

LISKEARD TOWN COUNCIL

AT A MEETING of the **TOWN COUNCIL** held remotely on Tuesday 29th September 2020 at 7.30 p.m. there were included:

The Mayor – Councillor Rachel Brooks – in the chair.

The Deputy Mayor – Councillor Sandra Mitchell.

Councillors – Simon Cassidy, Sally Hawken, Jane Pascoe, Tony Powell, Sue Shand, Julian Smith, Naomi Taylor and Christina Whitty.

Town Clerk – Steve Vinson

Mayors Chaplain – Becca Bell

RFO/Deputy Town Clerk – Yvette Hayward

Facilities Manager - Jacqui Orange

Member of the Public – Nick Craker (Cornwall Councillor).

Becca Bell led the council and member of the public in saying prayers for the town and council.

163/20 APOLOGIES – Councillors David Ambler and Anna Clarke.

164/20 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON-REGISTERABLE – Councillor Goldsworthy declared an interest in Agenda Item 11 Schedule of Payments 129.

165/20 MAYOR'S REMARKS – “On 9 September I was very pleased to be able to attend the last Crying the Neck ceremony at Bolitho Farm under James Moon’s tenancy. Because of Covid it had to be a small private event but Jim Moon has been very generous in providing the venue for the event and it obviously meant a lot to him that this last ceremony could take place.

The following weekend we had Liskeard Unlocked and it was wonderful to see so many people taking part in the events, both in person and online. I was particularly pleased to talk to a lot of people at the Unlocking the Cattle Market event who were very positive about both the Cornwall Council Digital and Creative Workshed and the Cattle Market makers project. Many thanks to everyone who helped make Liskeard Unlocked happen, including councillors and Town Council staff, especially Mandy Hancock.

On 18 September Cormac arranged a demonstration of the new Grillo machine which cuts and collects grass, which will help lower the soil fertility to discourage coarse grass and encourage more wildflowers. Along with Nick Craker and Sally Hawken I talked to Cormac managers and staff and I was very struck by how personally committed the staff seemed to be to the new wildlife-friendly approach.

They told me they'd seen lots of voles, mice and toads as they started to cut the long grass. It's great that Liskeard is one of the first two towns to be using this approach.

Yesterday, with Naomi, I attended a NALC session about what Town and Parish councils can do on the environment. It was very interesting and we will be feeding back further about it.

As you know, last week we said goodbye to Steve Neal who has done a great job covering Erin's maternity leave. We were able to have a small socially-distanced get together on Friday to express our thanks and see him off. Erin had a good handover with Steve and it's lovely to have her back.

Finally, look out for knitted rainbow bunting in many shops and cafés around town in the run out to 3 Bags Full online."

166/20 TO RECEIVE AND ADOPT THE MINUTES OF THE 25TH AUGUST 2020

COUNCIL MEETING: – The Mayor proposed, Councillor Taylor seconded, and the Council **RESOLVED** to **ADOPT** the minutes of the Council meeting held on 25th August 2020.

167/20 PUBLIC PARTICIPATION – None.

168/20 TOWN CLERK'S UPDATE – Cattle Market Makers Project CLLD legal advice. The Town Clerk reported:

- Helen Willett would be the Codes solicitor dealing with the lease and associated collaboration agreement as she had experience of dealing with Penzance Town Council projects which involved Cornwall Council land and buildings that were more than a commercial lease and involved project work on wider objectives.
- Legal advice note – Helen has already given a response on the 7 points that were set out in the Legal advice note that the Town Council has sent off.
- Land Registry Searches – There is no need to undertake a further Land Registry search as the search for the for events area lease had been on a title that covered the whole of the Cornwall Council land ownership.
- Collaboration Agreement – would be referred to a colleague with relevant experience of such agreements.

Cattle Market Makers Project – CLLD project development – Design and build planning application and grant appraisal update. The Town Clerk reported:

- Cornwall Council signed off the employment of an external project manager.
- The Project Manager should start in mid-October 2020 and the design and build process should be complete by Christmas.

- They will work on taking the CLLD capital project through a design and build process. This should produce firm costings that the CLLD programme can accept as meeting the procurement criterion of the EU funding.
- There will be a parallel process of submitting the planning application and obtaining the planning consent. It has been indicated that it would be necessary to obtain the Planning consent before submitting the grant application for appraisal.
- It has been suggested that the application should go for formal appraisal in January 2021 and will hopefully be approved in March 2021. The grant offer letter should come early in April 2021. Realistically, the project will not start until May 2021.
- As the outputs are attached to the ERDF capital project, it was advised against trying to progress any revenue elements in advance of the capital programme elements to which the outputs were attached.”

Website Accessibility – the RFO/Deputy Town Clerk reported that the Town Council was compliant with the regulations. Significant further work by TIC staff would be necessary to meet some aspects of the regulations and this was the subject of discussions with the website provider.

169/20 COMMITTEE MEETING – MINUTES: a) Councillor Cassidy proposed, the Deputy Mayor seconded, and the Council **RESOLVED** to **NOTE** the minutes of the Communication & Engagement Committee held on Tuesday 8th September 2020. b) Councillor Powell proposed, Councillor Cassidy seconded, and the Council **RESOLVED** to **RATIFY** the minutes of the Planning Committee held on Monday 14th September 2020. c) Councillor Goldsworthy proposed, Councillor Pascoe seconded, and the Council **RESOLVED** to **NOTE** the minutes of the Facilities Committee held on Tuesday 15th September 2020.

RESPONSIBLE FINANCIAL OFFICER (RFO) REPORTS 8 - 11

170/20 RFO REPORT – (for information) to include receipt of the precept, councillor verification of bank reconciliations and interim internal audit arrangements. The report was noted.

171/20 BUDGET MONITORING 2020/2021 – a) to receive and accept a report on all the committee budgets to 31 August 2020 for monitoring purposes. b) to consider the financial impacts of Covid19 and provide guidance to committees to review projects and reserves to cover the projected budget shortfall.

Following discussion of the committee budget sheets and the possible options to reduce costs, the Mayor proposed, the Deputy Mayor seconded and the Council **RESOLVED** to receive and accept the committee budgets to 31 August 2020 for monitoring purposes.

Following consideration, it appeared that an option would be to defer a range of capital and revenue projects with an approximate value of £50,000 from the current 2020/2021 financial year to the 2021/2022 financial year. This is to be undertaken with a review of looking to undertake the projects from the reserves rather than funding them via the precept.

The service committees were to be asked to hold budget meeting to consider the above recommendation. With the 27th October 2020 Council meeting receiving a report on the outcome.

BUDGET AND PRECEPT SETTING 2021/2022 – to provide guidance to committees in drafting budgets for 2021/2022, including control of expenditure, deferred projects, other proposed projects and use of reserves.

Guidance for next year's budget to consider cost of living increases and to look at how any new projects could be funded so as not to further raise the precept.

172/20 SCHEDULE OF PAYMENTS – The Mayor proposed, Councillor Cassidy seconded and the Council **RESOLVED** to approve the schedule of payments.

173/20 PURCHASE OF A CARD PAYMENT SYSTEM FOR THE OFFICE – (Minute 157/20 referred from 15th September 2020 Facilities Committee.
Despite considerable effort to obtain the information from the company it had not been possible. Given the benefits of adopting the measure, the Mayor proposed, Councillor Cassidy seconded and the Council **RESOLVED** to delegate the decision to adopt to the Chair and Vice Chair of the Facilities Committee.

174/20 COVID19 STANDING ORDERS AND FINANCIAL REGULATIONS – The Mayor proposed, Councillor Cassidy seconded and the Council **RESOLVED** to approve the extension of the scheme of delegation.

175/20 POLICY FOR THE ISSUE AND USE OF IT EQUIPMENT BY COUNCILLORS – to receive and approve the attached policy. – Following discussion, with the removal on the final page of reference to telephone services not currently provided, and noting the acceptability of the downloading of the “Teams” software used by Cornwall Council, Councillor Cassidy proposed, the Deputy Mayor seconded and the Council **RESOLVED** to approve the policy.

176/20 HEALTH & SAFETY STANDING ITEM – The idea of a standing item on Health & Safety was welcomed.

177/20 LISKEARD LIGHTS UP – to receive a report on the discussions about celebrating Christmas in Liskeard and discuss the Council contribution.

Councillor Cassidy reported that meetings with the organisers had shown that a significant shortfall of finance and people to organise the events along with the Government restrictions on activities would prevent the event being held in the same format as before. In particular, the parade would not be possible and the lights perhaps might be on a smaller scale.

It was suggested that a virtual switch on of the Christmas lights, in conjunction with window displays by businesses and linked to a series of monthly outdoor markets would provide a Covid19 secure way of having some form of Christmas celebration. Further discussions with those groups involved should be held, with a view to allocating some of the Communications & Engagement committee events budget to support the event rather than a grant application being made to the Finance, Economic Development & General Purposes Committee.

It was noted that it was important that the different elements of the town continue to share responsibility for supporting the event and this should not be seen as, the Town Council taking over a general responsibility for running the Liskeard Lights Up on annual ongoing basis.

178/20 CORNWALL COUNCIL PLANNING DECISIONS – Noted.

179/20 CORNWALL COUNCILLOR UPDATES –

Councillor Craker – Persimmon Homes – a meeting had taken place involving the town council staff and town councillors and Persimmon Homes regarding the possibilities of the allotments being owned by the town council. There had also been discussions regarding the site for a “Local Centre”.

Community Governance Review – the review panel was due to meet on 1st October and 6th October to consider the recommendation to put to Cornwall Council full council meeting on 3rd November 2020.

Lux Park Leisure Centre – the issue of the leisure centre not being open by the Trust owing to a lack of commercial viability, had been discussed with Nigel Huddleston MP Parliamentary Under-Secretary for Sport, Heritage and Tourism.

Councillor Pascoe – Museum – had been praised by Nigel Huddleston MP Parliamentary Under-Secretary for Sport, Heritage and Tourism during a recent visit.
Dog Bins – had been well received by the residents of Moorswater.

Recycling Bins – had been approached by residents regarding the impact of the removal of the recycling bins. (It was explained that any comments were being collated by the office and councillors should feed these in. A survey was being produced.)

Old Road Design Scheme – due out for consultation in mid-October.

Councillor Hawken – Covid19 – the Cornwall Council Cabinet had been working on a Local Outbreak Plan. This would be shared via webinars with the Town and Parish Councils in a joint project with the Cornwall Association of Local Councils. An 87 page submission of complaints from members of the public had been submitted to the Government regarding issues with the test and trace scheme.

Castle Park – in addition, to the “Making Space for Nature” proposals which were recently consulted on in the park itself, other aspects were included such as, cycling links and the Safer Liskeard initiative and these would be fed back when available.

Government Planning Proposals – Cornwall Council believed that they would adversely impact the delivery of affordable homes and was asking Town and Parish Councils to object. (It was proposed to hold a virtual planning committee meeting to discuss this).

Lux Park Leisure Centre – an announcement was expected shortly. Details would be sent.

180/20 CORRESPONDENCE – 23rd September 2020 – Cornwall Council – Elections Office notification of new legislation. This will prevent the Liskeard West Ward from being filled even by a co-option process. It will remain vacant until May 2021.

181/20 DATE OF THE NEXT MEETING – 27th October 2020 at 7.30pm.

The Mayor proposed, Councillor Cassidy seconded, and the Council **RESOLVED** to go into PARTII.

182/20 PART II - 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:

PUBLIC HALL USE - to consider use in the next 3-6 months.

183/20 PARTII PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and the Press and Public were readmitted to the meeting.

The Mayor proposed, Councillor Cassidy seconded and the Council **RESOLVED** to **APPROVE** the course of action agreed in PARTII as set out below.

“To confirm support for the proposal, mindful of the operational needs possibly favouring another venue. This could mean supporting the activities displaced from another venue.”