



# FULL COUNCIL MEETING

Council Chambers

28<sup>th</sup> March 2023 at 7.00pm

## Minutes

**PRESENT:** TOLMAN (CHAIR)(ST), CLLR BROOKS (SB), CLLR COAKLEY (MC), LONG (AL), POUND (SP), SMITH (MS), STENTIFORD (TS), WARD (PW), WATSON (PW).

**OFFICERS:** TOWN CLERK, RESPONSIBLE FINANCIAL OFFICER

6 X MEMBERS OF THE PUBLIC

### PRAYERS BY REVEREND DAVID MOSS

### ONE MINUTE'S SILENCE IN MEMORY OF THE LATE JOYCE PATTEN, FORMER PORTREEVE

		Action
1.	<b>APOLOGIES</b> – Cllr Gold	
2.	<b>MINUTES</b> - Approval of the minutes of 28 <sup>th</sup> February 2023. RESOLVED. It was proposed by Cllr Long seconded by Cllr Pound and unanimously agreed to accept the minutes as a correct record of the proceedings.	
3.	<b>MATTERS ARISING-</b> None	
4.	<b>DISCLOSURES OF INTEREST-</b> To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct None	
5.	<b>DISPENSATIONS</b> None	
6.	<b>RATIFICATION OF ANY DECISIONS MADE SINCE THE LAST MEETING</b> RESOLVED. It was proposed by Cllr Tolman and seconded by Cllr Long and unanimously agreed to ratify all decisions made since the last meeting.	
7.	<b>PUBLIC SESSION. - An opportunity for any parishioner of any age to ask questions or to raise concerns.</b> None	
8.	<b>TOWN FORUM – To receive any updates from the group.</b> Kelvin Spinks gave an update including the current financial position. No grants have	

	<p>been applied for. An update on the Coronation planning was given. The Town Forum would be applying to the Town Council and Cornwall Council for grants towards costs for events but were aware that they would need to do their own fundraising. Lighting had been looked into to light up areas of the town.</p>	
9.	<p><b>TOWN TEAM – To appoint a Chair and to discuss the future of the Shared Prosperity Fund application</b></p> <p>Following the resignation of the Chair from the Council, it was agreed that it was important that the Town Team continues. Cllr Gold is happy to continue as vice-Chair. Cllr Smith is willing to take on the role of Chair.</p> <p><b>Resolved.</b> Proposed by Cllr Long seconded by Cllr Tolman and agreed that Cllr Smith be appointed as Chair of the Town Team (1 abstention)</p> <p>Cllr Ward was stated an interest in the Town Team.</p> <p><b>Resolved.</b> Proposed by Cllr Long seconded by Cllr Pound and unanimously agreed that Cllr Ward be appointed on to the Town Team as a Council representative.</p> <p>It was agreed that a meeting be organized as soon as Cllr Smith had familiarized himself with the role and functions of the Chair.</p> <p>The future of the Shared Prosperity Fund application was then discussed. The initial bid had been rejected and resubmission was on hold whilst clarification of the costs involved was obtained. Cllr Smith requested that any decision regarding this application be delayed to enable him to become familiar with the proposed project.</p> <p>Discussions they took place regarding the Council contribution of 50k earmarked reserves toward the project. It was identified that this money was earmarked for this project only, at the expense of any other project that might come forward. Cllr Long suggested that, rather than keep looking for additional funding for other projects, should they come forward, and the earmarked reserves could be used towards them. This meant that this project, or any other project, could move forward without restriction.</p> <p><b>Resolved.</b> Proposed by Cllr Long seconded by Cllr Tolman and unanimously agreed to use the earmarked reserves for any project that may be put forward for funding from the Shared Prosperity Fund.</p> <p>Cllr Long reported on the Town Team suggested project of a Business Park. He had spoken with one of the senior Planning Officers who are happy to assist with this project as and when required. They are impressed with the Town Council's forward planning.</p> <p>Moving forward, the Town Team should be aware that communication, and involvement, with the community is essential.</p>	
10	<p><b>KELLY-BRAY RESIDENTS ASSOCIATION MATTERS – the Chair thanked the Town Council</b></p>	

	<p>for voting in favour of the new notice board will be erected soon. She then went on to explain that the Charity Commission gave KBRA £3,500 when the village lost the hall in recognition of losing an asset. KBRA has been looking to invest this money however, following conversations with the Portreeve, they have decided to leave the money available to the Association.</p> <p>Speedwatch – This is proceeding but the Chair reported that more volunteers were required.</p> <p>Coronation banner – some ladies in Kelly Bray have crafted a banner for the Coronation depicting local events during the life of the King. The banner is looking for a permanent home and the Chair suggested the Town Hall, if the Council would have it.</p> <p><b>Resolved.</b> Proposed by Cllr Brooks seconded by Cllr Stentiford and unanimously agreed to find a place in the Town Hall to show off the banner</p>	
11	<p><b>POLICE MATTERS</b> – Cllr Long reported that the police were receiving numerous reports of neighbour disputes at present. He reiterated that it was important to contact the police via 101 or by email or online if the public had information relating to ASB's, drug or any other criminal activity.</p>	
12	<p><b>FIRE MATTERS</b> - Cllr Long reported that Cornwall Council had voted at Cabinet to keep Fire Control in Cornwall</p>	
13	<p><b>CARADON COMMUNITY NETWORK PANEL</b> – To receive any updates. Cllr Long reported that the next meeting of the Panel would be its last under this name. It would then become Callington/Liskeard Community Area Partnership. He reported that there would be an allocation of funding coming and talks will take place as to how best allocate this.</p>	
14	<p><b>REPORTS</b></p> <p>a) <b>Planning Committee.</b> To receive the approved minutes from the meeting held on 21<sup>st</sup> February and 7<sup>th</sup> March 2023. <b>RESOLVED.</b> Proposed by Cllr Long seconded by Cllr Pound and unanimously agreed to receive the minutes.</p> <p>b) <b>Town Hall &amp; Premises Committee.</b> To receive the approved minutes from the meeting held on 7<sup>th</sup> February 2023. <b>RESOLVED.</b> Proposed by Cllr Pound seconded by Cllr Brooks and unanimously agreed to receive the minutes.</p> <p>c) <b>Outside Services Committee.</b> To receive the approved minutes from the meeting held on 21<sup>st</sup> February 2023. <b>RESOLVED.</b> Proposed by Cllr Stentiford seconded by Cllr Long and unanimously agreed to receive the minutes.</p> <p>d) <b>Finance &amp; General Purposes Committee.</b> – To receive the approved minutes from the meeting held on 28<sup>th</sup> February 2023. <b>RESOLVED.</b> Proposed by Cllr Tolman seconded by Cllr Long and unanimously agreed to receive the minutes.</p>	

	<p>e) <b>Staffing Committee</b> – The Chair reported that the Staffing Committee had met the day prior. She would be raising a matter under the Part Two section of this meeting</p> <p>f) <b>Any other reports [not for decision] from Councillor’s.</b> None.</p> <p>g) <b>Report from Cornwall Councillor</b> – Cllr Long had previously circulated his report which included articles on the Levelling Up Fund with North and East Cornwall being prioritized for funding if bids are ready to go. Cllr Long has been working with Cornwall Resources on a proposed mining bid. Parking charges were included in the report; the new proposals have been amended to take out the post 4pm charging but at the present time Sunday charging remains. On the issue of the 1 hour free parking, discussions are underway with a major retailer. Cllr Long went on to report that he had paid a visit to the Tamar Bridge and Torpoint Ferry offices recently and was given a tour around the facilities including a look underneath the bridge to see how bridge maintenance works. Cllr Long will continue with his regular reports.</p>	
15	<p><b>FINANCE</b></p> <p>a) Approval for expenditure as listed, and note the payments made since the last meeting <b>(see addendum 1.0 below)</b></p> <p><b>RESOLVED.</b> Proposed by Cllr Long and seconded by Cllr Pound and unanimously agreed to approve payments as listed</p> <p>The RFO reported that £116.70 had been raised from the Clay Tile Workshops and this had been donated to the Warm and Toasty Club</p> <p>b) <b>Budget monitoring</b> – the RFO gave an update on the each committee’s current financial position. Noted</p> <p>c) <b>Audit Update</b> – The RFO reported that notification had been received from the new external Auditor. With regards to the internal Audit, Mr Farr will be revisiting in May. His findings will then be submitted to the Full Council.</p> <p>Cllr Watson queried if the Town Hall &amp; Premise financial position took into account the Town Hall toilet drainage system. The RFO reported that there was an earmarked reserve that could be used but that there were discussions whether a grant could be applied for to cover these costs.</p>	
16	<p><b>FOR DISCUSSION/DECISION – Neighbourhood Plan Update – to receive recommendation from the Steering Group regarding the amendments to the Design Guide</b></p>	

	<p>Cllr Long reported that the Steering Group had met. The NP went to Cornwall Council and statutory bodies for consultation. The consultants were still waiting on Natural England to come back with their comments. The Steering Group met to go through the recommended amendments, all of which were recommended for approval by the Steering Group. Cllr Long requested that the amendments reviewed by the Steering Group be approved by Full Council.</p> <p><b>Resolved.</b> Proposed by Cllr Long seconded by Cllr Pound and unanimously agreed to approve the amendments as recommended.</p> <p>Cllr Long then went onto report that when the revised document comes back with Natural England comments to the Steering Group, recommendations from the group should be put to the next available Council meeting. Once it has been received, and approved, by the Town Council, a final stage of general public consultation of the draft Neighbourhood Plan will take place. Once the consultation is completed the draft plan will go back to the Steering Group with requested changes or modifications, if any, it will then go back to the Town Council for final approval. It will then be sent to Cornwall Council for ratification and then on to an inspector and then on to referendum.</p>	
<b>17</b>	<p><b>FOR DECISION</b> - to receive a request from the 'The Friends of Kelly Bray' group to place a Coronation banner in the Town Hall during the lead up to the Coronation and the Coronation weekend.</p> <p>Dealt with in item 10.</p>	
<b>18</b>	<p><b>FOR DECISION – CO-OPTION.</b> To receive applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy</p> <p><b>The meeting will be suspended for a brief period to allow Councillors to discuss the application. Members of the public and press will be asked to leave the room during this process but will be invited back in when the meeting resumes.</b></p> <p>The Clerk reported that the application had been withdrawn. She suggested that this vacancy be filled, alongside the second vacancy, when co-option notification had been received from Cornwall Council.</p> <p><b>Resolved.</b> Proposed by Cllr Long seconded by Cllr Brooks and unanimously agreed to co-opt both vacancies together.</p>	
<b>19</b>	<p><b>FOR DISCUSSION/DECISION</b> – to set a timeline for the co-option of Councillor vacancy</p> <p>The Town Clerk recommended that both vacancies be filled by co-option at the Full Council meeting on 25<sup>th</sup> April.</p>	
<b>20</b>	<p><b>FOR DECISION</b> – Pannier Market Awning project. To discuss the future of the project.</p>	

	<p>Cllr Long reported that he had attended a Levelling Up meeting recently and had learnt that the Good Growth Fund could provide funding for a Community Bid from the Town Council. He queried with the team if the toilet refurbishment project and Pannier Market roof project would fit the criteria and was advised they could be combined as one project for a funding application.</p> <p>Priority for bids would go to North and East Cornwall and help was available to complete applications. Cllr Long had registered an interest on behalf of the Town Council.</p> <p>Cllr Watson questioned the previous issue of cash flow, which had been highlighted in a previous bid for funding. Cllr Long responded that the Town Council could bid for the funds as the project progressed.</p> <p><b>Resolved.</b> Proposed by Cllr Long seconded by Cllr Brooks and unanimously agreed that both projects be incorporated into one for the purpose of a funding application.</p>	
<b>21</b>	<p><b>FOR DISCUSSION/DECISION</b> – Good Growth Funding. To consider which project, if any, to put forward for funding.</p> <p>The Clerk reported that at the last Town Team meeting, the group had identified a list of projects that could be put forward for grant funding. Discussions took place and it was agreed to send a list of these projects to the new Chair and members of the Town Team to consider at their next meeting.</p> <p><b>Resolved.</b> Proposed by Cllr Long seconded by Cllr Brooks and unanimously agreed.</p>	
<b>22</b>	<p><b>FOR DISCUSSION/DECISION</b> - To receive the annual Health and Safety Report and agree any recommended course of action</p> <p>The Clerk reported that the annual Health and Safety Inspection had been carried out and the report had been received. There were some minor recommendations that the Operations Manager would raise at the relevant committee meetings in April.</p> <p>Noted</p>	
<b>23</b>	<p><b>FOR NOTING</b> - to receive the Memorandum of Appointment of New Trustees of the Brendon and Huggins Trust – Portreeve and Deputy to sign.</p> <p>The Clerk reported that the Portreeve and Deputy Portreeve were required to sign this document to enable the Brendon &amp; Huggins Trust to appoint the new trustees as signatories.</p> <p>Noted</p>	
<b>24</b>	<p><b>ANY URGENT ITEMS – for information only</b></p> <p>Cllr Ward queried if there had been any feedback from Ginsters with regards to a tour around the factory. It was agreed that the Town Clerk would contact the Cornwall</p>	

	Bakery to get some dates and that those Councillors interested would let the Clerk know.	
	<b>Resolved. It was proposed by Cllr Long seconded by Cllr Tolman and unanimously agreed to move to a Part Two session at 8.04pm</b>	

25	<p><b>PART TWO SESSION</b></p> <p>Under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers will be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.</p> <ul style="list-style-type: none"> <li>a) Car Parking. Cllr Long update the Council on the current situation with Cornwall Council and discussions that were taking place with a major retailer with regards to the 1hr free parking</li> <li>b) Staffing matters. The Chair of the Staffing Committee updated the Council on the possibility of involving staff in bid writing processes</li> </ul>	
	<p><b>Date of next meeting:</b> Tuesday 25<sup>th</sup> April 2023</p>	
	<p>There being no further business the meeting was closed at 8.37pm</p>	



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### Addendum 1.0

Payments for approval 25th January 2023						
To be minuted at February Full Council						
				Net	VAT	Gross
F&GP	BACS	Clifton Emery Design Ltd	Neighbourhood Plan - Landscape architecture services	£3,000.00	£600.00	£3,600.00
TH&P	BACS	DB Heating Ltd	Repairs to gas water heater	£374.96	£74.99	£449.95
TH&P	BACS	Evan Hatch	Piano Tuned	£46.00	£0.00	£46.00
ALL	BACS	HMRC	PAYE & NI	£4,020.22	£0.00	£4,020.22
OS	BACS	PC Warehouse UK Ltd	Panasonic Toughbook (with 2 year warranty)	£749.98	£149.99	£899.97
TH&P	BACS	Ryan Skews	Electrical Work at Red Panda	£163.60	£0.00	£163.60
OS	BACS	Ryan Skews	Electrical Work at Workshop Water Heater	£106.30	£0.00	£106.30
OS	BACS	Screwfix	Key Safe	£77.91	£15.58	£93.49
			<b>BACS Payments</b>	<b>£8,538.97</b>	<b>£840.56</b>	<b>£9,379.53</b>
			<b>DD Payments</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
			<b>Total Payments</b>	<b>£8,538.97</b>	<b>£840.56</b>	<b>£9,379.53</b>

Payments for approval 1st February 2023						
To be minuted at February Full Council						
				Net	VAT	Gross
TH&P	BACS	Adexa	Extraction canopy with filter, fan, lights and speed control. (Calli Pizza)	£561.00	£112.20	£673.20
OS/TH&P	BACS	Biffa	Waste & Recycling	£241.54	£48.31	£289.85
F&GP	BACS	Blumoon	Newsletter Feb 2023	£965.00	£0.00	£965.00
F&GP	BACS	George Du Plessis	Reimbursement for Annual Payment to When I Work Plan	£177.40	£0.00	£177.40
F&GP	BACS	Every Corner Distribution	Distribution of February Newsletter	£445.00	£89.00	£534.00
TH&P	BACS	Healthmatic	Strike Lock for Public Toilets	£225.56	£45.11	£270.67
F&GP	BACS	HR Support Consultancy	Work carried out during January	£221.81	£44.36	£266.17
F&GP	BACS	Alison Hurn	Reimbursement for Stamps (Post Office)	£32.60	£0.00	£32.60
OS	BACS	Proludic	Aftersales Saltash Skate Park	£2,006.10	£401.22	£2,407.32
OS/TH&P	BACS	Sparling Recycling Ltd	Mixed Waste	£49.40	£9.88	£59.28
			<b>BACS Payments</b>	<b>£4,925.41</b>	<b>£750.08</b>	<b>£5,675.49</b>
OS	DD	RAM Tracking	February Vehicle Tracking	£27.95	£5.59	£33.54
F&GP	DD	WebMate Internet Services	GoCardless - Monthly Charge	£36.22	£0.00	£36.22
			<b>DD Payments</b>	<b>£64.17</b>	<b>£5.59</b>	<b>£69.76</b>
			<b>Total Payments</b>	<b>£4,989.58</b>	<b>£755.67</b>	<b>£5,745.25</b>

Payments for approval 8th February 2023						
To be minuted at February Full Council						
				Net	VAT	Gross
TH&P	BACS	Citron	Clinical Waste Disposal	£273.04	£0.00	£273.04
F&GP	BACS	Complete Business Solutions	Pocket Wall Rack and Pencils	£60.88	£12.18	£73.06
TH&P	BACS	Cornwall Council	January Parking Enforcement	£301.80	£0.00	£301.80
TH&P	BACS	Heartstart	Defib - Batteries & Software Upgrades	£300.00	£0.00	£300.00
F&GP	BACS	Radland Haulage Ltd	Christmas Tree Removal	£160.00	£32.00	£192.00
OS/TH&P	BACS	GB Tool Hire	Work Trousers x4	£67.80	£13.56	£81.36
			Skate Board Park Signs	£26.90	£5.38	£32.28
			Safety Boots and Toilet Cleaning Material	£94.80	£18.96	£113.76
			Spray De Icer	£14.22	£2.84	£17.06
OS	BACS	Proludic	Annual Inspection of Skate Park	£450.00	£90.00	£540.00
OS	BACS	Sparling Recycling	Mixed Waste & Green Waste	£288.80	£57.76	£346.56
F&GP	BACS	Tony Stentiford	Waistcoat for the Coronation of King Charles	£80.00	£0.00	£80.00
F&GP	BACS	Summerfield Planning Ltd	Neighbourhood Plan	£1,250.00	£250.00	£1,500.00
TH&P	BACS	Trewarhas	Batteries	£21.36	£4.27	£25.63
OS	BACS	Trewarhas	Various Consumables	£184.96	£36.99	£221.95
TH&P	BACS	Travis Perkins	Automatic Air Admittance Valve	£17.86	£3.57	£21.43
			<b>BACS Payments</b>	<b>£3,592.42</b>	<b>£527.51</b>	<b>£4,119.93</b>
TH&P	DD	Drax	January Electricity Staff Room	£168.14	£8.41	£176.55
TH&P	DD	Drax	January Electricity New Offices	£119.60	£5.98	£125.58
OS	DD	Drax	January Electricity Heritage Centre	£225.90	£45.18	£271.08
TH&P	DD	Drax	January Electricity Public Toilets	£77.81	£3.89	£81.70
OS	DD	Drax	January Electricity Workshop & Toilets	£78.88	£3.95	£82.83
F&GP	DD	Google	January Google Workspace	£310.50	£0.00	£310.50
F&GP	DD	Webmate	SIP Trunk Unlimited for February	£30.18	£6.04	£36.22
F&GP	DD	Sage	Payroll Software	£64.50	£12.90	£77.40
			<b>DD Payments</b>	<b>£1,075.51</b>	<b>£86.35</b>	<b>£302.13</b>
			<b>Total Payments</b>	<b>£4,667.93</b>	<b>£613.86</b>	<b>£4,422.06</b>

Payments for approval 22nd February 2023						
To be minuted at February Full Council						
				Net	VAT	Gross
F&GP	BACS	Bluemoon	Newsletter March 2023	965.00	0.00	£965.00
TH&P	BACS	Callington Launderette	Washing & Ironing	£46.50	£0.00	£46.50
F&GP	BACS	Cornwall ALC Ltd	Planning Refresher Course and Enforcement & Appeals Course (AH)	£60.00	£12.00	£72.00
TH&P	BACS	Citron	Medical Waste Service and Sanitary Disposal Unit	£227.53	£45.51	£273.04
F&GP	BACS	Clifton Emery Design Ltd	Neighbourhood Plan	£3,750.00	£750.00	£4,500.00
TH&P	BACS	East Cornwall Property Care	Red Panda - Door repairs	£235.20	£0.00	£235.20
			Red Panda - Window repairs	£65.00	£0.00	£65.00
			Calli Pizza - Call out	£65.00	£0.00	£65.00
			Repairs to PM Guttering	£387.00	£0.00	£387.00
OS	BACS	EE	Allotment Sim Cards	£39.00	£7.80	£46.80
F&GP	BACS	Filmbank Media	Trolls World Tour	£145.00	£29.00	£174.00
All	BACS	HMRC	PAYE/NI for February	£4,088.93	£0.00	£4,088.93
TH&P	BACS	Helen Dowdall	Reimbursement for Zoro - Defib Pads	£119.98	£20.00	£139.98
TH&P	BACS	Lanes Group PLC	Call out 9th Feb - drain blockage	£95.00	£19.00	£114.00
OS/TH&P	BACS	John Smith Tyres	Valve & Balance on Berlingo	£67.50	£0.00	£67.50
TH&P	BACS	Medical Supplies	Sharps Container	£216.64	£43.33	£259.97
F&GP	BACS	Ricoh	Photocopier	£299.87	£59.97	£359.84
OS/TH&P	BACS	RPB Motors	Mot on Peugeot Boxer	£699.21	£128.13	£827.34
TH&P	BACS	Screwfix	LED Lights and Led Candles	£74.53	£14.90	£89.43
TH&P	BACS	Screwfix	Replacement tap value for Lost Surfers	£15.00	£2.99	£17.99
OS	BACS	Sparling Recycling Ltd	Mixed Waste	£72.20	£14.44	£86.64
OS/TH&P	BACS	Helen Dowdall	DVLA Tax on Peugeot	£290.00	£0.00	£290.00
			<b>BACS Payments</b>	<b>£12,024.09</b>	<b>£1,147.07</b>	<b>£13,171.16</b>
F&GP	DD	Three	Mobile Phones	£42.50	£8.50	£51.00
OS/TH&P	DD	AllStar	Diesel	£162.03	£32.41	£194.44
F&GP	DD	Natwest	Autopay Online	£18.15	£0.00	£18.15
F&GP	DD	SeaDog IT	Monthly hosting & maintenance	£29.95	£0.00	£29.95
F&GP	DD	Webmate	SIP Trunk Unlimited	£30.00	£6.00	£36.00
			<b>DD Payments</b>	<b>£282.63</b>	<b>£46.91</b>	<b>£329.54</b>
			<b>Total Payments</b>	<b>£12,306.72</b>	<b>£1,193.98</b>	<b>£13,500.70</b>