

LISKEARD TOWN COUNCIL

AT A MEETING of the **TOWN COUNCIL** held in the Council Chamber on Tuesday 15 October 2013 at 7.30 pm there were present:

The Deputy Mayor - Councillor Phil Seeva - in the Chair

Councillors: - Rachel Brooks, Ian Goldsworthy, Roger Holmes, Sally Hawken, Tony Powell, Anne Purdon, James Shrubsole, Lorna Shrubsole 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 and Ray Meadows

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

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

375/13 OPEN SESSION

Mr Meadows repeated a previous request as to why meetings were not recorded, he was not aware of any reason why it was not done. The Deputy Mayor replied that the matter was being investigated.

Councillor Hawken informed the meeting that this matter was included in the agenda.

376/13 APOLOGIES

Apologies were received from Councillors Nick Mallard, Jane Pascoe, The Mayor Susan Pike and Hella Tovar.

An apology was also received from Cornwall Councillor Mike George

377/13 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON REGISTERABLE

No declarations of interests had been received.

378/13 MAYORS REMARKS

The Deputy Mayor asked for a positive meeting, it was his first as Chair on this Council. He reported that he had attended a meeting of the Sports Club and was

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impressed by how it had been turned round. The members had worked together and had redecorated the building and installed new carpets and curtains, the transformation was impressive.

379/13 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 17 SEPTEMBER 2013

Corrections

Committee Reports (Minute 297/13 (j.) Communication and Engagement Committee 3 September 2013))

Councillor Powell, not Councillor Goldsworthy had seconded the proposal.

The Deputy Mayor proposed, Councillor Holmes seconded and the Council **RESOLVED**, that with the above correction, the Minutes of the Meeting of the Town Council held on Tuesday 17 September 2013 be adopted.

380/13 MATTERS ARISING

Committee Reports (Minute 297/13 (j.) Communication and Engagement Committee 3 September 2013. Matters arising, Development of car Park Proposals))

In response to a question from Councillor Powell, Councillor Hawken replied that she had not circulated the information she had received from Kate Dixon, at her request, as it was thought that there was an error in the raw data. This had been explained to the Town Clerk.

Councillor Powell said he would make a complaint that an Officer of Cornwall Council had not responded with information that had been requested.

In response to a question from Councillor L. Shrubsole the Town Clerk replied that he had responded to Mr Warren when his letter was received to inform him that the matter would be discussed by the Council. Since then he had visited Mr Warren three times and had discussed the progress of the matter with him. He did not see the need to write another letter. Councillor Hawken reported that she also had discussed this parking matter with Mr Warren.

381/13 COMMITTEE REPORTS

a) COMMUNICATION AND ENGAGEMENT TUESDAY 3 SEPTEMBER 2013

Councillor Brooks explained that, following advice, the Minutes should record decisions and the gist of discussions; the Minutes had now been reformatted and redrafted for representation to the Council.

Corrections

Councillors Whitty and Mallard were not members of this Committee.

Councillor Brooks proposed, Councillor Hawken seconded and the Council noted the Minutes of the Communication and Engagement Committee held on Tuesday 3 September 2013, with the above amendment.

Matters Arising

Matters Arising (Minute 241/13(Agendas))

The Council agreed the recommendation that all Councillors should receive all Agendas.

Matters Arising (Minute 241/13(Workers))

The Council agreed the recommendation that a budget would be provided for the time Council Staff would spend collating information from the Car Parking consultation.

The Council agreed the recommendation that the Town Team's Survey Monkey be used to collate the consultation information.

Publicising the Town Council's Work (Minute 242/13(Communication Strategy))

The Council agreed the recommendation that the Communication Strategy "A More Personal Approach" be adopted by the Council.

The Town Crier (Minute 244/13)

The Council agreed the recommendation that Jo Hoskin be paid for the design of the last issue of the Town Crier.

The Council agreed the recommendation that an additional 200 copies of the Town Crier be published.

Any Other Business (Minute 247/13)

The Council agreed the recommendation that the Budget line for Marketing be changed to Marketing and Consultation, and that £500 be transferred from the Events line to the new Marketing and Consultation line.

b) PLANNING COMMITTEE 17 SEPTEMBER 2013

Councillor Purdon proposed, Councillor J. Shrubsole seconded and the Council noted the Minutes of the Planning Committee held on Tuesday 17 September 2013.

c) STAFFING COMMITTEE 24 SEPTEMBER 2013

Councillor Goldsworthy proposed, the Deputy Mayor seconded and the Council noted the Minutes of the Staffing Committee held on Tuesday 24 September 2013.

1) Recommended First Aid Training was Undertaken

Training (Minute 310/13 (a) First Aid))

In response to questions, the Town Clerk said;

- that the First Aid training was to cover the Council's employees, not the public who used the Council's buildings
- Staff appraisals would take place this month
- Nationally Town and Parish Council's Quality Status was suspended. The new details would be circulated when they were issued.

The Council agreed the recommendation of the Committee that two employees receive First Aid training.

2) Recommended Health and Safety Training was Undertaken

Training (Minute 310/13 (c) Bespoke Courses))

The Council agreed the recommendation of the Committee that the Head Caretaker undertook Health and Safety training.

3) Recommended Health and Safety Policy be adopted

Health and Safety Policy (Minute 311/13)

The Council agreed the recommendation of the Committee that the Health and Safety Policy prepared by Ellis Whittam be adopted.

d) FINANCE AND STRATEGY COMMITTEE 24 SEPTEMBER 2013

The Deputy Mayor proposed, Councillor Goldsworthy seconded and the Council noted the Minutes of the Finance and Strategy Committee held on Tuesday 24 September 2013.

Budget Report (Minute 321/13)

1) Recommendation that Cornwall Council's Election Cost be paid

The Council agreed the recommendation of the Committee that the costs incurred by Cornwall Council for the May 2013 elections to the Town Council be paid.

Budget Report (Minute 321/13(Town Forum))

2) Recommendation that £468.00 be paid to the Town Forum for the hire of the projector

The Council agreed the recommendation of the Committee that the £468.00 owing to the Town Forum for the hire of their projector be paid.

3) Recommendation the balance of this year's Town Forum Grant be paid

The Council agreed the recommendation that the balance of this year's budget for the Town Forum be paid.

4) Recommendation that the balance of the previous year's budget for the Town Forum Grant to be paid

The Council agreed the recommendation made by the Committee that the balance of the previous year's budget for the Town Forum be paid.

Grants (Minute 322/13)

5) Recommendation that a grant be paid to Liskeard Lights Up

The Council agreed the recommendation of the Committee that a grant of £450.00 be paid to Liskeard Lights Up.

6) Recommendation that a grant be paid to Liskeard Area Memory Café

The Council agreed the recommendation of the Committee that a grant of £300.00 be paid to the Liskeard Area Memory Café.

7) Recommendation that a grant be paid to the Liskerrett Male Voice Choir

The Council agreed the Committee's recommendation that a grant of £100.00 be paid to the Liskerrett Male Voice Choir.

e) PLANNING COMMITTEE 1 OCTOBER 2013

Councillor Purdon proposed, Councillor Whitty seconded and the Council noted the Minutes of the Planning Committee held on the 1 October 2013.

f) COMMUNICATION AND ENGAGEMENT COMMITTEE 1 OCTOBER 2013

Correction

Add Councillor Hawken to Members attending the meeting.

Any Other Relevant Business (Minute 345/13)

Correct the spelling of “would”

Councillor Brooks proposed, the Deputy Mayor seconded and the Council noted, with the above corrections, the Minutes of the Communication and Engagement Committee held on the 1 October 2013.

Promoting the Town (Minute 342/13)

1) Recommendation that the Town Information Centre be allowed to stock items as detailed in their report

The Council agreed the Committee’s proposal that the Information Centre be allowed to stock items as detailed in their report, with the proviso that the sell by dates of perishable items be considered when ordering.

Matters Arising

Matters Arising (Minute 340/13)

It was reported that:

- Around 150 car parking questionnaires had been returned
- The Workers car parking questionnaire has been produced
- The TIC and Museum will be launching the new leaflets and podcasts on the 23 October 2013

g) PLOTHOLDERS AND PROPERTY COMMITTEE 1 OCTOBER 2013

Councillor Goldsworthy proposed, Councillor Whitty seconded and the Council noted the Minutes of the Plotolders and Property Committee held on 1 October 2013.

Matters Arising

Councillor Hawken reported that the three Cornwall Council Councillors of the Town had confirmed that they would contribute towards the repair of the Pipewell Gates from their Community Fund.

382/13 NEIGHBOURHOOD PLAN

The majority of Councillors present agreed that the town should have a Neighbourhood Plan. Discussion included:

- A working group of 4 or 5 Councillors be formed to plan the Neighbourhood Plan

- Consultation should be held with neighbouring Parishes such as Dobwalls and Menheniot
- The possibility of producing a joint Plan should be investigated
- Nine of the ten councillors present volunteered to join the working group

Councillor Brooks proposed, Councillor J. Shrubsole seconded and nine Councillors voted that the Council would produce a Neighbourhood Plan. One Councillor voted against the motion.

383/13 CC PLANNING DECISIONS

The Cornwall Council Planning Decisions, as Addendum 1, were noted.

384/13 ACCOUNTS

The Accounts as Addendum 2 were noted

385/13 OTHER REPORTS

b) Liskeard Town Team Report

The Town Team Report was noted

c) Cornwall Councillors Report

Cornwall Councillor Hawken reported:

- She had agreed with the Town Clerk to keep him up to date by e-mail
- She and Councillor L. Shrubsole had attended a Community Network Panel
- The panel was a good way for networking for South East Cornwall Councillors
- The CAB provided statistics which were very revealing
- The meetings were held on a Tuesday but they were looking at rotating the dates so that they did not clash with the full Council meetings
- A paper had been circulated to Members, comments were required for collation by the 24 October 2013
- She had requested that the £1.00 all day parking charge on Saturdays continued until the end of the year
- South East Cornwall Councillors were working together for the region; they had prepared questions for the leader of the Council concerning the continued use of Luxstowe House by Cornwall Council.

A debate about the merits of Luxstowe House and the possible operating and refurbishing costs was held together with the possible future use of Westbourne House. It was commented that developers had given up on Liskeard.

Councillor L. Shrubsole stated that the Community Network Panel meeting had been

very interesting and informative, although she had been shocked at some of the figures quoted for debt etc. She intended to attend further meetings and found the opportunity to talk to Councillors from neighbouring Parishes very helpful.

d) Looe Valley Line Report September 2013

The report on the Looe Valley Line was noted.

Councillor J. Shrubsole said that the line was healthy. Looe TIC had prepared a booklet of walks from the Line.

e) SECTA Report

The SECTA report was noted

386/13 VERBAL REPORT ON THE PLANNING MEETING HELD EARLIER THIS EVENING

Councillor Purdon reported that three applications had been considered. Two had been supported. The third was in St Keyne which was not in our area; however, the Committee had no objections and thanked the Council for the opportunity to view the application.

387/13 CORRESPONDENCE

1. Letter from Cornwall Council Planning offering to meet with Town Councils and to offer tailored training sessions, all about affordable housing.
2. Letter to Liskeard Rugby Club confirming the Council's appreciation of the Rugby Club's support, and stating the Council's support of the Rugby Club.
3. Letter to ReVitalise Liskeard confirming that the Country Markets can be held on Mondays.
4. Letter from Lloyds TSB to inform us that the Council's Bank was now Lloyds Bank following the creation of two separate banks from Lloyds TSB.
5. Letter from Cornwall Council giving details of the Planning Friendly Link Officer's duties and listing all the Officers in Cornwall. Ours was Patrick James.

Councillor Hawken explained that it was intended that the link officer would be able to identify Planning Case Officers without the person making the enquiry having to search through a list of all Officers.

Circulars

1. South West Federation of Museums and Art Galleries

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Town Council 15 October 2013

2. Letter and magazine from Chicks. This was their 21st year, they were aiming to provide 1200 disadvantaged children with a free respite break this year.

Also asking the Council to make them its official charity for the coming year.

3. Panorama Info regio Automne 2013. Commission Europeene Eco-innovation Les regions de l'UE tracent la voie vers l'economie verte.
- 4.. Panorama Info regio ETE 2013. L@UE accueilli le Croatie 28e Etat membre.

388/13 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.

389/13 ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

1. Councillor Vacancy
2. No 4 The Arcade

390/13 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.

391/13 DATE OF NEXT MEETING

The next meeting of the Town Council would be held on Tuesday 19 November 2013 at 7.30 pm in the Council Chamber.