



PENRYN TOWN COUNCIL

Date: 31 May 2012

NOTICE IS HEREBY GIVEN THAT A MEETING OF PENRYN TOWN COUNCIL WILL BE HELD IN THE **COUNCIL CHAMBER, PENRYN ON MONDAY 11 JUNE 2012 AT 7.00 PM** FOR THE FOLLOWING TRANSACTIONS.

7.00pm – 7.15pm – Public Participation and Police Report

Michelle Darcy

Town Clerk

AGENDA

1. APOLOGIES

2. MINUTES

To approve as a correct record minutes 103 to 114 of the Council Meeting held on 2 April 2012 [Pages 1-4]

To note:

- Minutes of the Planning Committee held on 16 April 2012 [Pages 5-6]
- Minutes of the Planning Committee held on 21 May 2012 [Pages 7-9]
- Notes of the Management Team meeting held on 30 April 2012 [Pages 10-12]

3. CORRESPONDENCE

4. MAYOR'S ANNOUNCEMENTS AND ENGAGEMENTS

3 April to 30 May 2012 [Page 13]

5. REPRESENTATIONS BY CORNWALL COUNCIL MEMBERS AND REPORTS BY COUNCILLORS ATTENDING EXTERNAL MEETINGS

6. REPORT FROM THE TOWN CLERK

To note the activities of the Town Clerk for the period of 26 March to 28 May 2012 [Pages 14-16]

7. ACCOUNTS

To receive a list of accounts paid and the monthly statement for the period 21 April to 20 May 2012 [Pages 17-22]

- 8. APPROVAL OF ANNUAL ACCOUNTS 2010/2011**
To approve the annual accounts 2010/2011 for submission to the External Auditor [Pages 23–24]
- 9. APPOINTMENTS TO OUTSIDE BODIES**
To approve the Town Mayor’s appointments to outside bodies [Page 25]
- 10. CODE OF CONDUCT**
To adopt a new Code of Conduct for members of Penryn Town Council in compliance with the Localism Act 2011 [Page 26]
- 11. VAT ON HALLS**
To consider a proposal to opt in to VAT on income and expenditure on halls [Page 27]
- 12. MINOR REPAIR GRANTS**
To note the raising of the upper limit on Minor Repair Grants to £300 [Page 28]
- 13. PENRYN VISION COMMUNITY DEVELOPMENT FUND**
To consider a proposal for the disposal of the remaining assets of the Penryn Vision Community Development Fund [Page 29]
- 14. SECTION 137 GRANTS**
To consider requests for Section 137 Grants [Page 30]
- 15. COUNCILLORS’ QUESTION TIME**
To respond to questions from Councillors. Councillors are reminded that for a response to be given at Council, questions should be submitted to the Town Clerk by **12.00 noon on Friday 8 June 2012**. Questions submitted after the deadline, or asked at the meeting without prior notice, may be answered in writing, subsequent to the meeting, in order for a full and informed response to be given.

Councillors Present:

J Langan – Deputy Mayor (in the Chair)

Mrs M V Bennett, N S Ferris, K S Green, Mrs B Hulme, Mrs C Hutchings, Mrs M K May, G K Mockett, M J Mullins, D A Prynn, G C Rickard, M Snowdon and Mrs S Townsend

There being no representative from Devon and Cornwall Police present, a police report was not given.

103. APOLOGIES

Apologies for absence were received on behalf of Councillors Mrs G A Grant, Mrs S Peters and E L Wilkes.

104. MINUTES

RESOLVED that minutes 88 to 102 of the Council Meeting held on 5 March 2012 be approved and signed as a correct record.

Proposed by Councillor Mrs C Hutchings and seconded by Councillor J Langan

RESOLVED that the notes of the meeting of the Management Team held on 13 March 2012, and the minutes of the Planning Committee held on 19 March 2012, be noted.

Proposed by Councillor Mrs M K May and seconded by Councillor J Langan

105. CORRESPONDENCE

There was no correspondence to report.

106. MAYOR'S ANNOUNCEMENTS AND ENGAGEMENTS

The Deputy Mayor presented a list of the Town Mayor's engagements since the previous Council meeting which was noted.

107. REPRESENTATIONS BY CORNWALL COUNCIL MEMBERS AND REPORTS BY COUNCILLORS ATTENDING EXTERNAL MEETINGS

Cornwall Councillor Mrs M K May gave an oral report to Council and advised of the following:

- the pontoons had been installed and the whole of the seaward side was to be kept free for landing and an opening ceremony was due to held shortly;
- an additional walkway had been opened at the Station Road site which would allow access to the Tremough campus through Green Lane and concerns had been raised by local residents that this may give rise to late night noise disturbance;
- plans were being discussed to install a ticket machine in the station car park for rail passengers to purchase a parking ticket along with their train ticket;

- the parking ban on Station Road was due to be lifted in early May and highways had indicated that they would wish to ensure that this did not extend beyond 21 May at the latest;
- it continued to prove difficult to recruit a school crossing patrol at Helston Road;
- a meeting of residents of Poltair Meadow was due to be held to discuss the problems with the play area where landscaping had still not be completed;
- Cornwall Council had published its management plan 2011-2016 for the Cornwall Area of Outstanding Natural Beauty;
- a Guide to Winter Wellbeing had been published by a partnership of agencies in Cornwall led by the NHS Cornwall and Isles of Scilly;
- Cornwall Council had published its first Adult Care Local Account detailing how it was performing and improving people's lives;
- a report entitled 'Pressures on Debtors' had been published by the CAB Cornwall Campaigning Action Group;
- Councillor May had been appointed to the Central Sub-Area Planning Committee; and
- the Government's National Planning Policy Framework had been published.

Concerns were raised that the cost of berths on the new pontoons may be restrictive and Councillor May advised that Cornwall Council's Maritime Manager was liaising with the Harbours Forum, but the Forum had not commented on the proposed charges.

Councillor Mrs B Hulme advised that she had attended the launch of the Fal Energy Partnership which encouraged people to make small changes to reduce energy consumption and provided useful information to raise awareness of energy issues. She had asked the Partnership to engage with the Saracen Residents Group. Councillor Hulme had also attended a training session organised by Cornwall Council entitled 'Planning Your Event' along with Councillor Mrs C Hutchings. Various presentations had been given on event planning including risk management, health and safety, crowd control, traffic management and food and fire safety.

108. REPORT FROM THE TOWN CLERK

The Town Clerk presented a report on her attendance at meetings during the period 27 February to 25 March 2012 which was noted.

109. ACCOUNTS

The statement and list of payments made for the period 21 February to 20 March 2012 were presented. An additional paper containing the statement and list of payments made for the period 21 to 31 March 2012 was tabled at the meeting to complete the financial year.

RESOLVED that the list of accounts paid from 21 February to 31 March 2012 be approved.

Proposed by Councillor Mrs M K May and seconded by Councillor Mrs C Hutchings

110. SECTION 137 GRANTS

The Town Clerk presented a report detailing a number of grant requests. An additional request from the Penryn Mayday Festival Society was tabled at the meeting.

RESOLVED that the Penryn and District Twinning Association be awarded a Section 137 Grant of £300 towards its funds.

Proposed by Councillor M J Mullins and seconded by Councillor Mrs M K May

RESOLVED that Shelter Cornwall be awarded a Section 137 Grant of £500 towards its running costs for 2012/13.

Proposed by Councillor M J Mullins and seconded by Councillor N S Ferris

RESOLVED that Arts Alive Penryn be awarded a Section 137 Grant of £300 towards its running costs.

Proposed by Councillor Mrs M K May and seconded by Councillor M J Mullins

RESOLVED that The Falmouth and Penryn Lions Club be awarded a Section 137 Grant of £75 to sponsor a hole at their Charity Golf Day to be held on 4 May 2012.

Proposed by Councillor Mrs M K May and seconded by Councillor M Snowdon

Councillor M J Mullins declared a personal interest in the above item.

RESOLVED that Penryn Community Theatre be awarded a Section 137 Grant of £200 to sponsor a prize of £100, with the remainder being a contribution of £100 towards running costs.

Proposed by Councillor Mrs C Hutchings and seconded by Councillor M J Mullins

RESOLVED that Penryn Mayday Festival Society be awarded a Section 137 Grant of £100 towards the cost of the Mayday Celebration.

Proposed by Councillor Mrs M K May and seconded by Councillor Mrs B Hulme

111. CHANGES TO BUS ROUTES

The Town Clerk presented a report regarding changes to bus services in the Falmouth and Penryn area which had taken effect from 1 April 2012.

RESOLVED that the Town Clerk liaise with Mabe Parish Clerk to investigate the options to resolve the lack of provision in Mabe, including the possibility of a private contractor providing a service or the extension of the Sainsbury's shuttle bus to include Mabe.

Proposed by Councillor Mrs M K May and seconded by Councillor J Langan

112. SHUTE MEADOW CAR PARK

The Town Clerk presented a report on the appointment of a contractor for enforcement of the terms and conditions for Shute Meadow as informally agreed at the meeting of the Planning Committee held on 19 March 2012.

RESOLVED that the Town Council enters into a contract with MBC Parking Solutions Ltd for a period of one year initially, for the enforcement of the parking permit scheme and terms and conditions for Shute Meadow car park, with effect from 1 April 2012.

Proposed by Councillor Mrs M K May and seconded by Councillor N S Ferris

113. MEMORIAL GARDEN MAYPOLE

The Town Clerk advised that a request had been received from the Penryn May Day Festival Committee for permission to install a socket for the maypole in the Memorial Garden.

RESOLVED that permission be granted to the Penryn May Day Festival Committee to install a socket in the Memorial Garden for supporting the maypole subject to a risk assessment and all necessary health and safety checks and building regulations.

Proposed by Councillor M Snowdon and seconded by Councillor Mrs M K May

114. COUNCILLORS' QUESTION TIME

The Town Clerk advised that no prior notice had been given of questions from Councillors.

Changes to the Waste and Recycling Collection

In response to a question from Councillor M J Mullins, the Town Clerk advised that advertisements had been taken out in the local papers, details were posted on Council websites, and leaflets had been delivered to households prior to the changes to the waste and recycling collection. In addition, the One Stop Shop had been very busy responding to enquiries regarding the new arrangements and a number of emails had been sent out to Councillor for information.

Overhanging Trees in West End

In response to a question from Councillor Mrs S Townsend, the Town Clerk advised that the problems with overhanging trees in West End which, were causing an obstruction for buses, would be reported to Cornwall Council through the One Stop Shop in order that the landowners could be directed to deal with the problem.

Policing in Penryn

In response to a question regarding police patrols in Penryn, Councillors were advised that the regular PSCO would shortly be returning from paternity leave.

Permarin Car Park

In response to a question regarding the white lining of Permarin car park, the Town Clerk advised that the directional arrows would also be reinstated.

There being no further business the meeting was closed at 8.25 p.m.

TOWN MAYOR

Councillors: M Snowden – Chairman
E L Wilkes – Vice-Chairman

Mrs M V Bennett, Mrs G A Grant, Mrs B Hulme, Mrs C Hutchings, Mrs M K May,
Mrs S Peters and Mrs S Townsend

40. APOLOGIES

Apologies for absence were received on behalf of Councillors K S Green, J Langan, M J Mullins, G K Mocket, D A Prynne and G C Rickard.

41. MINUTES

RESOLVED that Minute Nos. 36 to 39 of the meeting of the Planning Committee held on 19 March 2012 be approved and signed as a correct record.

Proposed by Councillor E L Wilkes and seconded by Councillor Mrs G A Grant

Minute No. 39 – Decision Notices

The Town Clerk read a letter of thanks from Andrew Marston of Jubilee Wharf for Council's support for the conversion of Jubilee Warehouse from self-storage units into studios and workshops for small creative businesses. Councillors made the following comments:

Council wholly supported the applicant whose development at Jubilee Wharf had regenerated the whole area and given other small businesses in the area the encouragement to go forward and follow his example. It was noted that his entrepreneurial spirit was taking that part of the town with him and Council wished him luck in his endeavours. He was considered to be a person of vision with a solid grasp of what sustainable development was all about. He was also a champion of Commercial Road which had been identified as a 'street' in the O'Rourke report.

42. TOWN AND COUNTRY PLANNING APPLICATIONS

PA12/02469 – White Lady's Cottage, Picketts Yard, St Thomas Street, Penryn

It was noted that the above application did not require a response from the Town Council.

PA12/02468 – Trelawney, Truro Hill, Penryn

It was noted that under delegated powers, the Chairman and Vice-Chairman had responded that the Town Council was satisfied that the decision be in accordance with the professional views of the Tree Officer.

PA12/01362 – Allen and Heath, Parkengue, Penryn

RESOLVED that the proposals are fully supported.

Proposed by Councillor Mrs B Hulme and seconded by Councillor E L Wilkes

PA12/02542 – 5 Dunvegan Road, Penryn

RESOLVED that the proposals are fully supported.

Proposed by Councillor E L Wilkes and seconded by Councillor Mrs G A Grant

PA12/02659 – Jordans, Round Ring, Penryn

RESOLVED that Penryn Town Council supports the felling of Tree B, but feels that the felling of Tree A should be subject to the Tree Officer's views, with the proviso that should the Tree Officer be minded to approve its felling, a suitable replacement tree should be planted in the vicinity.

Proposed by Councillor M Snowdon and seconded by Councillor E L Wilkes

PA12/01766 – 52 Lower Market Street, Penryn

PA12/01772 – 52 Lower Market Street, Penryn

PA12/01770 – 52 Lower Market Street, Penryn

RESOLVED that the proposals are fully supported.

Proposed by Councillor E L Wilkes and seconded by Councillor Mrs S Peters

43. DECISION NOTICES

RESOLVED that the list of decision notices be noted.

There being no further relevant business the meeting was declared closed at 7.55 p.m.

Chairman

Councillors: M Snowdon – Chairman
E L Wilkes – Vice-Chairman

Mrs M V Bennett, Mrs B Hulme, Mrs C Hutchings, Mrs M K May, G K Mockett,
M J Mullins, D A Prynne and G C Rickard

A presentation was given by Walker Developments regarding proposals for a planning application for a site on the south side of Penryn and land at Kernick.

44. APOLOGIES

Apologies for absence were received on behalf of Councillors Mrs G A Grant, Mrs S Peters, and Mrs S Townsend.

45. ELECTION OF CHAIRMAN FOR THE CIVIC YEAR 2012/2013

The Vice-Chairman called for nominations for Chairman for the civic year 2012/13.

RESOLVED that Councillor M Snowdon be re-elected Chairman of the Planning Committee for the civic year 2012/13.

Proposed by Councillor Mrs M K May and seconded by Councillor E L Wilkes

Thereupon Councillor M Snowdon took the Chair and thanked Councillors for his re-election.

46. ELECTION OF VICE-CHAIRMAN FOR THE CIVIC YEAR 2012/13

The Chairman called for nominations for Vice-Chairman for the civic year 2012/13.

RESOLVED that Councillor E L Wilkes be re-elected Vice-Chairman of the Planning Committee for the civic year 2012/13.

Proposed by Councillor G C Rickard and seconded by Councillor G K Mockett

Councillor E L Wilkes thanked Councillors for his re-election.

47. MINUTES

RESOLVED that Minute Nos. 40 to 43 of the meeting of the Planning Committee held on 16 April 2012 be approved and signed by the Chairman as a correct record.

Proposed by Councillor E L Wilkes and seconded by Councillor Mrs C Hutchings

48. TOWN AND COUNTRY PLANNING APPLICATIONS

PA12/01569 – Land Rear of 25 Broad Street, Penryn

It was noted that under delegated powers, the Chairman and Town Mayor had responded that the Town Council objects to the application in accordance with the comments of the tree officer, concerns regarding the access to the site, the overall plot size leading to a cramped form of development with little respect to the Conservation Area, and the unacceptable proposed turning space.

PA12/03221 – Pentrig, West End, Penryn

It was noted that under delegated powers, the Chairman and Town Mayor had responded that the Town Council has no objections to the extension at the rear and front of the dwelling in principle and in isolation, but when combined with the flat roof over the parking area to form a garage, feels that this constitutes an overdevelopment of the site.

PA12/01165 – 21 Bohelland Rise, Penryn

RESOLVED that the proposals are fully supported.

Proposed by Councillor M J Mullins and seconded by Councillor G K Mockett

Councillor D A Prynne declared a personal interest in the above item as the applicant was a work colleague. He did not take part in the debate or the vote.

PA12/04068 – 13 Bissom, Penryn

RESOLVED that the Town Council has no objections.

Proposed by Councillor E L Wilkes and seconded by Councillor G K Mockett

The Vice-Chairman took the Chair for the following item as the Chairman had declared a personal and prejudicial interest and left the room.

PA12/02075 – St Gluvias Cricket Club, Kernick Road, Penryn

RESOLVED that the proposals are fully supported.

Proposed by Councillor E L Wilkes and seconded by Councillor G K Mockett

Councillors G C Rickard and M Snowdon declared a personal and prejudicial interest in the above application as they were members of the Management Committee of St Gluvias Cricket Club. They left the room for the duration of the item and did not take part in the debate or the vote.

After returning to the Council Chamber, the Chairman took the Chair for the remainder of the items.

PA12/03581 – Plot 6, Bella Vista Gardens, Truro Hill, Penryn

RESOLVED that the proposals are fully supported.

Proposed by Councillor M J Mullins and seconded by Councillor Mrs B Hulme

49. DECISION NOTICES

The list of decision notices were noted.

50. SECTION 137 GRANTS

The Town Clerk presented a report detailing a grant request from Penryn Pathways. An additional request from Penryn Infant School was tabled at the meeting.

RESOLVED that Penryn Pathways be awarded a Section 137 Grant of £200 towards its Painting in the Park event.

Proposed by Councillor M J Mullins and seconded by Councillor B Hulme

It was proposed by Councillor E L Wilkes and seconded by Councillor G K Mockett that Penryn Infant School be awarded a Section 137 Grant of £125 towards the cost of commemorative mugs for its pupils.

It was proposed as an amendment by Councillor M J Mullins and seconded by Councillor M V Bennett that Penryn Infant School be awarded a Section 137 Grant of £75 towards the cost of commemorative mugs for its pupils.

On a vote the amendment was won.

RESOLVED that Penryn Infant School be awarded a Section 137 Grant of £75 towards the costs of commemorative mugs for its pupils.

Proposed by Councillor M J Mullins and seconded by Councillor M V Bennett

Councillor Mrs M K May declared a personal and prejudicial interest in the above item as she was a Governor of Penryn Infant School. She did not take part in the debate or the vote.

There being no further relevant business the meeting was declared closed at 8.25 p.m.

Chairman

Present:

Councillors: Mrs G A Grant (GG), Mrs M V Bennett (VB) J Langan (JL) and Mrs M K May (MM)
Michelle Davey (Town Clerk) (MD)

1. APOLOGIES

Apologies were received from Councillor E L Wilkes.

2. NOTES OF THE MEETING OF THE MANAGEMENT TEAM HELD ON 13 MARCH 2012

The notes of the previous meeting were agreed as a correct record.

3. PUBLIC CONVENIENCES

It was noted that the Harbours Board was considering the future of the public toilets on Exchequer Quay. Agreed that people counters be installed for one month in the Permarin toilets up to a maximum cost of £250.

MD to action

4. SECTION 106 CONTRIBUTIONS

It was agreed to take a report to Council in June to consider setting up a Steering Group. It was noted that more information was required on where each contribution was currently being spent.

MD to action

5. COUNCIL BUILDINGS

It was agreed that vinyl flooring would be the most appropriate in the basement of the Temperance Hall and that a desk from the Mayor's Parlour could be used there along with a dozen stacking chairs. It was further agreed to take a report to Council on plans to refurbish the Stuart Stephen Memorial Hall. It was noted that licences needed checking/updating for each of the buildings. It was further noted that following strong advice from the accountant, it was necessary to opt in to VAT payments on the halls in the light of the recent income generation from weddings.

MD to action

6. CAR PARKS

A meeting had been held with John Haskins of Cornwall Council regarding the future of the Job Centre car park. John would be checking if Cornwall Council had any plans for building on the site and would also give advice on the cost of taking on the lease. It was noted that Shute Meadow car park appeared to be self-policing as anticipated. It was agreed that the contractor should be contacted regarding the

monitoring of the shopping spaces in Permarin car park. It was also agreed that the sign warning of the unevenness of the steps needed replacing and that a litter pick needed to be carried out monthly.

MD to action

7. TOWN FRAMEWORK

Following a presentation to the Town Framework Steering Group, Walker Developments had been asked to give a presentation to the Planning Committee on 21 May. It was agreed to request a copy of the plans prior to the meeting.

MD to action

8. PENRYN VISION COMMUNITY DEVELOPMENT FORUM

The Forum had been wound up and the remaining assets of £658.85 transferred to Penryn Town Council to be used for the support of ongoing projects that met the aims of the Forum. It was suggested that £250 be given to the Penryn Independent Traders towards the cost of their map production, £200 to the Xmas Lights Committee and the remainder (£208.85) towards the cost of Jubilee celebrations. It was also suggested that Olive Branch be offered free use of the Stuart Stephen Memorial Hall for one month.

MD to action

9. BIKE RACKS

There had been requests for bike racks at the top of St Thomas Street and it was also suggested that more were needed on the Terrace. However, it was noted that the Falmouth and Penryn Town Cycle Network included bike racks in its plans. Failing this, there may be funds in the Section 106 Contributions to provide them.

10. PARISH MAGAZINE

It was suggested that the Town Crier could be improved and expanded on through the use of advertising space to fund it. It was agreed to defer a discussion to the next meeting.

11. BMX TRACK

It was noted that a consultation would be taking place on 29 May at Penryn College. Hesta would be asked to design advertising leaflets for distribution in the area of the track and through the schools.

MD to action

12. WORK EXPERIENCE

It was agreed to take a report to Council in June with a view to offering work experience in the office for job seekers through the Job Centre. It was noted that there was no cost to the Council, but it would be providing a valuable service for local unemployed people and provide an extra pair of hands in the office.

MD to action

13. WORK PROGRAMME

The updated work programme circulated at the meeting was noted.

14. DATE OF NEXT MEETING

It was agreed that the next meeting would be held on Monday 11 June at 10.30 a.m.

MD to action

15. ANY OTHER BUSINESS

Minor Repairs Grant

It was felt that the poor take up of the Grant was most likely due to the limits being too low for the current economic climate. It was agreed to take a report to Council with a view to raising the limits of the Minor Repairs Grants to £300.

The meeting closed at 4.40 p.m.

MAYOR'S ENGAGEMENTS

3rd April 2012 – 31st May 2012

Thursday 12 th April 2012	7.00pm	CUC Student Awards at Falmouth Maritime Museum
Saturday 14 th April 2012	10.00am	Penryn Methodist Chapel Spring Fair
	1.30pm	Penryn Bowling Club – Presenting Trophies
Monday 16 th April 2012	2.45pm	Opening of Pontoons Exchequer Quay
Thursday 19 th April 2012	3.00pm	University of Exeter Environment and Sustainability Institute Topping Out Ceremony
	6.30pm	Federation 59 th Birthday Part in Town Hall
Friday 20 th April 2012	7.00pm	Private View – The World at Falmouth Art Gallery
Tuesday 24 th April 2012	2.30pm	Friends of Falmouth Hospital
	5.30pm	Spectrum – Opening of The Pearl Centre
Wednesday 25 th April		Opening of “Hopes and Wishes” new shop in Penryn
Thursday 26 th April 2012	6.00pm	Reception “Tall Ships”
Wednesday 2 nd May		Opening of The Forum at The University of Exeter – Lunch with HRH The Queen and DOE
Friday 4 th May	8.00am	First Friday Breakfast with National Maritime Museum in Falmouth
Thursday 10 th May	10.00am	Mayors Regeneration Group Meeting F+P
Monday 14 th May	7.00pm	Mayor of Falmouth Mayor Making at Falmouth Town Hall
Thursday 17 th May	7.00pm	Penryn Mayor Choosing at Penryn Town Hall
Friday 18 th May	3.00pm	RBL Memorial Gardens - Lay wreath in Remembrance of Penryn People who were killed in the bombing of the square in WWII
Saturday 19 th May	10.00am	Olympic Torch Relay
	3.00pm	Visit by Twinning Association from Audierne Brittany
Tuesday 22 nd May		Royal Garden Party - Buckingham Palace
Friday 25 th May	6.00pm	Cocktail Party – HMS Lancaster at Falmouth Docks
Sunday 27 th May	4.00pm	Lord LT Service of Celebration for Diamond Jubilee at Truro Cathedral
Thursday 31 st May	7.00pm	Presentation Sea Cadets



PENRYN TOWN COUNCIL

COUNCIL

11 JUNE 2012

Report from the Town Clerk

Author: Michelle Davey, Town Clerk

1. Background

During the period 26 March to 28 May 2012, the Town Clerk attended a number of meetings on behalf of Council as detailed in the report.

2. Discussion

Details of the meetings attended are listed below.

Monday 2 April, Falmouth and Penryn Conservation Areas Advisory Committee:

A number of applications were considered by the Committee. The Committee's response to the application at North Parade which Penryn Town Council had supported was that it was considered to be overdevelopment, although it was noted that it was not strictly within the remit of the Committee to consider such planning matters. The Committee had no objection in principle to the building of an additional dwelling at 1 Brook Place, however, it did have strong reservations as to whether the design of the building could be considered traditional. The Committee felt that the windows in UPVC were far from traditional; that the proportion was also too tall; and that the patio doors again sounded no traditional note. There was also a request from Falmouth Town Council that the meeting dates be changed to feed into Falmouth Town Council's Planning Committee meetings, however, following a discussion on how to align with both Planning Committees, the Chairman requested that Falmouth look at the possibility of aligning its meetings with Penryn's monthly cycle as he was not prepared to hold three-weekly meetings of the Advisory Committee in alignment with Falmouth's cycle.

Wednesday 4 April, Falmouth and Penryn Mayor's Regeneration Group:

An update was given on the Core Strategy which must be completed by November. Cornwall Council's Working Group was meeting fortnightly and was currently sifting through the consultation responses. The Group was advised that the estimated cost of producing a Neighbourhood Plan was in the region of £20k. It was clear that the majority of those present were still unclear as the value and/or need for a Neighbourhood Plan. There was also an update on the Local Enterprise Partnership and again, this was another area that members of the Group were unclear on. The Group was advised that the LEP was producing an economic strategy for Cornwall and concerns were raised at the potential conflict with Cornwall Council's economic strategy. A study of marine related businesses in the Penryn estuary was underway and the data that had been collected so far indicated that a large number were reliant on Falmouth Docks for business. The next step would be a detailed business survey of the top 50-70 marine businesses.

Wednesday 11 April, Maritime Line Forum:

The representative from the Rail Partnership gave an update on branch line activity which indicated that passenger numbers continued to rise on the Maritime Line. A new timetable would be available in May and a new Rail Ale Trail had been launched with St Austell Brewery which highlighted a number of pubs on the train route including The Thirsty Scholar, The Kings Arms and the Famous Barrel. Advance notice was also given of possible major engineering works to renew tracks in which buses would replace trains from 27 October to 5 November, however, this was still subject to confirmation. It was suggested that regular clean-up projects be held at train stations with First Great Western sponsoring a competition for the best kept station. The representative from the Rail Partnership also offered to provide funding for plants. In regards to the parking problems at Penryn Station, First Great Western advised that its environmental team had been putting pressure on the site manager to resolve the issue. It was also noted that the development's travel plan included the provision of ticket machines in the station car park which it was hoped would prevent misuse of the car park in the future.

Wednesday 11 April, Camelford Local Organising Committee:

In preparation for hosting the Gorsedh, the host town must set up a Local Organising Committee, including local Bards, and the Town Council which will be hosting the next year's events is also invited to attend in order to smooth the transition from one town to the next. This year's Gorsedh is being held in Camelford. It was clear from the meeting that it is a major event which can bring in a lot of business to the town. However, it was also clear that the Gorsedh Committee are extremely well organised and are expert in guiding the Town Council through the arrangements. There will be a short ceremony in April 2013, the Proclamation, which will include a parade, and then the main event will be held on Saturday 7 September 2013, and will include a civic ceremony, a parade through the town, the ceremony itself, afternoon tea for the Bards and an evening concert. This will be followed on the Sunday by a church service.

Wednesday 18 April, Student Accommodation Sub-Committee:

The Sub-Committee discussed how best to reach the landlords who were not registered with the University as student accommodation. In addition to being on an approved list of landlords, registered landlords are given an information pack containing advice on health and safety and minimum standards of accommodation. It was agreed that students would be contacted to encourage them to provide their landlords with details of the registration scheme. It was noted that whilst HMOs were licenced with Cornwall Council, there were also a large number of students living in shared accommodation which did not require licencing if they were less than three storeys high or had less than five tenants. Concerns were raised regarding the potential disruption on Station Road during the arrival of the new students and parking at Penryn Station, but it was noted that this would be an issue for the new manager of the accommodation to address in due course.

Tuesday 24 April, Falmouth and Penryn Town Framework Steering Group:

Walker Developments gave a presentation outlining a vision for their land holdings in relation to the Core Strategy and Town Framework. It was noted that the developer would be carrying out extensive consultation with the local community, including the Town Council, prior to submitting any planning application. The Group was presented with a map showing the current open space provision in Falmouth and Penryn and members of the Group were asked to complete a short questionnaire to help steer the development of provision standards for public open space as part of the Town Framework planning process.

Tuesday 1 May, Penryn Arts Festival AGM:

The first Annual General Meeting of the Penryn Arts Festival was held at which a Committee was appointed for the management and organisation of the Festival and the Constitution was adopted. Due to the disappointing attendance at the AGM it was agreed to defer the first meeting of the Committee to a later date to be arranged.

Tuesday 8 May, Falmouth and Penryn Cycle Demonstration Town:

As part of Cornwall Council's Local Transport Plan 3, funding was available from central Government for cycle demonstration towns and Falmouth and Penryn had been selected as one of the areas in Cornwall which could benefit from a cycle network due to a high percentage of the population working close enough to their homes to be able to cycle or walk to work. It was also the intention that the cycle networks would attract the leisure cyclist into the town centres. The cycle networks had to be delivered by 2015 and there was funding of £1.1m available to be shared with Newquay which had also been selected. A meeting was to be arranged with Andy Cresswell of CORMAC to discuss the options for the routes prior to a report to Council on 11 June 2012.

Thursday 10 May, Mayor's Regeneration Forum:

A meeting was held to specifically discuss the potential need or otherwise of a Neighbourhood Plan for Penryn and/or Falmouth. After some discussion, it was agreed that the need for a Neighbourhood Plan would very much depend on whether or not it was felt that the Town Framework would deliver the desired result in terms of preferred sites for development and types of development. The general consensus of the meeting was that further detail was needed of the content of the revised Town Framework and that another meeting should be set up shortly to update on progress and the likely content of the revised Framework.

Thursday 10 May, CALC Training on the General Power of Competence:

The General Power of Competence was introduced in the Localism Act 2011, Sections 1–8 which states that a local authority has power to do anything that individuals generally may do. For example, Town Councils may now set up a company to provide a service; run a shop or post office; support a school; or invest in local business. The power enables Town Councils to work with others to provide cost-effective services; be innovative; and meet the needs of local people. It also supersedes Section 137 in that it allows Town Councils to help an individual. The power can also be used to create income by charging for services; trading through a company or cooperative society; or investing in a local company and receiving a share dividend. However, to be eligible to use this power, Town Councils must meet the criteria of having two-thirds elected Councillors and a Clerk qualified in the Certificate in Local Council Administration. There are a number of restrictions on using the power and a number of risks to consider, but there is also great potential if the power is used with care.

Monday 14 May, Falmouth and Penryn Conservation Areas Advisory Committee:

In regards to the application for 52 Lower Market Street, the Committee had no objections to the changes to the shop front, but felt that the design of the ventilation system needed careful consideration due to its proximity to Stoke House which was a listed building. The Committee also considered the application for 25 Broad Street and had no objections to the design but had concerns regarding access and possible overdevelopment. In relation to the application for Pentrig, West End, the Committee felt that the revised plans still constituted overdevelopment and the loss of amenity space, which could facilitate the potential for further development.

3. Recommendation

That the report be noted.

4. Appendices

None.



PENRYN TOWN COUNCIL

COUNCIL

11 JUNE 2012

Accounts

Author: Michelle Davey, Town Clerk

1. Background

The accounts of the Town Council are presented for approval at each meeting of the Town Council (attached as Appendices 1 and 2 to the report). It was felt that it would be useful to include a budget monitoring report in addition and this is attached as Appendix 3 to the report.

2. Discussion

The accounts show the total assets of the Council at £119,856.01 as at 30 May 2012. Items of expenditure over £500 are as follows:

- Keith Clemes Line Marking – £750.00 – line marking, Permarin car park
- Richfords Fire and Flood – £2,579.35 – VAT on flood clean up (net paid directly by insurance)
- Alan Symons Decorating Ltd – £4,132.68 – decoration of Temperance Hall basement
- Compu-K (Cornwall) Ltd – £517.80 – replacement projector and computer maintenance
- Cornwall Council – £1186.00 – non-domestic rates
- Cornwall Council – £1723.08 – pensions payments
- HMRC – £1818.01 – taxation

Items on the budget monitor report of note are as follows:

- Subscriptions have gone over budget by £458.87 due to the annual subscription to South West Councils being renewed, a subscription which was not accounted for in the budget. However, it is recommended that this not be renewed next year as it is no longer considered necessary.
- Clearly, the maintenance costs in relation to the Temperance Hall are over budget by £6643.61 due to the flooding, but this will be offset by the insurance claim.
- The approved town expenditure is currently over budget by £186.57 due to the costs associated with the Queen's Jubilee celebrations.
- Although the Saracen car park refund scheme is only over budget by £0.50, this does indicate that the scheme has not been taken up despite being widely advertised in the press.
- The grant income shows an excess of £17,658.85 as the grants applied for, but not yet approved, were not included in the budget as a cautionary measure.

3. Recommendation

That the report be noted.

4. Appendices

1. Accounts Report
2. Account Paid
3. Budget Monitor Report

PENRYN TOWN COUNCIL

ACCOUNTS REPORT

21st April 2012 - 20th May 2012

CURRENT ACCOUNT

Opening Bank Balance as at 21st April 2012 30,306.23

Receipts:

Transfer from Investment Account	-	
HMRC VAT repayment	6,760.07	
Hire Charges (Direct Deposit)	350.00	
Hire Charges	176.00	
Penryn Vision	658.85	
Contribution to wage - SSMHT	-	
Burial/Memorial Fees	300.00	
Total Income		<u>8,244.92</u>
		38,551.15

Payments:

BT Direct Debits	-	
Bank Charges	15.77	
Eclipse Internet	43.08	
Drawn Payments (Exc. Direct Debits)	16,220.21	
Total Expenditure		<u>16,279.06</u>
Closing Bank Balance as at 20th May 2012		<u>22,272.09</u>

ALLOCATED MONIES

Money Held	-	
Undrawn Cheques/Payments	4,154.91	
Total Allocated Monies		<u>4,154.91</u>
Available Bank Balance as at 20th May 2012		<u>18,117.18</u>

INVESTMENT ACCOUNTS

Opening Bank Balance as at 21st April 2012 101,735.42

Receipts:

Precept (half)	-	
Interest Received	3.41	
Hall Hire - Paid to 30 day a/c	-	
Total Income		<u>3.41</u>
		101,738.83

Payments:

Transfer to Current Account	-	
Total Outgoings		<u>-</u>
Available Bank Balance as at 20th May 2012		<u>101,738.83</u>

SUMMARY CURRENT ASSETS

Current Account	18,117.18	
Investment Accounts inc amount invested	101,738.83	
Total Assets as 20th May 2012		<u>£ 119,856.01</u>

Penryn Town Council Accounts for Approval

ACCOUNTS PAID OUT OF COUNCIL		TAX	NI	PENSION	OTHER	TOTAL	CHQ NO
Salaries & Wages	2,189.66	274.20	162.52	142.33	-	1,610.61	BP
	1,457.50	139.80	84.91	82.75	66.04	1,216.08	BP
	1,342.00	118.00	72.67	75.93	23.40	1,098.80	BP
	1,308.25	126.40	80.91	-	-	1,100.94	BP
	1,282.75	107.00	-	72.44	-	1,103.31	BP
	423.74	158.40	-	-	-	265.34	BP
TOTAL	8,003.90	923.80	401.01	373.45		6,395.08	

ACCOUNTS PAID OUT OF COUNCIL	NET	VAT	TOTAL	CHQ NO
P & M News	14.23	-	14.23	709842
Keith Clemes Line Marking	625.00	125.00	750.00	709843
Key Machine	3.33	0.67	4.00	709844
Alexandra	64.34	12.87	77.21	709845
UK Fire Prevention (SW) Ltd	254.25	50.85	305.10	709846
Richfords Fire & Flood	-	2,579.35	2,579.35	709847
Big Value Banners	29.55	5.91	35.46	709848
Alan Symons Decorating Ltd	3,443.90	688.78	4,132.68	709849
BT Payment Services Ltd	93.83	18.76	112.59	709850
Cornwall Association of Local Councils	-	9.00	9.00	709851
Compu-K (Cornwall) Ltd	431.50	86.30	517.80	709852
B E White (Accountant)	435.00	-	435.00	709853
Fun 2 Bounce (deposit)	25.00	-	25.00	709854
Cornwall Council (NDR)	1,186.00	-	1,186.00	BP
Cornwall Council (Pensions)	1,723.08	-	1,723.08	BP
HM Revenue & Customs	1,818.01	-	1,818.01	BP
Eclipse Internet	35.90	7.18	43.08	DD
Lloyds TSB	15.77	-	15.77	DD

BP = Online Bulk Payment

DD = Direct Debit

Cheques in red have been cancelled

10,198.69

3,584.67

13,783.36

TOTAL PAID OUT OF COUNCIL

SALARIES & WAGES	6,395.08
ACCOUNTS	13,783.36
	20,178.44
Total N.I. Paid	401.01
Total Tax Paid	923.80
Total V.A.T. Paid	3,584.67

APPROVED

SIGNATURE

SIGNATURE



PENRYN TOWN COUNCIL

COUNCIL

11 JUNE 2012

Approval of Annual Accounts 2010-2011

Author: Michelle Davey, Town Clerk

1. Background

Local Councils with an annual turnover of £65m or less must complete an annual return summarising their activities at the end of each financial year. Each Council must approve this annual return no later than 30 June 2012. The annual return, together with a bank reconciliation as at 31 March 2012, an explanation of any significant variances are attached as Appendix 1 to the report.

2. Discussion

The significant variances are shown in Appendix 1. In addition, it should be noted that an additional grant of £10,000 towards the cost of refurbishing the Temperance Hall has been received subsequent to preparation of the accounts, and the estimated insurance claim of £10,000 is very conservative with a total claim submitted in the region of £19,000. However, due to the discovery of asbestos on site and a number of extras that required attention there is likely to be a cost of around £4000 that will have to be absorbed in relation to Phase 2 of the refurbishment. Similarly, the maintenance costs of the Town Hall have been higher this past year due to the redecoration of the Town Hall and the installation of a new kitchen.

Another significant variance is the loss of income from Cornwall Council in relation to the office costs which is due to the Town Council taking on the running of the One Stop Shop, as previously the office costs were shared.

Overall the accounts highlight once again the need for the Town Council to increase its reserves in its next budget. However, it is also worth noting that the Town Council's buildings are now much improved on this time next year, and it should be some time before any major refurbishments are required again.

3. Recommendation

That the Town Council agrees that the accounting statements in the annual return for the year ended 31 March 2012 present fairly the financial position of the Town Council and its income and expenditure and that the accounting statements be approved for submission to the external auditor.

4. Appendices

Accounting Statements for the year ended 31 March 2012.



PENRYN TOWN COUNCIL

COUNCIL

11 JUNE 2012

Appointments to Outside Bodies

Author: Michelle Davey, Town Clerk

1. Background

The Town Council appoints a number of representatives annually to various outside bodies. Those appointments are made by the Town Mayor at the first meeting of the Council following the Mayor choosing ceremony. Expressions of interest have been sought from Councillors and the list of appointments below has been compiled by the Town Mayor accordingly.

2. Discussion

The list of appointments to outside bodies is as follows:

- Arts Alive – Councillor Mrs C Hutchings with Councillor Mrs B Hulme as substitute
- Devon and Cornwall Rail Partnership – Councillor Mrs S Townsend
- Falmouth and Penryn Conservation Area Advisory Committee – Councillor J Langan
- Falmouth and Penryn Foodbank – Councillor Mrs M V Bennett
- Falmouth and Penryn Regeneration Forum – Councillor Mrs G A Grant with Councillor Mrs B Hulme as substitute
- Governor of Penryn Infants School – Councillor Mrs M K May
- Penryn Arts Festival – Councillor Mrs C Hutchings with Councillor Mrs B Hulme as substitute
- Penryn Christmas Lights Committee – Councillor J Langan
- Penryn Fair Day Committee – Councillor K S Green and Councillor Mrs M K May
- Penryn May Day Committee – Councillor Mrs B Hulme and Councillor Mrs S Peters
- Penryn Museum Society – Councillor G K Mockett
- Penryn Town Local Trust – Councillor Mrs G A Grant, Councillor Mrs B Hulme and Councillor Mrs M K May
- Penryn Twinning Association – Councillor Mrs G A Grant with Councillor K S Green as substitute
- Stuart Stephen Memorial Hall – Councillor Mrs M V Bennett, Councillor Mrs G A Grant, Councillor Mrs B Hulme, Councillor Mrs C Hutchings, Councillor J Langan and Councillor Mrs M K May
- Transportation Officer – Councillor Mrs S Townsend

3. Recommendation

That the list of appointments to outside bodies as drawn up by the Town Mayor be approved.

4. Appendices

None.



PENRYN TOWN COUNCIL

COUNCIL

11 JUNE 2012

Code of Conduct

Author: Michelle Davey, Town Clerk

1. Background

The Government has now published Regulations for the Code of Conduct as part of the Localism Act 2011 and has confirmed that the new arrangements will commence on 1 July 2012. Therefore, there is now a duty on the Town Council to adopt a new code to come into force on that date, and for Councillors to complete a new Register of Financial Interests before 28 July 2012.

2. Discussion

Following the publication of the new Regulations, a new model Code of Conduct has been produced by the Cornwall Association of Local Councils in liaison with Cornwall Council's Monitoring Officer.

A copy of the model Code of Conduct is attached at Appendix 1 to the report.

3. Recommendation

That the new Code of Conduct for members of Penryn Town Council, attached as Appendix 1 to the report, be adopted in compliance with the Localism Act 2011.

4. Appendices

1. New model Code of Conduct (to follow).



PENRYN TOWN COUNCIL

COUNCIL

11 JUNE 2012

VAT on Halls

Author: Michelle Davey, Town Clerk

1. Background

Following the preparation of the annual accounts, an issue has been raised regarding VAT on Council-owned halls which the Town Council needs to address.

2. Discussion

Historically, the Town Council has not opted to tax property and does not account for VAT on lettings income. However, following the success of the Town Hall as a wedding venue, it is no longer the case that hall lettings can be considered to be a non-business activity which is defined by legislation as either one which is neither actively nor potentially in competition with a similar activity in the private sector, or a free provision of goods and services. As there are other wedding venue providers in the private sector and the service is not provided free of charge, hall hire for weddings no longer falls into the category of a non-business activity.

Furthermore, opting in to VAT on halls allows the Council to recover VAT on the costs of refurbishment and maintenance over the current limit of £7500 per annum, a limit which is likely to be reached on occasion given the need to keep the Town Hall in prime condition as a wedding venue and future plans for refurbishment of the Council Chamber.

Another issue to consider in opting in to VAT is whether to pass on that cost to the customer. Given the rising popularity of the Town Hall as a wedding venue and the comparative prices with other venues, adding VAT to the hire cost, bringing the total cost to £360, is unlikely to have an impact on bookings as this would still be an extremely competitive rate. Regarding the general hall hire, it has been suggested on occasion that it may be time to consider a rise in the hall hire fees, and adding VAT would bring the hire charge to just £24 inclusive of VAT, which is again a very competitive rate. In addition, Council still has the option to assist those organisations who may struggle with a small increase by way of the Section 137 Grants. Alternatively, Council could choose to keep the rates as they are and absorb the cost, however, this would be an additional risk to a budget which is already tight.

3. Recommendation

That the Town Council opts in to VAT on its halls and lettings with effect from the next tax period.

4. Appendices

None.



PENRYN TOWN COUNCIL

COUNCIL

11 JUNE 2012

Minor Repair Grants

Author: Michelle Davey, Town Clerk

1. Background

The Minor Repair Grant fund arose from the Sustainable Communities Project which was funded by the previous Carrick District Council and is administered by Penryn Town Council. The objective of the scheme is to make small grants available to encourage minor repairs to be carried out before deterioration leads to major work being required beyond the resources of the owner. At the same time, such repairs will enhance the appearance of properties within the Conservation Area and the streetscape in general. Minor works will reduce the risk of properties deteriorating and having a negative impact on the Townscape Heritage Initiative Project.

2. Discussion

The current limit on the grants is just £150 and it is felt that this may be the main contributory factor to a lack of take-up of the grants. Currently, the fund stands at £4500 and it is suggested that raising the threshold to £300 would encourage householders to apply, thereby helping to improve the streetscape within the Conservation Area. The grants are only available to projects costing up to £750 in total, which again could be restricting the number of householders applying for grants. It is therefore suggested that this limit should also be raised proportionately to £1500.

3. Recommendation

That the limit on Minor Repair Grants be raised to £300 per property and that the threshold for the total cost of the project be raised to £1500.

4. Appendices

None.



PENRYN TOWN COUNCIL

COUNCIL

11 JUNE 2012

Penryn Vision Community Development Fund

Author: Michelle Davey, Town Clerk

1. Background

The Penryn Vision Community Development Fund was set up to enhance the economic environment and quality of life within the town of Penryn. At an extraordinary meeting of the Forum on 29 March 2012, it was agreed that the organisation should close and after the payment of any outstanding debts, the remaining assets of £658.85 were passed to the Town Council to be used for the support of ongoing projects that meet the aims of the Forum.

2. Discussion

At a meeting of the Management Team held on 30 April 2012, it was suggested that £250 be given to the Penryn Independent Traders towards the cost of their map production, £200 to the Xmas Lights Committee and the remainder (£208.85) towards the cost of Jubilee celebrations. It was also suggested that Olive Branch be offered free use of the Stuart Stephen Memorial Hall for one month. However, since that meeting, Olive Branch has already settled into a regular slot at the Temperance Hall and it was decided by Penryn Independent Traders that a charge of £50 would be levied on those businesses who wished to be included on the map and this charge funded the cost of the production of the map.

However, a request has been received from Olive Branch for assistance with the cost of setting up the community café in the Temperance Hall for the initial three months trial period. It is hoped that proceeds from the café in this first three months will generate enough funds to sustain the costs of the café and the upkeep of the Olive Branch stall at the Friday markets. Councillors may recall approving a Section 137 grant of £80 in February 2012 to set up the community stall.

3. Recommendation

That £250 be given to Olive Branch towards the cost of the community café, £200 to the Xmas Lights Committee and the remainder (£208.85) towards the cost of Jubilee celebrations.

4. Appendices

None.



PENRYN TOWN COUNCIL

COUNCIL

11 JUNE 2012

Section 137 Grants

Author: Michelle Davey, Town Clerk

1. Background

Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. The council must first be satisfied that there is a direct benefit to the area or part of the area, or to some or all of the inhabitants. For the year ended March 2013, Council has allocated a total fund for Section 137 grants of £10,000 of which £8250 remains.

2. Discussion

Requests have been received from the following:

- *Women's Institute Penryn:*
A request for a donation towards the cost of the annual Christmas party for the visually impaired. It is customary for Council to award a grant of £100, however, Councillors may wish to consider rising costs and award a slightly higher grant.
- *Merlin Multiple Sclerosis Therapy Centre, Hewaswater:*
A request for a donation towards the cost of running the new minibus service which serves MS clients throughout the county, including the Penryn area.
- *Olive Branch Café:*
A request for a donation towards the costs of setting up a community café for a trial three month period. The total costs are estimated at £374.50 and Olive Branch has already received a donation of £50 and is being provided with coffee free of charge.

3. Recommendation

That the following Section 137 grants be awarded:

Women's Institute Penryn	£150
Merlin MS Therapy Centre	£200
Olive Branch Café	£200

(subject to the decision on Agenda Item 13)

4. Appendices

None.