues we have shared with other Councils.

She had attended the Lions Pantomime and had sat next to a 102 year old lady who was an inspiration. She wished to thank Councillors for attending the Civic Service and contributing to the refreshments after the service. She wanted this service to focus on children and to that end wished for information to be circulated in December this year to give plenty of notice to potential attendees.

She thanked Councillor Purdon for accompanying her to complete the audit of signs in the Town on a very wet and windy day.

She had attended the Silver Band AGM, they needed to raise £150k for their practice hall, £40k of which was needed just to make it habitable. At the recent auction the hall did not reach an acceptable bid.

Finally she had supported the foodbank and had received reports that shoplifting of nappies had increased.

After the Mayors remarks, Councillor Powell raised a point of order.

He complained that Councillor Brooks had continued to knit during the meeting. He asked if the Mayor had given permission for this. He felt it was insulting to the Council. If the Mayor accepted this he would, and he also commented that the Mayor was not wearing her Chain of Office.

The Mayor responded that she did not believe that standards within the Council were slipping and she felt the fact that Councillor Brooks was knitting was almost irrelevant to the work of the Council. Other comments included

- Many people in the Town thought that this was wrong
- Councillor Brooks had special needs for her eyesight, she was unable to follow written notes as other do
- If Councillor Brooks had special needs, she should seek a solution that did not impinge on other Members at meetings

- Support for Councillor Brooks was expressed: she was hard working and focused; it was all about getting work completed. It was not helpful to raise this
- Sympathy was expressed for Councillor Brooks problems; another Councillor had hearing problems but this did not affect her tasks or workload

752/13 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 21 JANUARY 2014

Councillor Brooks proposed, Councillor Purdon seconded and the Council **RESOLVED** that the Minutes of the Meeting of the Town Council held on Tuesday 21 January 2014 be adopted.

753/13 MATTERS ARISING

1. Selection of Website Designer (Minute 659/13(d))

Councillor Powell referred to the process used when requesting tenders for the new Website, he asked if the tenderers were given the total of the Council's budget prior to them submitting their tenders.

Councillor Brooks confirmed this and explained that this was an accepted method and that Cornwall Council had used it.

Councillor Powell replied that as this Council's procedure had not been followed he wished to disassociate himself from this item. The Mayor stated that she had received a communication from Councillor Mallard who had expressed a similar view.

2. Open Space Policy (Minute 659/13(d))

In response to a question Councillor J. Shrubsole confirmed that the Open Space Policy as agreed at the last meeting of the Town Council had been forwarded to Cornwall Council.

754/13 COMMITTEE REPORTS

a) PLANNING COMMITTEE HELD ON TUESDAY 21 JANUARY 2014

Councillor Purdon proposed, The Mayor seconded and the Council noted the Minutes of the Planning Committee Meeting held on Tuesday 21 January 2014.

Members **RESOLVED** to **APPROVE** the **RECOMMENDATIONS** made in Minute 649/13 (Applications for Consideration).

b) STAFFING COMMITTEE HELD ON TUESDAY 28 JANUARY 2014

Councillor Hodgkins proposed, Councillor Tovar seconded and the Council noted the Minutes of the Staffing Committee held on Tuesday 28 January 2014.

c) FINANCE AND STRATEGY COMMITTEE MEETING TUESDAY 28 JANUARY 2014

Councillor Tovar proposed, Councillor Pascoe seconded and the Council noted the Minutes of the Finance and Strategy Committee Meeting held on Tuesday 28 January 2014.

d) PLANNING COMMITTEE MEETING TUESDAY 4 FEBRUARY 2014

Councillor Purdon proposed, the Mayor seconded and the Council noted the Minutes of the Planning Committee Meeting held on Tuesday 4 February 2014.

e) COMMUNICATION AND ENGAGEMENT COMMITTEE TUESDAY 4 FEBRUARY 2014

Councillor Brooks proposed, the Mayor seconded and the Council noted the Minutes of the Communication and Engagement Committee Meeting held on Tuesday 7 January 2014.

Matters arising

1. Signage (Minute 716/13)

The Town Clerk reported that he had discussed the proposed location of the granite plinths with the Conservation Officer, who had agreed to all proposals except for Bay Tree Hill and Fore Street. He was of the opinion that these were the locations that the signs would be directing people to and that these areas were not suitable for signage which might obstruct pavements.

The Town Clerk reported that he had attempted to discuss Planning Permission with Cornwall Council. He had been given no assistance and was told to fill in the form and pay the fee; he would then receive the advice he sought.

2. Cornwall Council's Town and Parish Council Questionnaire. (Minute 719/13)

The Mayor reported that she had only received two responses from the Councillors. A suggestion was made that in future when opinions were sought a cut-off date be set for the responses.

f) PROPERTY COMMITTEE MEETING HELD ON TUESDAY 11 FEBRUARY 2014

Councillor Goldsworthy proposed, Councillor Tovar seconded and the Council noted the Minutes of the Property Committee Meeting held on Tuesday 11 February 2014.

Matters Arising

J. Scrivens (Minute 732/13(1))

The Town Clerk reported that the letter to give permission for the erection of a shed on the allotment had been sent.

755/13 NOMINATIONS FOR MAYOR AND DEPUTY MAYOR FOR THE YEAR 2014/2015

The Town Clerk informed the Council that nominations for the Mayor and Deputy Mayor for the coming year should be made now. The closing date would be midday on Monday 31

March 2014. All nominations, in sealed envelopes, would be kept in the safe and opened at the Council meeting on Tuesday 18 April 2014 when, if there were more than one candidate for either position, a secret ballot would be held. In the event of a tie the sitting Mayor would have the casting vote. The nomination forms were available from the office.

At the Mayor Choosing Ceremony a mock election would be held to confirm the choice of Mayor.

In response to a question, the Town Clerk replied that nominated candidates had to sign the nomination form.

756/13 STAFF APPRAISAL

The Mayor reported that she had incorporated some of the comments made and had circulated the proposed appraisal procedure and forms, which she would now like the Council to adopt.

Councillors commented;

- A senior member of staff could be included as an appraiser to relieve the pressure on the Town Clerk
- The Head Caretaker could appraise the caretaking staff, this approach was not recommended due to the personalities involved
- The Town Clerk had close relations with each member of staff; he completed the appraisal with the Council Chairman
- The system should not be too onerous; some staff had few aspirations due to the structure of the organisation

In response to a suggestion that the forms should have space for the appraiser's comments the Town Clerk replied that the old system included this and he would ensure the new forms included it.

Councillor Goldsworthy suggested that the forms be adopted in their current form. They could be changed as necessary in the future.

Councillor Powell proposed, Councillor Hodgkins seconded and the Council **RESOLVED** that the Appraisal Procedure and Forms be adopted.

757/13 TRAINING FOR COUNCILLORS

The Mayor reported that training, by Sarah Mason of CALC, was being arranged for the 27 February 2014, provisional start time would be 7.00 pm. She felt it important that all Councillors, old and new, attended.

Councillor Powell gave his advanced apology as he would not be available that day.

758/13 PROGRESS ON PLINTHS

This report would be made in Part II of the meeting

759/13 NOTES OF THE NEIGHBOURHOOD PLAN WORKING PARTY

The notes from the meeting had been circulated. Councillor J. Shrubsole informed the Council that he had been elected as Chair of the Working Party, which was currently setting parameters for consultations to be made for the Plan. Other comments included;

- A request for confirmation that the current allocations and Cornwall Council personnel would not be included in the consultation
- This was not confirmed. It was stated that it was intended to include the allocations
- It was stated that it would make sense to discuss this as the Cornwall Council Officer needed a response with a sense of urgency.

The Town Clerk raised a point of order on this subject as he had not received any Minutes or notes of the discussion. He was unaware of what had been discussed and was of the opinion that the Council needed to discuss this.

The Mayor suggested that the papers from that meeting be circulated, that the item included on the Agenda of the next Planning Committee, and that all Councillors be invited to that meeting.

A question was asked about the acceptance of the Minutes of the Working Party and whether the Council should note, discuss or ratify them.

The Mayor proposed, Councillor Hawken seconded and the Council **RESOLVED** that this item be included in the next Planning Committee meeting.

760/13 CC PLANNING DECISIONS

The decisions as Addendum 1 were noted. Our decisions had agreed with those made by Cornwall Council.

761/13 ACCOUNTS

Councillor Goldsworthy declared an interest in item 100847 and took no part in the discussion.

The accounts as Addendum II were noted.

762/13 OTHER REPORTS

a) Town Forum Meeting Wednesday 18 December 2013

The Minutes of the Town Forum meeting held on Wednesday 18 December 2013 were noted.

b) Town Team Report

Councillor Brooks said she was unaware that this was on the Agenda so would give a verbal report.

The Town Team had started to wind down and to transfer its business to a business-led successor. This would take some time and, to give continuity, the Town Team would continue to hold the Finance and Cornwall Council contact roles. The business steering group was looking to engage a part time Town Centre business coordinator and they felt that the Town Council representative could continue on that role.

763/13 VERBAL REPORT ON THE PLANNING MEETING HELD EARLIER THIS EVENING

Councillor Purdon reported that one application had been considered. However it had transpired that a previous application, for a similar alteration, had been made for this site that had not been forwarded to this Council. The application had been approved provided that the design met with Cornwall Council's standards.

764/13 CORRESPONDENCE

The Correspondence schedule was circulated.

- Victim Support were to be notified to complete an application form
- CHICKS had received a grant in October 2013; they would be told to reapply in the new financial year
- Yellow Peril Racing had offered for the Council to take advertising space on its vehicle. The Council declined this offer
- An e-mail had been received about reopening the Liskeard/ Minions railway as a cycle track. This would bring many visitors to the Town. The Town Clerk would write to inform the sender that many areas of the old track had been sold and built on
- The Junior Football Club had written to enlist the Town Council's support in locating and providing a suitable pitch, with the use of Section 106 monies from the Addington development. The Town Clerk would write to inform them that the Council would bear this in mind. It was suggested that a member of this club be asked to join the Neighbourhood Plan team. The Comprehensive School no longer had competitive fixtures, perhaps this would free up their pitches.
- An e-mail had been received from Steve Besford Foster suggesting a form of words for him to act as the Project Manager for the Neighbourhood Plan, on a voluntary basis. The agreement would not apply to any other volunteers who might join the group. It was thought that this was necessary and that the Council should be protected and involved at all stages. The Town Clerk would rewrite the letter and circulate it for comment

765/13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the Press and Public be excluded from the meeting for the following item of Business.

766/13 ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

1. No 4 The Arcade
2. Accident in Public Hall, December 2013
3. Cattle Market
4. Museum Recommendations

767/13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Public Bodies (admission to meetings) Act 1960 it was **RESOLVED** that the members of the Press and Public be re-admitted to the Meeting.

Members ratified the discussions held in closed session.

768/13 DATE OF NEXT MEETING

The next meeting of the Town Council would be held on Tuesday 18 March 2014 at 7.30 pm in the Council Chamber.

