

MINUTES OF THE MEETING OF THE COUNCIL OF PENRYN HELD ON MONDAY 4 JUNE 2018 AT 7.00PM IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN

Councillors

Mrs S K Peters (Town Mayor)

C K Wenmoth (Deputy Town Mayor)

M Cant, D F Edwards, Dr J Garrett, Ms R L Holden, Mrs H May, Mrs M K May, C Mullins, G C Rickard, M Snowdon and Mrs J Tucker

In Attendance

Helen Perry (Town Clerk)

Robert Oliver (Finance Officer)

Prior to the start of the meeting the Town Mayor lead the Council in prayers for those who wished to take part.

12. APOLOGIES

Apologies for absence were received from Councillors Mrs M V Bennett (other meeting), K S Green (Work), J Langan (Work) and D Mason (Work).

13. DECLARATIONS OF INTEREST

Councillors Mrs S K Peters, C K Wenmoth, Ms R L Holden and M Snowdon declared a non-registerable interest in agenda item 18 Community Grants, as they are members of the Penryn and District Twinning Association.

14. DISPENSATIONS

There were no requests for dispensations.

15. PUBLIC PARTICIPATION

No requests had been received from members of the public wishing to speak at the meeting.

16. MINUTES

RESOLVED that minutes 213 to 232 of the meeting of the Council held on 9 April 2018 be approved and signed as a correct record.

Proposed by Councillor M Snowdon and seconded by Councillor Ms R L Holden

RESOLVED that minutes 1 to 11 of the Annual Meeting of the Council held on 17 May 2018 be approved and signed as a correct record.

Proposed by Councillor Ms R L Holden and seconded by Councillor C Mullins

The minutes of the meeting of the Planning Committee held on 16 April 2018 were noted.

The minutes of the meeting of the Planning Committee held on 21 May 2018 were noted

17. CORRESPONDENCE

The Town Clerk reported:

Durgan Lane

The Fire Brigade completed a site visit to Durgan Lane and confirmed their preferred traffic calming solution as "change the lane from two way traffic, to a one way street, with "No Entry" signage at the top of the lane. In addition the lane should be designated a 20mph zone".

Town Hall – Roof

Nigel Brabyn, Senior Planning Officer confirmed that if the roof on the Town Hall was to be replaced, they would encourage re-using the existing slate where possible, and if this wasn't feasible, then a good quality natural slate should be used.

Tree Wardens

The Cornwall Council, Forestry Team are looking at revitalising and extending the tree warden scheme in Cornwall.

Air Ambulance

Owen and Georgina Braines are requesting support be given in finding a suitable area for the Air Ambulance to land if there is an accident between the Treluswell Roundabout and the Norway Inn Public House, on the main Truro to Falmouth Road.

18. MAYOR'S ANNOUNCEMENTS AND ENGAGEMENTS

The list of Mayor's engagements for the period 9 April 2018 to the 4 June 2018 were noted.

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

Councillor C K Wenmoth reported that he had attended the Royal British Legion, Penryn Branch meeting and would be attending the GP90 commemoration in Belgium to lay a wreath. The wreath will have a few words written by Penryn Town Mayor, Councillor Mrs S K Peters and Falmouth Town Mayor, Councillor Grenville Chappel.

Councillor Ms R L Holden reported that she had taken over the chairmanship of the Neighbourhood Plan steering group, and the next meeting is scheduled for Monday 25 June.

20. TOWN CLERK'S REPORT

The Town Clerk's report was noted.

21. ACCOUNTS – 1 MARCH TO 31 MARCH 2018

RESOLVED that the list of accounts paid and the monthly statement for the period 1 to 31 March 2018 be approved.

Proposed by Councillor Mrs M K May and seconded by Councillor Ms R L Holden

22. INTERNAL AUDIT REPORT

RESOLVED that the internal audit report for year ended 31 March 2018 be approved

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

23. ANNUAL GOVERNANCE STATEMENT

RESOLVED that the Annual Governance Statement for year ended 31 March 2018 be approved.

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

24. ANNUAL STATEMENT OF ACCOUNTS – 2017/18

RESOLVED that the annual accounts 2017–18 and the Annual Statement of Accounts be approved.

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

25. ACCOUNTS – 1 APRIL TO 30 APRIL 2018

RESOLVED that the list of accounts paid and the monthly statement for the period 1 to 30 April 2018 be approved.

Proposed by Councillor Mrs M K May and seconded by Councillor D F Edwards

26. APPOINTMENT OF COUNCILLORS INTERNAL AUDITORS FOR THE 2018/19 FINANCIAL YEAR

The Town Clerk confirmed that the councillor internal audits take place quarterly, the Finance Officer will arrange a mutually convenient date, once the accounts have been closed for the last month of the quarter.

Quarter 1 – April, May, June
Quarter 2 – July, August, September
Quarter 3 – October, November, December
Quarter 4 – January, February, March

RESOLVED that Councillors D Mason and C Mullins be appointed the Council's internal auditors for the 2018/19 financial year

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

27. CONFIRMATION OF BANK SIGNATORIES

Councillors Mrs M K May and Mrs J Tucker confirmed that they wished to remain as signatories on the bank account. Councillor Ms R L Holden had been requested to confirm to Council that Councillor Mrs M V Bennett was also prepared to remain as a signatory.

It was therefore **RESOLVED** that signatories on the account be approved as:-

- Councillor Mrs S K Peters – Town Mayor
- Councillor C K Wenmoth – Deputy Town Mayor
- Councillor Mrs M V Bennett
- Councillor Mrs M K May
- Councillor Mrs J Tucker

Proposed by Councillor Mrs S K Peters and seconded by Councillor M Snowdon

28. CONFIRMATION OF SUPPLIERS WHO ARE PAID BY DIRECT DEBIT

RESOLVED that

- a) the following suppliers continue to be paid by direct debit
 - Cornwall Council – Non-Domestic Rates
 - British Telecom – Telephone and Broadband
 - British Gas – Electricity and Gas
 - Barclaycard Commercial – Procurement Card Settlement
 - Worldpay- Fees for payments taken by debit/credit card
 - Iris – Payslips and Auto-enrolment
 - Pitney Bowes – Franking Machine Rental and Postage top-up
- b) the South West Water bills are set-up to be paid by Direct Debit

Proposed by Councillor M Snowdon and seconded by Councillor Ms R L Holden

29. COMMUNITY GRANTS

There were three requests for Community Grants

Penryn Primary Academy

RESOLVED that in accordance with S137 of the Local Government Act 1972 Penryn Primary be awarded a grant of £160 towards a trip to PGL Barton Hall

Proposed by Councillor M Snowdon and seconded by Councillor Dr J Garrett

Councillors C K Wenmoth and Ms R L Holden requested that their names be recorded as voting against the above decision.

Penryn and District Twinning Association

Having earlier in the meeting declared a non-registerable interest in the Twinning Association Councillors Mrs S K Peters, Ms R L Holden, C K Wenmoth and M Snowdon left the meeting.

RESOLVED that, in accordance with S144 of the Local Government Act 1972 Penryn and District Twinning Association be awarded a grant of £200 towards the costs of hosting the visit of the French Party.

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

Following the above resolution Councillors Mrs S K Peters, Ms R L Holden, C K Wenmoth and M Snowdon returned to the meeting.

Carnon Carers

RESOLVED that, in accordance with S137 of the Local Government Act 1972 Carnon Carers be awarded a grant of £200.

Proposed by Councillor M Snowdon and seconded by Councillor G Rickard

30. APPOINTMENTS TO OUTSIDE BODIES

Councillors discussed the list of outside bodies and believed that Hands Up Penryn had ceased to be in operation.

RESOLVED that the following list of appoints to outside bodies be approved and the Falmouth and Penryn Conservation Areas Advisory Committee be approached to see if Mr J Kirby, a past Councillor of Penryn, be authorised to attend meetings on behalf of the Town Council.

- Falmouth & Penryn Community Network Panel – Cllrs Mrs M K May (CC) and Mrs H May
- Falmouth & Penryn Conservation Areas Advisory Committee –
- Falmouth & Penryn Foodbank – Cllr Mrs M V Bennett
- Friends of Falmouth Hospital – Cllr Mrs S K Peters (Town Mayor)
- Maritime Line Forum – Cllrs Mrs M K May (CC) and Mrs J Tucker
- Penryn & District Twinning Association – Cllr Mrs S K Peters (Town Mayor) and Cllr Ms R L Holden
- Penryn Museum Society – Cllrs G Rickard and C K Wenmoth
- Penryn Town Local Trust – Cllrs Mrs S K Peters (Town Mayor), C K Wenmoth (Deputy Town Mayor), M Snowdon (immediate past Mayor)
- Stuart Stephen Memorial Hall Trustees – Cllrs Mrs M K May, Mrs MV Bennett, M Snowdon, Mrs J Tucker and Mrs H May
- Town and Gown Committee/Forum – Cllr D F Edwards (Dr J Garrett – substitute)
- West Cornwall CCTV Group – Cllr Mrs M K May (Mrs S K Peters – substitute)

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

31. COUNCILLOR ATTENDANCE FOR THE 2017/18 CIVIC YEAR

The Councillor attendance record for the 2017/18 civic year was noted.

The Town Clerk reminded Councillors of their duty to attend meetings

32. PLASTIC FREE PENRYN

RESOLVED that the Town Council

- a) Support plastic free initiatives throughout the Town
- b) Reduces, where possible the amount of single use plastic on its premises
- c) Ensures that all plastic items used on its premises that are recyclable, are recycled.

Proposed by Councillor Mrs S K Peters and seconded by Councillor D F Edwards

33. NEIGHBOURHOOD PLAN – DELEGATION OF BUDGET

RESOLVED that

- a) Financial regulation 4.1 is suspended in respect of the Neighbourhood Plan Steering Group, for the duration the group
- b) Authorisation of expenditure for the Neighbourhood Plan to be delegated to the Chairman and Vice-Chairman of the steering group who **MUST** be Councillors
- c) Expenditure **MUST** be within the agreed budget
- d) The Finance Officer to supply the current expenditure on the Neighbourhood Plan for all Steering Group meetings
- e) Any individual expenditure over £5,000 **MUST** be approved by Full Council

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

34. CONSULTATION INSTALLATION OF A NEW BUS SHELTER – LITTLE OAKS

RESOLVED that the Council fully supports the installation of a new bus shelter at Little Oaks, and the Town Clerk responds to the consultation by the closing date of 14 June 2018.

Proposed by Councillor Ms R L Holden and seconded by Councillor G Rickard

35. GENERAL DATA PROTECTION REGULATION (GDPR)

The Town Clerk gave a verbal update on the position of the General Data Protection regulations.

The Council is in the process of updating its policies with regard to data protection and data retention, to comply with the new regulations.

Items that contain personal data that are not required to be kept are being sorted through and shredded, prior to disposal.

36. TOWN CLOCK

The Town Clerk informed members that due to the internal set-up of how the clock faces were connected, the engineer had been unable to turn off the face with the faulty dial.

Until the clock face has been inspected and received an external inspection (via a lifting platform) it was impossible to tell which option of the quotation would be most likely.

Option 1 – Reposition the hand on the minute spindle, position relevant to the internal balance and secure.

Option 2 – Remove the dial motion and the hand to be repaired at Smith of Derby's workshop, then return to site.

The hire of the lifting equipment is not included in the quotation and would need to be sourced locally, for delivery to site on the day of the repair.

Option 1 - £998 + VAT

Option 2 - £2,282 + VAT

RESOLVED that

- a) The quotation from Smith of Derby be accepted
- b) The cost for hiring a lifting platform be sourced
- c) The funds would be taken from reserves

Proposed by Councillor M Snowdon and seconded by Councillor G Rickard

37. LIBRARY/COUNCIL OFFICES AIR CONDITIONING

A lengthy discussion took place regarding ways in which the temperature in the upstairs offices could be addressed.

Councillor D Edwards volunteered to look at the area concerned in the building and make recommendations.

RESOLVED that Town Mayor Councillor Mrs S K Peters, Deputy Town Mayor Councillor C K Wenmoth and Councillor Mrs M K May, be delegated the responsibility of sourcing air conditioning units, and are authorised to purchase the items up to a maximum price of £3,000 excluding VAT.

Proposed by Councillor M Snowdon and seconded by Councillor Mrs S K Peters

38. WEED SPRAYING

RESOLVED that Falmouth Town Council be awarded the weed spraying contract for 2018/19 financial year at a cost of £1,651.11.

Proposed by Councillor M Snowdon and seconded by Councillor G Rickard

Councillor Ms R L Holden requested that her name be recorded as voting against the above decision.

There being no further business the meeting was closed at 8:30pm

CHAIRMAN