

LISKEARD TOWN COUNCIL

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

The Mayor - Councillor Sue Pike - in the Chair

The Deputy Mayor - Councillor Phil Seeva

Councillors: - Rachel Brooks, Ian Goldsworthy, Adam Hodgkins, Roger Holmes, Sally Hawken, *Nick Mallard, Jane Pascoe, 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 - John Tovar, Ray Meadows, Paul Pascoe, Dr Barry Helme, Liskerrett Centre and Jenny Haley, office of Sheryll Murray

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

The Mayor then convened the Council and welcomed Councillor Adam Hodgkins who had been co-opted to the Council. She then informed as to Housekeeping matters

564/13 OPEN SESSION

Jenny Haley informed the meeting that she was the secretary to Sherryl Murray and was liaising with local Councils for Mrs Murray.

565/13 APOLOGIES

Apologies were received from Councillor Tony Powell and Cornwall Councillor Mike George.

566/13 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON REGISTERABLE

No declarations of interests were made.

567/13 MAYORS REMARKS

The Mayor stated that it had been a busy month. She had met with a varied selection of groups in the Town and she was aware how lucky Liskeard was to have so many good people working as volunteers in the Town.

She was to visit three care homes today and wished to thank the staff for the excellent care they take over the residents.

The Carol Service had been another success, not only because of the quality of the cakes provided, and she wished to thank Councillors Purdon and J. Shrubsole for taking the readings.

Finally she gave her apology for the next Communication and Engagement Committee meeting as she would be in Ireland for two weeks.

568/13 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 19 NOVEMBER 2013

Corrections

Mayors Remarks (Minute 484/13)

Page 2, third line, remove “week” after Liskeard Spring Walking Festival.

Precept (Minute 488/13)

Page 6, first bullet point, add “additional 1%” between ‘with an’ and ‘Allowance’

Page 6, final bullet point, delete “and signage”, add “an” between ‘as’ and ‘additional’ and make ‘items’ ”item”.

The Mayor proposed, the Deputy Mayor seconded and the Council **RESOLVED**, that with the above correction, the Minutes of the Meeting of the Town Council held on Tuesday 19 November 2013 be adopted.

569/13 MATTERS ARISING

Committee Reports (Minute 487/13 (b. Staffing))

The Staff Appraisal Policy did not exist, it would have to be prepared by the Staffing Committee. It would be added to the Agenda for the January meeting.

Committee Reports (Minute 487/13 (c Finance and Strategy))

The Town Clerk reported that he had been unable to better the rates offered by Lloyds Bank, therefore he recommended that the investment be confirmed with the current bank.

Committee Reports (Minute 487/13 (g Property))

A request would be made to the Finance Committee for a budget for signage for the remaining period of this financial year.

570/13 COMMITTEE REPORTS

a) PLANNING COMMITTEE HELD ON TUESDAY 19 NOVEMBER 2013

The Council noted the Minutes of the Planning Committee Meeting held on Tuesday 19 November 2013.

Members **RESOLVED** to **APPROVE** the **RECOMMENDATIONS** made in Minute 477/13 (Applications for Consideration).

b) FINANCE AND STRATEGY COMMITTEE MEETING TUESDAY 26 NOVEMBER 2013

The Council noted the Minutes of the Finance and Strategy Committee Meeting held on Tuesday 26 November 2013.

Matters Arising

Precept (Minute 507/13)

The Town Clerk presented the proposed budget for the 2014/2015 year that had been approved by the Finance and Strategy Committee. In response to a question, he responded that grass cutting had been included in the proposed budget. If the Council approved the proposed budget he would submit it to Cornwall Council this week.

The Mayor proposed, Councillor Goldsworthy seconded and the Members **RESOLVED** to **APPROVE** the budget for the year 2014/2015.

Recommendation

The Finance and Strategy Committee recommended to the Council that the TIC should construct a new Website up to a cost of £2.5k.

Councillor Brooks reported that the Communication and Engagement Committee had made this recommendation to the Finance and Strategy Committee so that the TIC would be best equipped to promote the Town. It was anticipated that the running cost of the site would be covered by the income generated from sales. In response to a question, she replied that the stock was purchased from the budget allocated each year by the Council, the proceeds from the sale of these items would finance the operation of the Website.

The Mayor proposed, Councillor Brooks seconded and the Members **RESOLVED** that the TIC should construct a new Website up to a cost of £2.5k.

c) PLANNING COMMITTEE MEETING TUESDAY 3 DECEMBER 2013.

The Council noted the Minutes of the Planning Committee Meeting held on Tuesday 3 December 2013.

The Council **RESOLVED** to **APPROVE** the **RECOMMENDATIONS** made in (Minute 521/13) Applications for Consideration.

d) COMMUNICATION AND ENGAGEMENT COMMITTEE TUESDAY 3 DECEMBER 2013

The Council noted the Minutes of the Communication and Engagement Committee Meeting held on Tuesday 3 December 2013.

1) Recommendation

The Communication and Engagement Committee Recommended to the Council that recordings of meetings should be made, as a trial, subject to cost.

Councillor Brooks gave a brief resume of this item and Councillors discussed the matter. Comments included;

- Costs, methodology and legal framework had not been discussed or set out in information provided
- Many questions remained unanswered
- A proposal was made to defer this matter until further information was available
- One Councillor had previously disagreed with this proposal, this disagreement still stood
- The recording of meetings might contravene Article 12 of the European Convention
- The proposal might conflict with the Representation of People Act
- If recordings were made without permission it might breach copyright regulations
- It was stated that this matter had been previously discussed, several other Councils record meetings without problems, therefore this Council should proceed with the proposal
- It was suggested that the recordings could be made by using a dictaphone on the centre of the table, but it was thought that this would not record everything clearly
- There was no legislation that prohibited the recording of meetings
- The Council was in the public eye, it should not hide behind regulations
- The matter had not been discussed by the Council, only at Committee, all details should be presented for discussion by the Council
- It was suggested that the Committee made recommendations to the Council, it was not for the Council to re debate the item

- As it had been agreed to defer this matter why was the discussion continuing?
- Trials could be made by recording the Communication and Engagement Committee meetings
- A dictaphone might be able to be borrowed from the school
- The Chamber of Commerce had a dictaphone that they used, recordings were erased after the Minutes of meetings had been held. The Council could use this machine
- It was not just a matter of cost. If all Members were not happy with the proposal it should not continue
- If a trial was made it might convince all that it was a good proposal

*At this point, 8.03 pm, Councillor Mallard left the meeting as a deferred item continued to be discussed.

The debate continued;

- Too many questions remained unanswered
- Cornwall Council protocol could be copied, information and costing information would be provided

The Mayor proposed, Councillor Hodgkins seconded and the Council **RESOLVED** to defer this discussion for one month to allow more information to be provided.

Three Councillors voted against the motion.

e) PROPERTY COMMITTEE MEETING HELD ON TUESDAY 10 DECEMBER 2013

The Council noted the Minutes of the Property Committee Meeting held on Tuesday 10 December 2013.

1) Recommendation

The Chairman reported that recently the heating system at the Museum had started to leak. A repair had been made, but it had been reported that the system was in danger of a complete failure.

Three quotations had been received for the replacement of the system.

Councillor Goldsworthy proposed, the Mayor seconded and the Council **RESOLVED** that a local contractor be employed to renew the heating system at the Museum up to a cost of £3k.

571/13 NEIGHBOURHOOD PLAN

It was reported that a second meeting had been held by the working party. They had agreed that two groups be formed, one to make consultations and one to plan the project.

- The planning group would meet on the 8 January 2014
- Steve Beresford Foster had offered to assist. He had prepared a project plan and some terms of reference
- Recognition of the working group would be made after the Council had received the Terms of Reference and Project Plan. This information was essential for the Council to make decisions
- Cornwall Council had been notified of the Council's intention to prepare a Plan, but they had not acknowledged this notification
- Councillors expressed concern that the Working Group was not yet formalised by the Council, they wanted formal recognition to give their work authenticity
- It was stated that as the Working Party would contain members of the public, it was very important that the Terms of Reference were agreed by the Council before the detailed work began
- It was suggested that an informal Committee could not present Terms of Reference to the Council, it needed to be from a formal Committee
- The Town Clerk advised that he had seen a copy of the Terms of Reference, they were extensive and he suggested that the Council should see them before making any decisions. He felt that the Committee could not be formed until the Terms of Reference for the Committee were known

Councillor Brooks proposed, Councillor L. Shrubsole seconded and the Council **RESOLVED** that the Committee Members be named, now, for the Committee to bring the Terms of Reference back to the Council for discussion.

Members named for the Committee were, J Shrubsole, L. Shrubsole, S. Hawken, R. Brooks, R. Holmes, J. Pascoe, The Mayor, A., Purdon and Steve Beresford Foster.

572/13 CC PLANNING DECISIONS

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

573/13 ACCOUNTS

Councillor Goldsworthy declared an interest in item 100758 and took no part in the discussion.

The Accounts as Addendum 2 were noted.

574/13 OTHER REPORTS

None

575/13 VERBAL REPORT ON THE PLANNING MEETING HELD EARLIER THIS EVENING

Councillor Purdon reported that one application had been considered concerning the wording of a Section 106 Agreement. The Council had asked for further information

prior to making a decision.

576/13 CORRESPONDENCE

The Correspondence Schedule as attached was circulated.

577/13 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.

578/13 ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

1. No 4 The Arcade

579/13 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.

580/13 DATE OF NEXT MEETING

The next meeting of the Town Council would be held on Tuesday 21 January 2014 at 7.30 pm in the Council Chamber.

CORRESPONDENCE SCHEDULE

TOWN COUNCIL 17 DECEMBER 2013

1. CORRESPONDENCE

- a. Letter from Merlin MS Centre thanking the Council for the recent Grant to them.
- b. Cornwall Air ambulance giving thanks for the grant recently made to them.
- c. Letter from Sheryll Murray, MP, inviting Councillors to an afternoon tea briefing on Friday 10 January 2014 at the Cornwall School Of Tourism, St Mellion at 3.00 pm to ask for support for the Cornwall Apprenticeship Campaign.
- d. Letter from Cornwall Council enclosing their Pension Fund Annual Report and Accounts 2012-13.
- e. Peninsula Community Health Annual review October 2011 to March 2013
- f. Letter from Cornwall Council informing of charges for road closure events from January 2014. Small events £40, large events £90 plus cone hire charges if required. Organisers will also have to place advance notices of the closure. A charge will also be made for training for placing road signs etc.

2 CIRCULARS

- a. From Cornwall Council notification that they are making a survey of the condition of 500 Grade II Listed Buildings following the receipt of a Heritage Lottery Fund Grant