

## **LISKEARD TOWN COUNCIL**

**AT A MEETING** of the **TOWN COUNCIL** held in the Council Chamber on Tuesday 17 September 2013 at 7.30 pm there were present:

The Mayor - Councillor Susan Pike - in the Chair

The Deputy Mayor - Councillor Phillip Seeva

Councillors - Ian Goldsworthy, Roger Holmes, Sally Hawken, Nick Mallard, 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

Member of the Press - Viv Tworniki, Cornish Times

Members of the Public –Denise Larner, Ray Meadows and Jan Hare

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.

### **291/13 OPEN SESSION**

Mr Meadows asked why the Council meetings were not audio recorded.

- the 1972 Local Government Act did not call for meetings to be recorded; therefore it must be a unanimous decision of the Council to allow meetings to be recorded.
- It was suggested that this matter should be put to the vote now.
- A Councillor replied that he would not vote in favour of the proposal as he felt it would stifle debate.
- Guidance should be sought on the matter as the need to vote to record meetings might not apply to smaller Councils, and a request that the matter be included on a future agenda was made.
- It was stated that Cornwall Council had recorded it's meetings before the recent election, it was not known if they had voted for the meetings to be recorded. The Cornwall Council meetings were also transmitted live by Webcast and there were proposals for other people to record the meetings.
- A request was made that, whilst making enquiries, the full cost of recording meetings be obtained.

Councillor Hawken volunteered, and it was accepted, that she made the investigations into the rules and costs that would apply to recording Council Meetings.

## **292/13      APOLOGIES**

Apologies were received from Councillor Rachel Brooks and Cornwall Councillor Mike George.

## **293/13      DECLARATIONS OF INTEREST PECUNIARY OR NON PECUNIARY**

No declarations of interests had been received.

## **294/13      MAYORS REMARKS**

- The Mayor stated that during the month she had visited many organisations in the Town, she had opened shops and, with Councillor Purdon, had attended the Golden Wedding celebration of a former Councillor, Sandra Preston.
- She had been impressed by the Breathers Group which had received the Queen's Award for Voluntary Groups. This was a small group who, out of their own adversity, gave huge support to others. They also had an outreach programme and visited schools etc. to try to prevent youngsters from making the same mistakes they had.
- It was heartening to see the stunning voluntary work being carried out in this Town.
- The Mayor was in the process of appraising the Town Council's Website and would report next month.
- She reminded the representatives on Outside Bodies, and our Cornwall Councillors, to submit their reports on the Tuesday prior to the Council meetings.

## **295/13      MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 23 JULY 2013**

### Corrections

### Representatives to Outside Bodies (Minute 143/13)

Liskeard Lights Up Committee

add Councillors Whitty and Seeva

Twinning Association

- It was reported that the Association was dormant.
- A statement was made that a visit had been made to France and there was some interest in the Association, but no one could be found to lead it.

Councillor Goldsworthy proposed, Councillor Whitty seconded and the Council **RESOLVED** that with the above corrections, the Minutes of the Meeting of the Town Council held in the Council Chamber on Tuesday 23 July 2013 be adopted.

**296/13          MATTERS ARISING FROM THE MINUTES**

None

**297/13          COMMITTEE REPORTS**

**a)          PLANNING COMMITTEE TUESDAY 23 JULY 2013**

Corrections

Open Session (Minute 126/13)

Third paragraph, CALC (Cornwall Association of Larger Councils) to read CALC (Cornwall Association of Local Councils)

Applications for Consideration (PA13/05151 (Minute 132/13))

Paragraph 5 replace the paragraph with Councillor J. Shrubsole expressed the frustration of the Council that it could not take a holistic view of the application; it had to be considered as an individual item.

Paragraph 6 replace “was uncertainty about the flexibility of the site” with “the Developers mentioned the site had great flexibility”

Final paragraph change “she would speak” to “she hoped to speak” also after “Cornwall Council Strategic Planning Committee” insert “. “and delete the remainder of the sentence; add a new sentence “There may be insufficient detail to be able to support the application”.

Councillor Purdon proposed, Councillor Goldsworthy seconded and it was **RESOLVED** that, with the above amendments, the Minutes of the meeting held in the Council Chamber on Tuesday 23 July 2013 be adopted.

Matters Arising

None

**b)          PROPERTY COMMITTEE 30 JULY 2013**

Councillor Goldsworthy proposed and Councillor Mallard seconded and it was **RESOLVED** that the Minutes of the meeting held in the Council Chamber on the 30 July 2013 be adopted.

Matters Arising

Terms of Reference (Minute 162/13)

- The Terms of Reference had been amended and circulated.
- In response to a comment that signage had not been included in the Terms of Reference, it was stated that the Minutes recorded that signage was not included.

- Until the item had been adopted by the Council, it could not be proposed or debated.

#### Town Clerks Report (Minute 164/13)

- The Town Clerk reported that he had held various meetings concerning the application for a variation in the Premises Licence for the Public Hall.
- The Clerk was in the process of making the application and had not needed to use the £300 allocated for legal advice regarding the application.
- The Clerk did not foresee any problems in receiving the new licence.
- The work on the Fountain had been discussed with the stone mason and a saving of £3.5k had been made.
- To restore the colour to the Fountain a special cleaning agent was required, as the structure contained many different types of stone. The cleaning agent would reduce the amount of saving just notified.

#### **c) MUSEUM MANAGEMENT COMMITTEE 30 JULY 2013**

##### Correction

##### Election of Chairman of Committee (Minute 170/13)

Second paragraph change L. Shrubsole to J. Shrubsole.

Councillor Goldsworthy proposed, Councillor Tovar seconded and it was **RESOLVED** that the Minutes of the meeting held in the Council Chamber on the 30 July 2013 be adopted with the above amendments.

#### **d) PLANNING COMMITTEE 6 AUGUST 2013**

##### Correction

##### Applications for Consideration (Minute180/13(PA13/05922))

Paragraph 1, change “Environmental Officer” to “Conservation Officer.”

Councillor Purdon proposed, the Mayor seconded and it was **RESOLVED** that, with the above amendment, the Minutes of the meeting held in the Council Chamber on the 6 August 2013 be adopted.

#### **e) COMMUNICATION AND ENGAGEMENT COMMITTEE 6 AUGUST 2013**

##### Correction

##### Development of Car Park Proposals (Minute 189/13)

Paragraph 6, change “did not charge for” to “did not make a profit from.”

### Publicising the Towns Council's Work (Minute 190/13)

Remove sentence referring to Cornwall Council having a different delivery system.

The Deputy Mayor proposed, Councillor Tovar seconded and it was **RESOLVED** that, with the above amendments, the Minutes of the meeting held in the Council Chamber on the 6 August 2013 be adopted.

### Matters Arising

#### Development of Car Park Proposals (Minute 189/13)

- A discussion was held over the effect of lower hourly charges for car parking. It was suggested that a lower rate might increase usage.
- It depended if the public thought it was good value. If they did, usage would increase.
- Reference was made to information provided to a Cornwall Councillor by the Car Parking section of Cornwall Council that indicated a lower charge would reduce revenue.
- The reported potential loss of revenue of £24k for the "free after three" scheme was discussed.
- Would the Precept need to be increased.
- It was explained that there had been an open and wide ranging discussion of ideas, including reference to data obtained from Cornwall Council, which would be circulated. No proposals had been developed.
- The Town Clerk said that when he received the letter giving suggestions for on street parking in Market Street and Church Street, he had responded stating that the matter would be discussed by the Council.
- He would send a further letter to say that this scheme would be included in the Council's consultation.

### f) STAFF COMMITTEE 12 AUGUST 2013

#### Correction

Add to attendees Tony Misson, Head Caretaker.

The Mayor proposed, Councillor Goldsworthy seconded and it was **RESOLVED** that, with the above amendment, the Minutes of the meeting held in the Council Chamber on the 12 August 2013 be adopted.

### Matters Arising

- The Town Clerk replied to a question by stating that all members of the staff had a Contract of Employment and a Job Description, with the exception of the Head Caretaker and Museum Curator.

- The Head Caretaker was trialling a new system of working. When this was completed, and accepted, his job description would be issued.
- Assistance had been requested from the Cornwall Council's Museum Coordinator in preparing the Contract of Employment for the Curator, but no information had yet been received. He would try to obtain the necessary information from other sources.

#### Training (Minute 200/13)

##### Staff

- The need to identify specific needs was highlighted to ensure that each member of staff was valued and that they had job satisfaction.
- Staff should receive targets and appraisals; this would be spearheaded by the Staff Committee.

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##### Councillors

- Discussions have been held with Sarah Mason.
- Councillors should have input into the courses to ensure that they received what was necessary, not just what was on offer. There was a question as to the budget that was available for training?
- Training should be planned ahead and not arranged at the last minute. For this reason details of training were circulated as soon as they were received.
- Councillors confirmed that they had received details of Cornwall Council's training courses.
- Sarah Mason was currently drawing up a new training schedule for 2013/2014.

#### **g) FINANCE AND STRATEGY COMMITTEE 13 AUGUST 2013**

##### Corrections

##### Minutes of the Finance Committee Meeting (Minute 209/13)

After "procedure to be noted" replace "we were now a different organisation" with "because the membership had changed."

##### Budgets (Minute 210/13)

##### Finance and Strategy

Third paragraph delete "not" after "The Mayor choosing ceremony was"

##### Communication and Engagement

Second paragraph, delete "for recording".

After “was” delete “and” to be replaced with “for”.

Third paragraph correct the spelling of relationship.

The Mayor proposed, Councillor Goldsworthy seconded and it was **RESOLVED** that, with the above amendments, the Minutes of the meeting held in the Council Chamber on the 13 August 2013 be adopted.

### Matters Arising

#### Budgets (Minute 210/13)

- The Committee Budgets contain salaries as follows  
The Museum and TIC staff in the Communication and Engagement budget.  
The Caretakers staff in the Property budget.  
The Office staff in the Finance and Strategy budget
- Salaries were in line with the National Joint Council for Local Government Services pay scales.
- They were reviewed every year by that body.
- Employees were allocated to a grade and could progress to the top of that grade.
- They cannot proceed beyond that grade unless they progressed through additional qualifications, were promoted or were regraded.
- The same system was in place for Town Clerks through the Society of Local Council Clerks.
- A mistake had been made on the previous budget for the Newsletter, this had now been corrected.

#### **h) PLANNING COMMITTEE TUESDAY 20 AUGUST 2013**

##### Correction

An apology had been received from Councillor Whitty

Councillor Purdon proposed and the Mayor seconded and it was **RESOLVED** that, with the above amendment, the Minutes of the meeting held in the Council Chamber on the 20 August 2013 be adopted.

#### **i) PLANNING COMMITTEE TUESDAY 3 SEPTEMBER 2013**

##### Correction

##### Open Session (Minute 228/13)

First line correct the spelling of addressed

Third paragraph correct the spelling of complaints

Applications for Consideration (Minute 234/13(PA13/Aldi Stores))

Fifth paragraph change “rejected” to “objected”

Fifth paragraph add “win” after “win” to read win win

Seventh paragraph change “Councillor Holmes said that he” to “The Mayor advised that Councillor Holmes had”.

Councillor Purdon proposed and the Mayor seconded and it was **RESOLVED** that, with the above amendments, the Minutes of the meeting held in the Council Chamber on the 3 September 2013 be adopted.

**j) COMMUNICATION AND ENGAGEMENT COMMITTEE 3 SEPTEMBER 2013**

Corrections

Matters Arising (Minute 241/13 (Trailer))

Replace “Councillor L. Shrubsole with “The Committee was”

Town Crier (Minute 244/13)

Third paragraph replace “which were over” to “one of which was over.”

Matters arising

- A long discussion concerning the style and content of the Minutes ensued. It was stated that some Councillors thought that the Minutes had been written to give a poor impression of the Committee.
- The Council felt that they could not accept the Minutes in their present form.

Councillor Mallard proposed and Councillor Powell seconded and it was **RESOLVED** that the Minutes of the meeting held in the Council Chamber on the 3 September 2013 were unacceptable and should be returned to the Committee.

Councillor Holmes abstained from the vote.

**k) MUSEUM MANAGEMENT COMMITTEE 9 SEPTEMBER 2013**

Corrections

Councillor Purdon had sent her apologies for the meeting.

Proposed Charge for Family Research (Minute 261/13)

Second line, correct spelling of credit in credit/debit card.

Councillor Goldsworthy proposed and Councillor Purdon seconded and it was **RESOLVED** that the Minutes of the meeting held in the Council Chamber on the 9 September 2013 be adopted.

**I) PROPERTY COMMITTEE 10 SEPTEMBER 2013**

Councillor Goldsworthy proposed, the Mayor seconded and it was **RESOLVED** that, the Minutes of the meeting held in the Council Chamber on the 10 September 2013 be adopted.

Matters Arising

Update on Public Hall Heating (Minute 173/13)

- The three estimates had been circulated at the meeting

Councillor Mallard proposed, Councillor Hawken seconded and the Council **RESOLVED** that the Town Clerk should negotiate the best deal for the replacement of the boilers, to a maximum of £20k. The finance for the replacement boilers would be drawn from the Property Committee's Dilapidation Reserves.

Country Produce Market (Minute 275/13)

- Councillor Hawken stated that she had received an apology from Councillor Goldsworthy; he had not circulated the information he had thought he had.
- The Town Clerk stated that the Charter allowed for a Monday Market, he would seek clarification.

Upgrade of the Museum CCTV (Minute 273/13)

Councillor Goldsworthy proposed, the Mayor seconded and the Committee **RESOLVED** that the Town Clerk should proceed with the replacement of the Museum's CCTV system to a maximum value of £3k. This money was to be taken from General Reserves.

Pipewell Gates (Minute 274/13)

- The Town Clerk reported that he had sought the advice of the Cornwall Council Conservation officer, and was waiting for the reply.
- This work could not proceed until the next meeting of the Property Committee had received all details.

### **298/13 SIGNATURES FOR THE HSBC BANK MANDATE**

- The Town Clerk reported that not all Councillors had provided a signature for the Bank Mandate. He asked that those who were outstanding sign the form which had been brought to the meeting.

### **299/13 CORNWALL COUNCIL PLANNING DECISIONS**

Addendum I was tabled and noted.

### **300/13 ACCOUNTS**

Councillor Goldsworthy declared an interest in item 100641.

Addendum No.2 was presented and noted.

### **OTHER REPORTS**

### **301/13 TO RECEIVE THE MINUTES OF THE TOWN FORUM MEETING HELD ON WEDNESDAY 10 JULY 2013**

The Minutes of the Town Forum meeting held on Wednesday 10 July 2013 were noted.

### **302/13 VERBAL REPORT FROM THE PLANNING MEETING HELD EARLIER IN THE EVENING**

- Councillor Purdon reported that the Planning Committee had considered three applications which had been recommended for support.
- Cornwall Council had informed this Council that they were minded to support the proposed development at 7 Addington South, and had asked if we would withdraw our objection. The Town Clerk would reply that our objection be withdrawn.
- Cornwall Council had informed this Council that they were minded to support the application received from Aldi Stores for enlargement of their car park.
- The Town Clerk would reply that this Council wanted their objection to stand.

### **303/13 CORRESPONDENCE**

- A) Letter from Vital<sup>ise</sup> (essential breaks for disabled people and carers) Requesting a Grant Aid Scheme 2014-2015 application form to be sent by e-mail.

This item was referred to the Finance and Strategy Committee.

- B) Letter from Sheryl Murray enclosing a letter from DCLG concerning the

interest from Cornwall for Neighbourhood Plans. Officials were planning to visit the area in October.

The Town Clerk replied that some Councillors would attend the meeting when details were known.

- C) Letter from Cruse Bereavement Care 2013 Appeal requesting the Council provide financial support to them.

This item was referred to the Finance and Strategy Committee.

- D) Letter from Hearing Dogs for the Deaf asking us to pledge our support for access for hearing dogs and enclosed an Assistant Dog UK sticker to display in the office to show all assistant dog users they were welcome.

They have also requested our support for their Dogtember collection during September. Return the registration card to support their sticker scheme and to receive a collection box.

This item was referred to the Finance and Strategy Committee.

- E) Letter from PRS for Music and PPL. They have introduced joint licencing for Community Buildings run by Voluntary Organisations in January 2012. They were asking that we take part in an on-line survey to see if their charges were fair and simple for licensees.

The Town Clerk would complete the survey.

**304/13 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 the Press and Public be excluded from the meeting for the following item of Business.

**305/13 ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

Not Required

**306/13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Public Bodies (admission to meetings) Act 1960 the members of the Press and Public are re-admitted to the Meeting.

**307/13 DATE OF NEXT TOWN COUNCIL MEETING**

The next meeting of the Town Council would be at 7.30 pm on Tuesday 15 October 2013 in the Council Chamber.