

MINUTES OF A MEETING OF HELSTON TOWN COUNCIL
HELD IN THE GUILDHALL, HELSTON
ON THURSDAY 15TH SEPTEMBER 2011 AT 7.15 PM

Councillors: R J L Boase (Town Mayor) in the Chair

R Williams
Mrs S M E Swift
N J C Devenish
K Reynolds

Mrs V J Matthew
D C Swift
Mrs F N E Boase
R R Pryor

M H Thomas
J P Radford-Gaby
Mrs W A Radford-Gaby

Officers: Mr C Dawson (Town Clerk)
Miss P J Lavelle (Assistant to the Town Clerk)
Mr R Dennery (Town Centre Manager)

254. Prayers

The Meeting opened with Prayers offered by Councillor Thomas.

255. Declarations of Interest

Councillors J P Radford-Gaby and Mrs Radford-Gaby declared a personal interest in item 1(i) of the Town Clerk's Report (Agenda item 16) because a relative was a member of ACT1.

256. Police Matters

The Town Clerk advised that apologies had been received from the Devon & Cornwall Constabulary and read a report on their behalf which included recent crime figures and those for the corresponding period from the year previous.

257. Reports from Local Cornwall Councillors and the Community Network Manager

a) Local Cornwall Councillors

The Town Clerk advised that apologies had been received from Councillor Robertson and confirmed that a list of meetings attended over the previous month had been circulated in Members' folders.

Councillor Mrs Haycock advised that she understood an e-mail had been sent to Councillor Devenish in response to his safety concerns regarding the Triathlon. Councillor Devenish advised that he had not received one. Councillor Mrs Haycock confirmed that she had been copied the e-mail and advised that she would forward the response on to Councillor Devenish. Councillor Mrs Haycock advised that she was attempting to resolve the issue with the Community Network Manager's hours and confirmed who should be contacted regarding problems experienced due to the reduced hours. Councillor Mrs Haycock further advised that she had arranged for the installation of the new sign in the Coinage Ope. She also confirmed that she had attended a traffic meeting where it had been suggested that shell grit be used to create a pedestrian route in Church Street near the Church and a raised crossing was proposed for Belmont Road. Councillor Mrs Haycock advised that she was also working on requirements for yellow lines and asked Members to inform her of any requests. The Mayor queried what consultation had taken place regarding the proposed traffic safety improvements. Councillor Mrs Haycock confirmed that, due to the expense, all the improvements would go out to consultation when the full list of the proposals had been drafted, including requirements for yellow lines.

Councillor Wallis advised that the proposed parking tariffs had been set subject to Cabinet's approval and it had been suggested to charge £1.00 for 2 hours parking in the town car parks with the exception of Castle Green Car Park which would be £1.50 all day. Councillor Wallis confirmed that it was also suggested that a low income permit at a cost of £300 per year be introduced for which those in receipt of tax credits would qualify, and a season ticket for the Castle Green Car Park was also proposed at a cost of £200.00 with the hope that this car park would be used by businesses. Councillor Wallis then thanked the organisers of the Harvest Fair Carnival and Skate Day and advised that he hoped Helston Town Council would help support the events in the future.

Councillor J P Radford-Gaby expressed the opinion that the news on parking was very positive and thanked the Cornwall Councillors for their input.

b) Community Network Manager

The Town Clerk advised that apologies had been received from Mrs Chadwick and confirmed that her report had been circulated in Members' folders. The Town Clerk further advised that Mrs Chadwick had informed him that she had been instructed to reduce the frequency of reports to quarterly but she had advised she would continue to produce a monthly report. Councillor Devenish asked Councillor Mrs Haycock to note the instruction to reduce the frequency of the reports to quarterly as the first problem caused by Mrs Chadwick's reduced hours. Councillor Devenish then expressed his gratitude to Mrs Chadwick for choosing to continue producing a monthly report.

258. Public Participation

Mr G Wilson, the Agent, spoke in support of Application PA11/05771 and made the following points after providing images of the proposals:

- It would be an updated building to incorporate energy efficiency;
- It would create a 'home for life' for the Applicants and provide accommodation for their autistic son as he grew up;
- The proposed design was a modern style similar to others within the County;
- He had met with the Planning Officer at Cornwall Council who liked the design;
- He had discussed the application with neighbouring residents and most were happy with the proposal;
- The main objector was the neighbouring residents at Malborough who were concerned regarding overlooking; and
- The front garden and patio areas of Malborough were currently overlooked by the windows of the existing dwelling.

Mr P Mitchell, a neighbouring resident, spoke to raise concerns regarding Application PA11/05771 and made the following points:

- The major concern was overlooking particularly from the proposed corner window of bedroom 1 and suggested it be replaced with separate windows.
- The property was set higher than his own and the proposal would be overbearing – the existing one-storey with pitch roof was preferable to the proposed two-storey with flat roof.
- He suggested continuing the wood cladding along the first floor to diffuse the impact of the building.
- He advised he was not against people improving their property but was concerned that the proposals would have a detrimental effect on his property and family.

Mr Brewer queried why the Town Council had used a company in Blackpool for the printing of the draw tickets. The Town Clerk advised that several quotations had been obtained and the lowest quotation had been accepted. Mr Brewer then queried the use of Viking. The Town Clerk advised that Viking were used when they were cheaper and the majority of stationery was purchased from Martin Luck. He added that the Council always sought value for money.

Mrs E Favell advised that she lived in St Johns Road next to the former Pigeon Club building which she understood had been returned to the Council and potentially could have been sold. Mrs Favell expressed concern regarding the condition of the building and also advised that children were entering the building and the police had to be called. Mr Favell advised that the asbestos roof was being broken up. Mrs Favell enquired whether the Council could do anything. Councillor Williams advised that he was a member of the Pigeon Club that formerly used the building advising that they had surrendered the lease five years ago and confirmed that the building was owned by Cornwall Council. The Mayor suggested the Mrs Favell contact her local Cornwall Councillor and advised that the Town Council would also raise her concerns with Cornwall Council.

Mr K McGill advised that he was holding a meeting on 19th September 2011 regarding community allotments. Mr McGill further advised that the walls of the Coinage Ope had both been painted and expressed the opinion that it was a great improvement.

Miss H Leonard asked if a meeting was being held regarding the report supplied by Mr McGill at the previous Full Council meeting. Councillor Thomas advised that the report had been passed to the Play and Young People Committee which had recently been established. Councillor Thomas further advised that on the Town Clerk's advice, the Committee had created two working parties, one of which would consider the report supplied by Mr McGill.

Councillor Mrs Haycock spoke as Chairman of the Gorsedd Local Organising Committee to thank the Mayor and Mayoress for attending, and the Town Centre Manager for the use of the bunting. Councillor Mrs Haycock then spoke as the Treasurer of the Plougasnou Twinning Committee to thank the Councillors who had attended the Ceremony for the signing of the Twinning Declaration.

Mr M Upton commented on recent Town events to advise that the Epworth Hall had hosted events for Gorsedd and the Street Festival which had generated a footfall of approximately 400 and 500 visitors respectively, in addition to hosting the ACT1 Showcase. Mr Upton further advised that the Epworth Hall required a new lighting board as the current board was no longer suitable and confirmed that the Epworth Hall Committee was seeking funding to purchase a future-proof board suitable for the next fifteen years.

Mrs Harrison from ACT1 thanked the Mayor & Mayoress and Deputy Mayor & Mayoress for attending the ACT1 Showcase. Mrs Harrison introduced two young people who spoke to explain what they enjoyed and how they benefited from their involvement with ACT1. Mrs Harrison advised that ACT1 was seeking funding for radio microphones confirming that they currently had to hire them and if they had their own they would be able to generate a small income by hiring them out to other organisations.

Councillor J P Radford-Gaby asked Mrs Harrison if the microphones would be available for free to voluntary organisations. Mrs Harrison confirmed that all the groups at the Epworth Hall including ACT1 shared equipment between themselves.

Mr McGill advised that he had worked with many people from ACT1 and confirmed that it was very beneficial. Mr McGill also expressed concern regarding parking in Station Road and suggested the installation of yellow lines.

A member of the public queried why the Council was spending money on security for 3 Penrose Road. The Town Clerk confirmed that this was a requirement of the insurance company.

A member of the public enquired if there was any truth that the shelter next to the Grylls Monument was being demolished. The Town Clerk confirmed that he had not been notified of any plans to demolish the building. Cornwall Councillor Mrs Haycock advised that Cornwall Council was conducting a review of all public conveniences within the county and confirmed that the public toilets in the building next to the Monument would be considered as part of that review.

Mr Upton enquired if the Town Centre Manager was employed by Helston Town Council on behalf of the people of Helston. The Town Clerk confirmed that the Town Centre Manager was employed by Helston Town Council. Mr Upton then asked if details of why the Town Centre Manager had resigned could be provided. The Town Clerk advised that he was unable to discuss a staffing issue.

259. Minutes

On the proposition of Councillor Mrs Swift, seconded by Councillor Mrs Matthew, it was

RESOLVED – that the Minutes of the Town Council meeting held on the 18th August 2011 be approved and signed as a true record.

Councillors D C Swift and Thomas abstained from the vote as they were not present at the meeting.

260. Minutes of the Harvest Fair Committee

On the proposition of Councillor Mrs Boase, seconded by Councillor Thomas, it was

RESOLVED – that the Minutes of the Harvest Fair Committee meeting held on the 10th August 2011, be received.

261. Minutes of the Planning Committee

On the proposition of Councillor Mrs Matthew, seconded by Councillor D C Swift, it was

RESOLVED – that the Minutes of the Planning Committee meetings held on the 18th August and 1st September 2011, be received.

Councillor Thomas abstained from the vote as he had not been present at the 18th August meeting.

262. Minutes of the Play & Young People Committee

On the proposition of Councillor J P Radford-Gaby, seconded by Councillor Pryor, it was

RESOLVED – that the Minutes of the Play & Young People Committee meeting held on the 5th September 2011, be received.

263. Minutes of the Policy, Finance & Resources Committee

On the proposition of Councillor Mrs Matthew, seconded by Councillor D C Swift, it was

RESOLVED – that the Minutes of the Special Policy, Finance & Resources Committee meeting held on the 25th August 2011, be received.

264. Consideration of Application PA11/05771

Planning Application PA11/05771

**Construction of extensions & alterations to dwelling,
provision of solar panels & water harvester tank
Athenai, Hillcrest, Helston
For Mr & Mrs D Prior**

Councillor J P Radford-Gaby gave a presentation with the aid of photographs and outlined his reasons for making his recommendation at the Planning Committee meeting on 1st September 2011. Councillor Devenish then outlined his reasons for making an amendment to the recommendation at the Planning Committee meeting on 1st September 2011. Following a detailed debate it was proposed by Councillor Devenish, seconded by Councillor Reynolds, and

RESOLVED – that the Town Council recommend refusal of Application PA11/05771 due to:

- a) overlooking from a first floor corner window;
- b) the overbearing appearance of the south elevation;
- c) the significant increase in the footprint resulted in overdevelopment of the site; and
- d) the proposal was not in keeping with the surrounding area.

An Amendment had been proposed by Councillor J P Radford-Gaby, seconded by Councillor Mrs Matthew, that the Town Council recommend refusal of Planning Application PA11/05771 due to:

- overlooking from a first floor corner window; and
- the overbearing appearance of the south elevation.

The amendment failed.

265. Announcements

The Mayor advised Members of an urgent staffing matter to be considered under item 20 of the Agenda.

266. Report of the Town Centre Manager

The Town Centre Manager updated Members on his report to advise that an A3 leaflet was required for the insert into the Town Guide to incorporate all the businesses within the town. He then updated Members on the status of businesses in the town centre and advised that the Tunisian Market due to take place in September had double booked and would need to be re-scheduled.

On the proposition of Councillor Mrs Swift, seconded by the Mayor, it was

RESOLVED – that the additional printing and artwork for 5000 copies of an A3 insert to the Town Guide be authorised at a cost of £560.00.

267. Report of the Town Clerk

(1) Grant Applications

Five grant applications were individually considered.

a) ACT1

It was proposed by Councillor Reynolds, seconded by Councillor Thomas, and

RESOLVED – that, in pursuance of the powers conferred by Section 145 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfies the requirements of that Section, the Council approves expenditure in the sum of £1000.00 in respect of the purchase of radio microphones.

An amendment had been proposed by Councillor Devenish, seconded by Councillor Williams, that ACT1 be awarded a grant of £250.00. This amendment failed.

b) Epworth Hall

It was proposed by Councillor Devenish, seconded by Councillor D C Swift, that no grant be awarded to the Epworth Hall.

An amendment was proposed by Councillor J P Radford-Gaby, seconded by Councillor Thomas, that the Epworth Hall be awarded a grant of £500.00. This amendment failed.

A further amendment was proposed by the Mayor, seconded by Councillor Thomas, that the Epworth Hall be awarded a grant of £300.00. The Mayor advised that he would also make a donation of £100.00 to the Epworth Hall. This Motion failed.

A third amendment was proposed by Councillor Mrs Matthew, seconded by Councillor Reynolds, that the Epworth Hall be awarded a grant of £150.00. The amendment was carried and became the Substantive Motion and it was

RESOLVED – that, in pursuance of the powers conferred by Section 145 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfies the requirements of that Section, the Council approves expenditure in the sum of £150.00 in respect of the purchase of a lighting board.

c) Helston & District Carers Group

It was proposed by Councillor Mrs Radford-Gaby, seconded by Councillor D C Swift, and

RESOLVED – that, in pursuance of the powers conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfies the requirements of that Section, the Council approves expenditure in the sum of £200.00 in respect of the Helston and District Carers Group.

d) Helston Community Memory Cafe

It was proposed by Councillor D C Swift, seconded by Councillor Mrs Matthew, and unanimously

RESOLVED – that, in pursuance of the powers conferred by Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 and being of the opinion that the expenditure satisfies the requirements of that Section, the Council approves expenditure in the sum of £200.00 in respect of activity equipment.

e) Home Start Kernow

It was proposed by Councillor D C Swift, seconded by Councillor Pryor, and unanimously

RESOLVED – that, in pursuance of the powers conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfies the requirements of that Section, the Council approves expenditure in the sum of £200.00 in respect of the training of volunteers to support families in Helston.

An amendment had been proposed by Councillor Mrs Radford-Gaby, seconded by Councillor Mrs Boase, that Home Start Kernow be awarded a grant of £100.00. The amendment failed.

Councillor Reynolds queried if the Mayor still intended to make a donation of £100.00 to the Epworth Hall. The Mayor confirmed that he would.

(2) Regeneration Committee

On the proposition of Councillor Reynolds, seconded by Councillor Thomas, it was

RESOLVED – that the Mayor and Councillors Williams, Mrs Swift, Devenish, Mrs Boase and J P Radford-Gaby be appointed onto the Regeneration Committee.

The Town Centre Manager left the meeting at 8.51pm

(3) Sealing of Documents

It was proposed by Councillor Devenish, seconded by Councillor Mrs Matthew, and unanimously

RESOLVED – that the execution of the Council's Common Seal be authorised in relation to the transfer of land at Carey Parc to the Town Council.

(4) Town Crest

On the proposition of Councillor Mrs Swift, seconded by Councillor D C Swift, it was unanimously

RESOLVED – that Helston Community College be authorised to use the Town Crest as part of a display in the Main Reception.

(5) Town Plan Questionnaires

The Town Clerk advised that he had received a quotation for the collation and analysis of the Town Plan Questionnaires and requested that the item be deferred to allow him to obtain additional quotes. On the proposition of Councillor Devenish, seconded by Councillor D C Swift, it was

RESOLVED – that this item be deferred.

(6) Helston Business Park

Further to Min. No. 210/2011 the Town Clerk advised that he had been contacted by the South West Regional Development Agency who had suggested a meeting with the Homes and Communities Agency (after it had been formed on 19th September 2011) together with local Cornwall Council representatives prior to holding an open event. It was proposed by Councillor Devenish, seconded by Councillor Pryor, and unanimously

RESOLVED – that the Town Clerk arrange a meeting with the Homes and Communities Agency at the earliest opportunity.

(7) Community Network Manager

This item was noted.

(8) First Aid Cover

It was proposed by Councillor D C Swift, seconded by Councillor Pryor, and

RESOLVED – that the Assistant to the Town Clerk be authorised to attend an Emergency First Aid course at a cost of £32.50 plus travel expenses.

(9) Register of Interests

This item was noted.

(10) Helston Folk Museum

It was proposed by Councillor Mrs Matthew, seconded by Councillor Reynolds, and

RESOLVED – that the Town Council agreed to receive a presentation on the governance options to run the Museum in the future.

The Mayor declared an interest in the following item.

The Deputy Mayor took the Chair at 9.07pm.

268. Schedule of Accounts for Payment

On the proposition of Councillor Thomas, seconded by Councillor Mrs Matthew, it was

RESOLVED – that Account Nos. 229-277 inclusive as listed and set out as an Appendix to these Minutes, be certified for payment in the total sum of £28,331.87.

(The Mayor and Councillor Mrs Boase declared an interest in Account Nos. 239 and 240. Councillor Williams declared an interest in Account No. 277.)

It was agreed that the cheques would be signed by Councillor Williams and Councillor Devenish.

The Mayor resumed the Chair at 9.11pm.

269. Attendance at Meetings

On the proposition of Councillor Mrs Matthew, seconded by Councillor Pryor, it was unanimously

RESOLVED – that the written reports submitted by Councillors Mrs Swift and Mrs Boase be received.

270. Items for the next Agenda

The Mayor requested that Members contact the Town Clerk's office to place items on the following Full Council Agenda.

271. Exclusion of the Press and Public

On the proposition of Councillor D C Swift, seconded by Councillor J P Radford-Gaby, it was

RESOLVED – that pursuant to the provision of the Public Bodies (Admissions to meetings) Act 1960, the press and public be excluded from the Meeting for the following item of business by reason of the confidential nature of the business to be transacted.

The Assistant to the Town Clerk left the meeting at 9.14pm

272. Staff Related Matters

Following the debate, it was proposed by Councillor J P Radford-Gaby, seconded by Councillor D C Swift, and unanimously

RESOLVED – that the Town Clerk be mandated to proceed as agreed during the meeting.

Meeting closed at 10.06 pm

Confirmed

Town Mayor

Town Council Meeting 15th September, 2011						
Month	September					
Voucher	Payee	Description	Nett Amount	VAT	Total	Cheque Number
	<u>Urgent Payments</u>					
229	Comwall Council	Information request fee (land at Carey Parc)	20.00	4.00	24.00	109692
230	Randle Thomas	Search for land at Carey Parc	239.60		239.60	109693
	<u>Barclaycard</u>					
231	Fast.co.uk	Broadband	19.92	3.91	23.83	C/Card
232	JFC Monro	Spray Backpack	81.85	16.30	98.15	C/Card
	<u>Direct Debits</u>					
233	British Telecom	565761	28.00	5.60	33.60	D/D
234	Cornwall Council	Rates	617.00		617.00	D/D
235	Siemens Financial Services Ltd	Fire Alarm lease	121.20	24.24	145.44	D/D
	<u>Routine Payments</u>					
236	Andrew Taylor	Cleaning and repairs in clock tower	150.00		150.00	109694
237	Angove, F G	Honorarium	25.00		25.00	109695
238	Association of Town Centre Management	Balance of payment for Summer School	50.00	10.00	60.00	109696
239	Boase, Cllr. R J L	Mayor's Allowance	500.00		500.00	109697
240	Boase, Cllr. R J L	Reimbursement of Harvest Fair Expenditure	107.91		107.91	109698
241	Bowcutt, C M	Salary				109699
242	Bowcutt, C M	Travel Expenses	51.20		51.20	109700
243	Bowden, W	Cleaning Materials, etc.	22.35	4.47	26.82	109701
	Void		0.00		0.00	109702
244	Burrows Communication	Reprint of Town Guide	2,586.00	517.20	3,103.20	109703
245	Cooke, P J	Honorarium	25.00		25.00	109704
246	Cornwall Association of Local Councils	Larger Councils Conference	330.50	66.10	396.60	109705
247	Cornwall Council	Superannuation				109706
248	Dawson, C	Salary				109707
249	Denney, R	Salary				109708
250	Denney, R	Travel Exp. & Reimbursement of Mobile	25.30		25.30	109709
251	E-on	Gas for Guildhall	14.83	0.74	15.57	109710
252	Euro Tool Hire & Sales	Hire of Road Signs for HF Carnival	22.50	4.50	27.00	109711
253	Firecrest Fire Protection	Hire of Fire Extinguishers for HF Marquee	40.00	8.00	48.00	109712
254	Goss, Mrs S	Salary				109713
255	Helston Community College	Printing of Harvest Fair Schedules	250.00	50.00	300.00	109714
256	HM Revenue & Customs	Income Tax & National Insurance				109715
257	Johns, Mrs J	Salary				109716
258	Kernow Training Group	Training on Safe Use of Pesticides	415.00		415.00	109717
259	Key Express	Plaques and Medals for Harvest Fair	107.34	19.46	126.80	109718
260	Lavelle, Miss P J	Salary				109719
261	Marshals for Cornwall	Radios for Harvest Fair Carnival	42.00		42.00	109720
262	Martin Luck Group	Stationery	164.52	32.91	197.43	109721
263	Mole, S.C.C.	Street Stall Superintendent	100.00		100.00	109722
264	Moran, J	Honorarium	25.00		25.00	109723
265	NCT Estate Agents	Advertising for Sale of 3 Penrose Road	950.00	190.00	1,140.00	109724
266	Newsquest Media	Advertisements	410.60	82.13	492.73	109725
267	Petty Cash	Postages etc	51.09	2.66	53.75	109726
268	Price, Mrs S	Salary				109727
269	Randle Thomas	Professional Fees re. land at Carey Parc	979.80	185.00	1,164.80	109728
270	Round the Clock Security Ltd	Security Services	3,454.00		3,454.00	109729
271	Serpentine Design	Helston Town Trail leaflets	785.00		785.00	109730
272	Temporary Fencing Solutions Ltd	Security Fencing	132.86	26.57	159.43	109731
273	The Sunlight Service Group Ltd	Mat hire	22.72	4.54	27.26	109732
274	Tremaine, J	Rosettes for Harvest Fair	89.85		89.85	109733
275	Upperton, P	Flag Flyers Honorarium	25.00		25.00	109734
276	Viking	Stationery and Display Screening	479.67	95.94	575.61	109735
277	Williams, Mrs D	Salary				109736
		Salary related expenses	13,414.99		13,414.99	
			26,977.60	1,354.27	28,331.87	