

**MINUTES OF A MEETING OF HELSTON TOWN COUNCIL**  
**HELD IN THE GUILDHALL, HELSTON**  
**ON THURSDAY 16<sup>TH</sup> OCTOBER 2014 AT 7.15 PM**

**Councillors:** M H Thomas (Town Mayor) in the Chair

R Williams  
R J L Boase  
Mrs F N E Boase  
J P Radford-Gaby

Miss J A Hornsby  
J Martin  
M Upton  
Mrs G A Geer

M Knight  
A R Harrison

**Officers:** Mr C Dawson (Town Clerk)  
Miss P J Lavelle (Assistant to the Town Clerk)  
Mr M Searle (Town Centre Regeneration Officer)

**267. Apologies**

An apology for non-attendance was received from Councillor Mrs Roberts.

**268. Declarations of Interest and Requests for Dispensations**

**a) Declarations of Interest**

Councillors Radford-Gaby, Miss Hornsby, Martin and Upton reminded Members that they had dispensations regarding the Helston Business Improvement Partnership.

**b) Requests from Members for Dispensations**

There were no requests for dispensations.

**269. Police Matters**

The Town Clerk read a report on behalf of PCSO Whitford which included recent crime figures and information on how to view crime statistics at Police.uk.

**270. Reports from Local Cornwall Councillors and the Community Network Manager**

**a) Local Cornwall Councillors**

The Town Clerk advised that apologies had been received from Cornwall Councillor Mrs Haycock.

**b) Community Network Manager**

The Town Clerk advised that Mrs Hardy had provided a written report (circulated with the agenda).

**271. Public Participation**

A member of the public paid tribute to the late Mr A Healey and his involvement with Marshals for Cornwall. The member of the public then queried if Members were aware why no water was travelling through the kennels. The Town Clerk advised that there were a number of potential reasons which included low water levels in the River Cober, work was being carried out on the Kennels and Leats and if heavy rain was expected which could cause the kennels to overflow when added to the normal water flow. Councillor Mrs Boase advised she had spoken with a member of the public who had informed her that work was being carried out to the Leats on their property.

**272. Report from the Helston Business Improvement Partnership**

Mrs Radford-Gaby, Acting Chair of the Helston Business Improvement Partnership (HBIP), spoke in respect of her written report and advised that the HBIP were currently focusing on Christmas. She referred to the HBIP Application for funding (Agenda item 18) and expressed the hope that the Town Council would support and help HBIP promote Helston through Christmas. Mrs Radford-Gaby then responded to Members' questions.

**273. Minutes**

The Town Clerk advised that the Resolutions for Min. No. 222. (1) b) i)/2014 and 222. (1) b) vii)/2014 had been incorrectly recorded as unanimous which had now been amended.

On the proposition of Councillor Miss Hornsby, seconded by Councillor Knight, it was

RESOLVED – that the Minutes of the Town Council meeting held on the 18<sup>th</sup> September 2014 be approved subject to the above amendments and signed as a true record.

It was then proposed by Councillor Knight, seconded by Councillor Mrs Boase, and

RESOLVED – that the Minutes of the Special Town Council meeting held on the 7<sup>th</sup> October 2014 be approved and signed as a true record.

**274. Matters Arising from the Minutes**

Councillor Upton queried whether the Special Full Council meeting regarding the distribution of the unrestricted proceeds from the sale of 3 Penrose Road had been arranged and if letters had been sent to the funding applicants. The Town Clerk advised that the meeting had been arranged for 3<sup>rd</sup> November and letters had been sent to all applicants. Councillor Upton advised that the Epworth Hall had not received a letter and Councillor R J L Boase advised that Helston Museum had also not received one. The Town Clerk confirmed that the applications from the Epworth Hall and Helston Museum were part of a joint bid submitted by CAST and a letter had been sent to the main contact.

**275. Minutes of the Planning Committee**

On the proposition of Councillor Knight, seconded by Councillor Upton, it was unanimously

RESOLVED – that the Minutes of the Planning Committee meetings held on the 18<sup>th</sup> September and 7<sup>th</sup> October 2014, be received.

**276. Minutes of the Amenities Committee**

On the proposition of Councillor Miss Hornsby, seconded by Councillor Harrison, it was unanimously

RESOLVED – that the Minutes of the Amenities Committee meeting held on the 25<sup>th</sup> September 2014, be received.

**277. Notes of the World War One Working Party**

On the proposition of Councillor Radford-Gaby, seconded by Councillor Martin, it was unanimously

RESOLVED – that the Notes of the World War One Working Party meeting held on the 22<sup>nd</sup> September 2014, be received.

**278. Announcements**

The Mayor advised that he had attended the following events:

- Meeting with the Mayor of Porthleven in the Parlour;
- Macmillan Nurses Auction;
- A Helston Latter Day Saints 40<sup>th</sup> Anniversary celebration;
- A Helston Business Improvement Partnership presentation of Business Improvement District Status;
- Helston and District Rifle Club Presentation;
- Porthleven Civic Service;
- Brownies and Guides Craft Show;
- Hayle Civic Service; and
- A Public Realm meeting where he met the Design Consultants, Meiloci.

The Mayor further advised that preparations were well underway for his Mayor's Ball which was being well supported by the public and businesses and he thanked the Mayor's Secretary, Mrs S Price, for her assistance in organising the event.

The Town Clerk reminded Members that if they wished to attend the Fire Extinguisher Training to be held on the morning of 19<sup>th</sup> November they needed to let him know as he would be offering the available spaces to other councils.

**279. Use of the Guildhall for Wedding Services and Receptions**

Councillor Mrs Geer expressed concern that, should the Helston One Stop Shop close at some point, there would be nowhere to hold a Civil Wedding and suggested that as the Council were intending to carry out works decorating the Guildhall, Members should consider its potential use as a venue for weddings and receptions. She advised that Councillor Mrs Roberts had been given a tour around a small Guildhall that was a venue for weddings and then outlined the annual license costs. She expressed the opinion that the hire of the Guildhall for weddings and receptions could provide a good income and should easily cover the licence costs. A detailed debate ensued at the conclusion of which it was proposed by Councillor R J L Boase, seconded by Councillor Miss Hornsby, and unanimously

RESOLVED – that the Amenities Committee be asked to investigate and obtain further information to report back to Full Council.

**280. Report of the Town Centre Regeneration Officer**

The Town Centre Regeneration Officer updated Members on his report to advise that he had held an initial briefing meeting with the Design Consultants, Meiloci, who were hard at work on the project. He advised that a ‘walk about’ workshop would be held on 7<sup>th</sup> November and invited all Councillors to attend if available. He further advised that it was proposed to take over one of the empty shops for a day on 5<sup>th</sup> December for a drop-in workshop open to all where there would be some sketch designs available.

The Town Centre Regeneration Officer updated Members in respect of Peacocks Lane confirming that NALC had promised to respond to the request for advice within 15 working days. He further advised that another option would be if the Council applied for the General Power of Competence. In response to a question, the Town Clerk confirmed that he had submitted the required module to the Society of Local Council Clerks for assessment.

Councillor Upton commended the Town Centre Regeneration Officer on his work to date.

**281. Report of the Town Clerk**

**(1) On-Street Parking Regulations**

The Town Clerk advised that CALC had circulated the Town Council’s letter and four more replies had been received. Following a suggestion from the Town Clerk Members agreed to wait until the end of the month to allow further responses before forwarding the petition to Cornwall Council.

**(2) Twinning Gift**

On the proposition of Councillor Knight, seconded by Councillor Miss Hornsby, it was

RESOLVED – that the Mayor be authorised to purchase a gift up to the value of £50.00 to present to the Mayor of Sasso Marconi.

### **(3) Aerial Photograph of Helston**

Members viewed the aerial photograph of Helston which the Captain of RNAS Culdrose had gifted following a request from the Mayor. A detailed debate ensued during which Members expressed their opinions on the location of the photograph. At the conclusion of the debate it was proposed by Councillor Upton, seconded by Councillor Mrs Boase, that the Town Council authorised the expenditure up to £100 to have the photograph framed.

An Amendment was proposed by Councillor Mrs Geer, seconded by Councillor Knight, that the Town Council authorised the expenditure up to £100 to have the photograph framed and requested that a second copy of the photograph should be made either by RNAS Culdrose or the Town Council so that one copy could be displayed as requested in the Mayor's Parlour and one copy displayed in the Council Chamber. The Amendment was carried.

A further Amendment was proposed by Councillor Miss Hornsby, seconded by Councillor J P Radford-Gaby, that the Town Council requested that a second copy of the photograph should be made either by RNAS Culdrose or the Town Council so that one copy could be displayed as requested in the Mayor's Parlour and one copy displayed in the Council Chamber and Members authorised the expenditure of up to £100 each to have the two photographs framed. The Amendment was carried and became the Substantive Motion and it was

RESOLVED – that the Town Council requested that a second copy of the photograph should be made either by RNAS Culdrose or the Town Council so that one copy could be displayed as requested in the Mayor's Parlour and one copy displayed in the Council Chamber and Members authorised the expenditure of up to £100 each to have the two photographs framed.

### **(4) Filming a WW1 Documentary**

Members considered a request to film in the Guildhall. A detailed debate ensued at the conclusion of which it was proposed by Councillor R J L Boase, seconded by Councillor Upton, and unanimously

RESOLVED – that the student be allowed to film free of charge.

### **(5) Guildhall Working Party**

On the proposition of Councillor Upton, seconded by Councillor Knight, it was

RESOLVED – that:

- (a) as a priority, an approved contractor be appointed to carry out agreed works to the water outlets on the roof; and

(b) the Town Clerk produce a Listed Building Consent planning application to include the following:

- External noticeboards;
- External lights;
- Duel wire system for street banners;
- Make repairs to external joinery in all respects to match existing;
- Remove parapet bitumen and replace with appropriate substance;
- Remove vegetation and repoint where required; and
- Sealing of ledges

**282. Request for funding from the Helston Business Improvement Partnership**

Members considered a request for funding from the Helston Business Improvement Partnership (HBIP) circulated prior to the meeting. Following a detailed debate it was proposed by Councillor Knight, seconded by Councillor Miss Hornsby, and

RESOLVED – that the Town Council:

- a) approved the transfer of the previously awarded parking grant to fund the ‘free parking’ project; and
- b) awarded an additional £1,062.97 to the ‘free parking’ project.

**283. Schedule of Accounts for Payment**

On the proposition of Councillor Upton, seconded by Councillor Knight, it was unanimously

RESOLVED – that Account Nos. 879-934 inclusive as listed and set out as an Appendix to these Minutes, be certified for payment in the total sum of £29,123.08.

It was agreed that the cheques would be signed by Councillor Mrs Boase and Councillor Miss Hornsby.

**Meeting closed at 9.00pm**

**Confirmed**

**Town Mayor**

At : 15:15

## List of Payments made between 01/10/2014 and 31/10/2014

<u>Voucher</u>	<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
879 - 890	15/10/2014	Salary Related Expenses	111083 - 111094	17,033.86	Salary Related Expenses
891	16/10/2014	Fast.co.uk	C/CARD1	23.48	Broadband (Sept 14)
892	01/10/2014	Cornw all Council	Std Ord	93.00	Rates - Monument Rd Pub Cons
893	01/10/2014	Cornw all Council	Std Ord	217.00	Rates - Guildhall Pub Cons
894	01/10/2014	Cornw all Council	Std Ord	777.00	Rates - Guildhall
895	01/10/2014	Cornw all Council	DD4	143.83	Rates - Trengrouse Way PC
896	16/10/2014	British Telecom	DD5	100.16	572063
897	16/10/2014	British Telecom	DD6	23.02	565761
898	16/10/2014	Berendsen UK Ltd -Formerly Sun	DD7	62.02	Mat Hire
899	16/10/2014	W Bow den	111095	67.56	Tools & Mat. for Tow n Warden, Cleaning Materials
900	16/10/2014	Coastline Services Ltd	111096	944.70	ERDF Maint., Cades Parc & Hellis Wartha Maint.
901	16/10/2014	Cormac Solutions Ltd	111097	1,188.85	Cleaning Pub Cons & Vehicle Hire
902	16/10/2014	Cornw all Council	111098	496.45	HLW - Print Self Cling Window Sticker
903	16/10/2014	Firew atch South West Ltd	111099	120.00	Annual Fire Extinguisher Maint
904	16/10/2014	Harlequin Design	111100	102.00	Vehicle Graphics, Sign Carey Parc play area
905	16/10/2014	Helston New s & Advertiser	111101	24.00	Advertising
906	16/10/2014	Jew son Ltd	111102	21.17	Evostick Glue for plaques
907	16/10/2014	Key Express	111103	292.00	Window & Door Locks Guildhall
908	16/10/2014	M Lingw ood	111104	250.00	Window & Bus Shelter Cleaning
909	16/10/2014	Martin Luck Group Ltd	111105	82.96	Stationery
910	16/10/2014	Oliver & Son (Helston) Ltd	111106	866.40	Blinds for Council Chamber
911	16/10/2014	Phone-IT-ICT	111107	150.00	Annual Maintenance Tel System
912	16/10/2014	Primary PC Solutions Ltd	111108	42.00	Remote Server Monitoring
913	16/10/2014	Rocksure Systems Ltd	111109	114.84	Lone Worker Alarms
914	16/10/2014	R Sanders	111110	2,075.00	Carey Parc & King George V Maint, Tree Works
915	16/10/2014	South West Play	111111	114.00	Rep. to wet pour - Cades Parc
916	16/10/2014	South West Plumbing & Heating	111112	93.68	Repairs G/Hall & Monument Pub. Cons
917	16/10/2014	Viridor Waste Management Limit	111113	44.28	Waste Management
918	16/10/2014	Mr Z Harvey t/a Zenith Enterpr	111114	25.00	Inst. of signs - Treng Way PC
919	16/10/2014	Cornubian Arts & Science Trust	111115	600.00	Grant
920	16/10/2014	Cornw all Air Ambulance Trust	111116	100.00	Grant
921	16/10/2014	Epw orth Hall	111117	250.00	Grant
922	16/10/2014	Helston Chamber Choir	111118	50.00	Grant
923	16/10/2014	Helston Christmas Lights	111119	500.00	Grant tow ards Christmas Lights
924	16/10/2014	Helston Cricket Club	111120	250.00	Grant
925	16/10/2014	Hel. & Dist. Tow n Tw inning Ass	111121	375.00	Grant
926	16/10/2014	Helston Flora Day Association	111122	400.00	Grant
927	16/10/2014	Helston Friendship Club	111123	200.00	Grant
928	16/10/2014	Petty Cash	111124	106.44	Fuel, Building Maint., Subsistence
929	16/10/2014	Hudson Accounting Ltd	111125	300.00	Interim Internal Audit
930	16/10/2014	Key Express	111126	143.95	Signs for Treng. Way PC & keys for new locks
931	16/10/2014	Price, Mrs S	111127	91.40	Travel Expenses
932	16/10/2014	British Gas	DD8	23.32	Electric - Guildhall PC
933	16/10/2014	British Gas	DD9	19.04	Electric - Monument Pub Cons
934	16/10/2014	British Telecom	DD10	125.67	558881
<b>Total Payments</b>				<b>29,123.08</b>	
<b>Signatures of Councillors that signed the cheques:</b>					