

## **LISKEARD TOWN COUNCIL**

**AT A MEETING** of the **TOWN COUNCIL** held in the Council Chamber on Tuesday 15 March 2016 at 7.30 pm there were present:

The Mayor - Councillor Phil Seeva - in the Chair

The Deputy Mayor - Councillor Jane Pascoe

Councillors - Rachel Brooks, Ian Goldsworthy, Sally Hawken, Adam Hodgkins, Roger Holmes, Martin Menear, Sue Pike, Tony Powell, Anne Purdon, James Shrubsole, Lorna Shrubsole Hella Tovar and Christina Whitty

Mayor's Chaplain - The Reverend Mark Pengelly

Town Clerk - Steve Vinson

Minute Clerk - Stuart Houghton

Members of the Public - Inspector Julian Morris, Devon & Cornwall Police  
Dan Allen, Cornish Guardian

The Mayor advised the Council of Housekeeping matters

Before the commencement of the meeting, the Mayor asked his Chaplain to lead with prayers

### **791/15 APOLOGIES**

An apology was received from Cornwall Councillor Mike George.

### **792/15 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON REGISTERABLE**

Councillor Brooks declared an interest in Agenda item 7b.

### **793/15 MAYOR'S REMARKS**

The Mayor stated that this would be his penultimate meeting in the Chair. He had attended meetings of the Liskeard Silver Band and the Liskeard Scouts and presented the grant cheques awarded by the Council. He had also attended St Pirans Day celebration which had been held on a very cold day.

Looking to the future the next event would be the Community Fair in the Public Hall on Saturday 19 March 2016, he asked all Councillors to support this event.

**794/15 TO RECEIVE THE MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 16 FEBRUARY 2016**

**Minute 723/16 DCLG proposed Changes to the NPPF**

The Deputy Mayor said that she had left the meeting for this item and asked that this be added to the minutes.

The Mayor proposed, Councillor Brooks seconded and the Council **RESOLVED** that the Minutes of the meeting held on Tuesday 16 February 2016 be adopted with the agreed amendments.

**795/15 PUBLIC PARTICIPATION**

Inspector Morris introduced himself and addressed the Council.

He said that he had been in post for about 12 months and apologised for not visiting the Council earlier but he was working his way around all councils in the sector.

The Force had circulated its minimum Service Level agreement to all Councils; if any council had a specific or urgent of concern he would be please to make arrangements to discuss them with the Council.

Crime in Liskeard had fallen by around 13% in the last 12 months, this compared to about 10% for the sector and 4% for the Force. Much of the reported crime related to Anti-Social Behaviour, which took a lot of time to action.

The Strategic Spending Review had not caused as many problems as had been anticipated, but there were still more cuts ahead. In an effort to save money, the Force had entered into an Alliance with the Dorset Police Force. They would share administration and common services with a view of saving £13 million.

The rumours about the Liskeard Police Station closing were untrue; the building was planned to be rebuilt as a tri-service unit with the Fire and Ambulance Services. It was hoped to start work at the end of next year, but unfortunately, the new building would not have a front office for the public to use.

Councillors commented;

- i. The reduced crime figures should be made public to share the good news
- ii. The Councillors gratitude was expressed for the Local Community Team, they made a difference in the Town

The Mayor thanked Inspector Morris for attending the meeting and asked that he conveyed the Councils thanks to the Community Teams.

**796/15 TOWN CLERK'S REPORT**

The Town Clerk's report had been circulated.

**797/15 COMMITTEE REPORTS**

**a. PLANNING COMMITTEE MEETING HELD ON TUESDAY 16 FEBRUARY 2016**

The Deputy Mayor proposed, Councillor J. Shrubsole seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Planning Committee meeting held on Tuesday 16 February 2016.

**b. FINANCE COMMITTEE HELD ON TUESDAY 23 FEBRUARY 2016**

The Mayor proposed, Councillor L. Shrubsole seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Finance Committee meeting held on Tuesday 23 February 2016.

Councillor Brooks had declared an interest in the next item and left the meeting.

**Recommendation**

That £500 be taken from the Section 137 Grant Budget for the grant awarded to Liskeard Silver Band.

The Mayor proposed, the Deputy Mayor seconded and the Council **RESOLVED** that £500 be taken from the Section 137 Grant Budget for the grant to Liskeard Silver band.

Councillor Brooks was asked to return to the meeting

**c. PLANNING COMMITTEE MEETING HELD ON TUESDAY 1 MARCH 2016**

The Deputy Mayor proposed, Councillor Whitty seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Planning Committee meeting held on Tuesday 1 March 2016.

**d. COMMUNICATION AND ENGAGEMENT COMMITTEE MEETING HELD ON TUESDAY 1 MARCH 2016**

Prior to proposing the Minutes, Councillor Brooks commented on the draft Town Leaflet that had been circulated; it would be going to print at the end of the week and asked for comments as soon as possible.

Councillor Brooks proposed, Councillor Holmes seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Communication and Engagement Committee meeting held on Tuesday 2 February 2016.

### Recommendation

The TIC opening hours be changed to 10.00 am to 4.00 pm Monday to Friday and 10.00 am to 1.00 pm on Saturdays subject to review at the June meeting of the Communications and Engagement Committee.

Councillor Brooks proposed, Councillor Tovar seconded and the Council **RESOLVED** to **ADOPT** the revised opening hours.

### **e. PROPERTY COMMITTEE MEETING HELD ON TUESDAY 8 MARCH 2016**

Councillor Goldsworthy proposed, Councillor Hawken seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Property Committee Meeting held on Tuesday 8 March 2016.

### Recommendation

The Council enter into the Amended Joint Management agreement with Cornwall Council, the reference to CRB checks be replaced with DBS checks.

Councillor Goldsworthy proposed, Councillor Hodgkins seconded and the Council **RESOLVED** to enter into the amended Joint Management Agreement with Cornwall Council.

### **798/15 NOMINATIONS FOR MAYOR OR DEPUTY MAYOR**

The Mayor commented that he had received exceptional support from the Deputy Mayor during the last 12 months and thanked her for this.

The Town Clerk announced that he had received one nomination for Mayor; this was for Councillor Pascoe who was nominated by Councillor L. Shrubsole and seconded by Councillor Purdon.

There being no other candidates for the position of Mayor Councillor Pascoe was duly elected.

She thanked the Council for their support and said it was an honour and privilege to be chosen as Mayor, she had a hard act to follow but she would do her best for the Council and the Town.

The Town Clerk said that he had received two nominations for Deputy Mayor, they were;

1. Councillor Brooks nominated by Councillor Goldsworthy and seconded by Councillor Menear
2. Councillor Whitty proposed by Councillor Pike and seconded by Councillor Tovar

Ballot papers had been prepared for the election of the Deputy Mayor; Councillors were instructed to make their choice with a cross, fold the ballot paper and place them on the table, he would collect them.

The Mayor said that he had checked the procedure for the ballot with CALC, candidates could vote for themselves and he would mark his ballot paper with his name. If the ballot produced a tie his marked ballot paper would be used to produce the casting vote.

The Town Clerk distributed the ballot papers, and when all were marked, collected them. He then unfolded them and counted the votes; the majority of votes had been cast for Councillor Whitty who was duly elected as the Deputy Mayor.

Councillor Whitty thanked all who had voted for her and said that she would look forward to assisting the Mayor throughout the year.

### **799/15 REVIEW OF THE TOWN COUNCIL'S FUNCTIONS AND ACTIVITIES**

This item was agreed to be taken in the Confidential section of the meeting.

### **800/15 STANDING ORDERS**

Details of the proposed changes to the Standing Orders, to give the Mayor and Deputy Mayor full voting rights at all Committees, was included in the Town Clerks report, which had been circulated.

The Mayor proposed, Councillor Pike seconded and the Council **RESOLVED** to **AMEND** Standing Order 6, (Ordinary Council Meetings, paragraph j.vii), to read "appointment of Members to existing Committees, the Chairman and Deputy Chairman of the Council are full voting members of every Committee of the Council".

### **801/16 LOCAL DEVOLUTION FUND**

The Town Clerk reported that he had circulated the Cornwall Council letter informing that it had allocated funds to the Local Network Panels to assist them devolution and partnership working in their areas. The notification also contained a Summary of the scheme and the Procedure relating to it.

Further contact with Cornwall Council indicated the commencement of the bid period would be 24 March 2016 with the bids needed to be in by mid-May. The Town Clerk had indicated that the end of May would be better for Parish and Town Councils. Councillors commented;

- i. A proposal did not have to be put forward at this meeting
- ii. The Town Council should consider the process and prepare details for viable

- iii. As the timescale was short, a timetable should be prepared to ensure the information would be ready by the deadline
- iv. The Councils requirements could be devolved to the Devolution Working Group.
- v. Information should be obtained from RIO concerning their intentions about the Library, the Council could not progress this until their intentions were known
- vi. RIO should be invited to the next Devolution Working Group meeting
- vii. The Devolution Working Group should consider any option that the Council might consider
- viii. The Devolution Working Group should have the power to progress items

It was agreed that there was time for the Devolution Working Group to present their proposals to the April meeting of the Town Council.

#### **802/15 TO APPOINT COUNCILLOR MENEAR TO COMMITTEES**

The Town Clerks report contained a proposal for Councillor Menear to serve on the Property and Communications and Engagement Committees. Councillor Menear had sat in on the Councils Committees and had stated his preference to become a member of these.

The Mayor proposed, Councillor Pike seconded and the Council **RESOLVED** that Councillor Menear was elected onto the Property and Communications and Engagement Committees.

#### **803/15 CORNWALL COUNCIL PLANNING DECISIONS**

Details of the Cornwall Council Planning Decisions had been circulated and were noted.

#### **804/15 ACCOUNTS**

Councillor Goldsworthy declared an interest in item 102116 and the Deputy Mayor in item 102117.

The Accounts, which had been circulated, were noted.

#### **805/15 CORNWALL COUNCILLOR'S UPDATES**

Councillor Holmes referred to the semi-formal Cornwall Council Planning East meeting he had attended when changes to the Strategic Planning procedure, between the Government and Local Councils, was being considered. It was proving difficult to find a happy medium between local issues and strategic requirements that could affect remote areas. A further complication was the party political make up of Cornwall Council.

In response to a question, he said that he would circulate notes of the meeting, if they were produced.

Councillor Hawken reported that;

- i. A public consultation would be held, by Cornwall Council, at the Eliot House Hotel on Thursday 17 March 2016 for proposals about Health and Adult Care
- ii. The AGM of the Area Network Panel would be held in the Long Room at the Public Hall on Thursday 24 March 2016. The agenda had been published and contained the Devolution Fund.
- iii. She had attended meetings with Councillors Pike and Meneer when the options for Cornwall Council to generate income, from land it owned, were considered.
- iv. in April the South East Cornwall Councillors would be meeting the local MP

In response to a question about the new Chief Executive of Cornwall Council visiting the area, she replied that the point had been made and that schedules were being checked.

#### **806/15 OTHER REPORTS**

The Minutes of the meeting of the Town Forum held on Wednesday 13 January 2016 were noted.

#### **807/15 CORRESPONDENCE**

The Town Clerk reported that correspondence had been received relating to

- i. The Battle of the Somme  
The Liskeard Branch of the Royal British Legion would be holding a Drumhead Service on the Parade at 1400 on Sunday 3 July 2016 to commemorate the Centenary of the Battle.
- ii. Details of the Devon and Cornwall Police Service Level Agreement that had been circulated
- iii. A letter from Mr Mort complaining that the ticket machines at the Station Car Park had been out of use for 6 weeks, asking for the Councils support in complaining to Truro Office of Great Western Rail.
- iv. correspondence asking if the Town Council wished to opt out of the Small Councils External Auditing Scheme. CALC had recommended that the Council did not opt out of the Scheme. It was agreed to refer this item to the Finance Committee.

#### **808/15 DATE OF THE NEXT MEETING**

The next meeting of the Town Council would be held on Tuesday 19 April 2016 in the Council Chamber.

**809/15 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

The Mayor proposed, the Deputy Mayor seconded and the Council **RESOLVED** that;

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, the Press and Public be excluded from the meeting for the following item of Business;

Item 9 of the agenda, Review of the Town Councils Functions and Activities, moved to this section of the meeting.

**890/15 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

The Mayor proposed, Councillor Goldsworthy seconded and the Council **RESOLVED** that; Pursuant to Public Bodies (admission to meetings) Act 1960 members of the Press and Public be re-admitted to the Meeting.

The Mayor proposed the Deputy Mayor seconded and the Council **RESOLVED** to accept the recommendations made in closed session relating to:

Item 9 of the agenda, Review of the Town Councils Functions and Activities.

## **6. TOWN CLERK'S REPORT – Town Council Meeting 15<sup>th</sup> March 2016 – For Information**

<b>Update – Items arising from the 16<sup>th</sup> February 2016 meeting.</b>
<u>Nominations for Mayor and Deputy Mayor</u> A report appears as an item on the on the Agenda.
<u>Cornwall Council – Consultation on Property Rationalisation</u> Cornwall Council have been informed of the decision of Liskeard Town Council to support Option 3.
<u>Review of Town Council Functions and Activities</u> A report appears as an item on the agenda.
<u>D.C.L.G. Consultation on proposed changes to the N.P.P.F.</u> The Town Council's views were passed on to the D.C.L.G.

## **8. NOMINATIONS FOR MAYOR AND DEPUTY MAYOR - to receive, consider and adopt the nominations**

The closing date for the receipt of nominations for the Mayor and Deputy Mayor was noon on Friday 11<sup>th</sup> March 2016. The Council report was written on 8<sup>th</sup> March 2016. A verbal report will be provided at the Council meeting as to nominations received.

**RECOMMENDATIONS: That the Council adopts a candidate as Mayor.  
That the Council adopts a candidate as Deputy Mayor.**

## **9. REVIEW OF TOWN COUNCIL FUNCTIONS AND ACTIVITIES - to report the receipt of tenders from consultants. To consider the view of the Staff Committee and adopt a consultant.**

At the last Council meeting a draft specification to secure a consultant to undertake our review was considered and approved. The specification was issued on 17<sup>th</sup> February 2016 with a closing date of 7<sup>th</sup> March 2016. Five organisations and consultants were approached and two returned bids by the 7<sup>th</sup> March. The Town Clerk and Staff Committee are scheduled to meet on 10<sup>th</sup> March 2016 to consider the submissions and report to the Council at the 15<sup>th</sup> March meeting.

**RECOMMENDATION: That the Council adopts a consultant to perform the review.**

## **10. STANDING ORDERS – to consider the inclusion of an ex officio voting provision**

The has been some discussion as to the extent of the Mayor and Deputy Mayor to vote in an “ex officio” capacity when attending a Committee as which they are not a nominated member. The following is advice taken from national guidance.

## NOTES TAKEN FROM NALC, LOCAL COUNCILS EXPLAINED

### **MEMBERS OF A COMMITTEE AND SUB- COMMITTEE**

....A council may want the Chairman or Vice Chairman, of the council, to be members of every committee by virtue of their office (i.e. ex-officio) rather than by nomination.

A council must use standing orders to regulate the rights and restrictions, if any, that apply to ex-officio members of a committee. For example, standing orders should confirm whether the Chairman or the Vice Chairman of the council are full voting members of every committee of the council.

Alternatively standing orders may limit the ex-Officio member’s rights to being summoned to attend committee meetings, receiving agendas and background papers to meetings and speaking but not voting.

Suggested addition to standing orders

Add to standing order 6, Ordinary Council Meetings, paragraph j.vii

“The Chairman and Deputy Chairman of the council are full voting members of every committee of the council”.

### **Standing Order 6, Ordinary Council Meetings, paragraph j.vii**

#### **To read**

“Appointment of members to existing committees, the Chairman and Deputy Chairman of the council are full voting members of every committee of the council.

Should Council wish to make provision for “ex officio” voting on Committees it is recommended that the Council make a resolution to that effect.

**RECOMMENDATION: That Council considers whether to extend “ex office” voting rights by modification to Standing Orders.**

## **17. CORRESPONDENCE**

17.a. Commemoration of the Centenary of the Battle of the Somme The Royal British Legion has written to inform the Town Council that the R.B.L. will be holding a Drumhead Service to commemorate the centenary of the Battle of the Somme. The event will take place outside Webb's House at 1400 on Sunday 3 July. Kevin Grant will lead the event and standards from throughout the County will be in attendance.

17.b. Devon and Cornwall Police – Service Level Agreement The Town Council has received notification that it is proposed that the attendance of Police officers at Town and Parish Council level meetings (this would appear to include the Forum and the Annual Parish Meeting) would be reduced to two meetings per year.

The monthly reports circulated to the Forum and Council would also stop. It is anticipated that organisations such as the Town Council and Forum would inform themselves about Police matters from the information outlined in the resource document supplied with the letter.

To:  
Cornwall Councillors and  
Town & Parish Councils in  
Liskeard and Looe Community Network Area

5 February 2016

Dear Councillors and colleagues,

**Local Devolution Fund (Liskeard and Looe Community Network Area)**

On behalf of the Liskeard and Looe Community Network Panel, I am writing to you to explain the Local Devolution Fund (LDF).

**Overview of Local Devolution Fund**

Cornwall Council has allocated £608k to enable Community Network Panels (CNPs) to assist devolution and partnership working in their local areas. At this time, this is a one-off allocation and no assumption should be made that this will be repeated. The LDF has been allocated to CNPs proportionate to their respective Cornwall Councillor representation. The LDF funding for Liskeard and Looe CNA is £39544.

In overview, the agreed decision-making procedure for the Liskeard and Looe CNA is as follows:

- At the CNP meeting on 24 March 2016 the scheme will be discussed and Cornwall Councillors and Town & Parish Councils within the CNA will be invited to submit proposals for allocating the funding to specific projects. Closing date for proposals will be mid to late May 2016.
- These devolution and partnership working proposals will be assessed against the 3 Community Network Priorities of: Improving the A38, promoting employment by retaining existing jobs and creating additional jobs and promoting the tourist potential of SE Cornwall
- Proposals will be assessed against a scoring matrix that reflects the CNA priorities and taking into consideration the devolution and partnership working requirements of the LDF
- It is expected that the CNP will consider the scored proposals received at the 29 June CNP meeting and make recommendations on spend to the local Cornwall Councillors

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- The Cornwall Councillors will consider the CNP's view and make a collective, final recommendation to the Portfolio Holder for Localism
- It is possible that the total value of proposals received will exceed the available funding so, where proposals are supported in principle, they may not be able to be funded or fully funded.
- All proposals will be subject to a legal and financial compliance check
- The Portfolio Holder will make a decision, which will be published and notified to the CNP

A briefing on the LDF is attached; this sets out the procedure in full and provides detailed guidance on items on which the funding can (and cannot) be spent. A one-side summary is also provided.

Please start to consider any proposals now so that you will be ready to make your formal proposal/s shortly after the CNP meeting in March.

If you have any questions then please contact me.

Best wishes.

David.

David Read  
Community Link Officer for Liskeard and Looe  
Customers and Communities Service  
Communities and Organisational Development Directorate  
Cornwall Council

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01872 323875 (external)  
493875 (internal)

## **Guidelines for engagement with Town and Parish Councils**

These guidelines have been produced after reviewing the consultation undertaken with town and parish councils in June 2015 and Sector Inspectors in September 2015.

We hope by providing these guidelines we are establishing an agreed level of engagement which is beneficial to both.

Sector Inspectors, neighbourhood teams and council representatives will each receive the guidelines to ensure everyone is aware of what level of engagement is expected.

The guidance below details the minimum engagement councils across Cornwall and Isles of Scilly can expect with Devon and Cornwall Police.

A local policing team may decide to increase the level of engagement with a council if they feel it is necessary, and in line with delivering our Force Mission.

### **Engagement:**

- Smaller councils - a member of the neighbourhood policing team will attend an AGM or a similar meeting each year.
- Larger councils - a member of the neighbourhood policing team will attend a council meeting twice a year, and ideally these will be spaced evenly throughout the year.
- A council may ask for a member of the neighbourhood policing team to attend an additional meeting(s) outside the parameters if there is a particular issue in the council's area.

### **Police Liaison Groups:**

- Each sector will create a Police Liaison Group and hold regular meetings.
- Councils will nominate a representative for the group who will attend the meeting and be the point of contact with Devon and Cornwall Police. The police representative will be the Sector Inspector or their deputy. Senior Officers can attend on invite, especially if issues to be discussed affect the whole force area.
- Each sector will determine the frequency and location of meetings, But suggest it is every 6 weeks or similar.
- These meetings will be used to communicate and consult on organisational change or officer/ staff movements which directly impact the councils.

**Access to information:**

- Each council will be provided with an information sheet detailing where they can find information about their local area including crime statistics.
- This information will also be made on the local policing section of the Devon and Cornwall Police website.
- The local policing team will not provide a report prior to each and every council meeting. Councils are encouraged to use this information sheet to find out information about their area for their council meeting.
- Information may be provided for a meeting if there is a specific need or issue, but this will be decided between the Sector Inspector and the council.

**LPA Commander Newsletter**

Councils will receive a bi-annual newsletter from the LPA Commander. Councils can choose whether to receive this via email or in a printed format