

MINUTES OF A MEETING OF HELSTON TOWN COUNCIL
HELD IN THE GUILDHALL, HELSTON
ON THURSDAY 19TH MAY 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 E Dennery (Town Centre Manager)

5. Declarations of Interest

The Mayor and Councillors Mrs Matthew and Mrs Boase declared a personal interest in item 4 a) and 4 b) of the Town Clerk's Report (Agenda item 15) as members of the Helston & District Town Twinning Committee.

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

a) Local Cornwall Councillors

Councillor Robertson apologised that he had been unable to attend the Mayor Choosing Ceremony due to Cornwall Council's Annual Meeting and congratulated the Mayor on his re-election. Councillor Robertson also thanked the Mayor for his hospitality on Flora Day. Councillor Robertson then advised that the new Cabinet had been appointed at the Cornwall Council Annual meeting and confirmed that at an Extraordinary Cabinet meeting regarding waste collection the Cabinet had agreed to retain weekly refuse collections. Councillor Robertson further advised that whilst the launch point for the Olympic relay had been announced, the exact route had not been determined and he was lobbying for it to include Helston. Councillor Robertson confirmed that he was working on an informal crossing point across Clodgy Lane by Kellaway Parc and the installation of signage to warn drivers using Kellaway Parc that pedestrians may be in the road.

Councillor Mrs Haycock congratulated the Mayor on his re-election and apologised that she had been unable to attend the Mayor Choosing Ceremony. Councillor Mrs Haycock then advised that the time restriction sign had not been removed from the lay by in Clodgy Lane but she had arranged for it to be moved to a better position. Councillor Mrs Haycock expressed concern that Members were considering participation in an alternative CCTV Scheme when they had decided not to contribute £3,795 to the Cornwall Council scheme which had been calculated using a fairer system based on number of incidents. Councillor Mrs Haycock further advised that Neighbourhood Plans were going to replace Town Plans and suggested Members contact Mr T Grove-White to confirm whether any additional items should be included in the Town Plan Questionnaire. Councillor Mrs Haycock then expressed her disappointment with Cabinet's decision to not have weekly recycling collections.

Councillor Wallis congratulated the Mayor and Mayoress and the Deputy Mayor and Mayoress and thanked the Mayor for his invitation to the Flora Day Luncheon.

Councillor Williams advised Councillor Robertson that the Milk Race had come to Helston in the past and gave details of the route. Councillor Robertson thanked Councillor Williams for the information which he believed would be a useful precedent for the Olympic Torch relay.

Councillor Mrs Swift queried the changes to the Cabinet and questioned how it could have extra Members but still save money. Councillor Robertson advised that the four additional Members were acting as volunteers and one of the Officers was leaving and not being replaced.

Councillor Devenish queried who was responsible for maintaining the Sedum roof on the Cafe building in Coronation Park as he understood that it was supposed to remain green year round and it was currently not looking very healthy. Councillor Wallis advised that maintenance of the roof would be the responsibility of the leaseholder. Councillor Mrs Haycock confirmed that the Sedum roof was a succulent and was supposed to be red in colour not green.

Councillor Pryor advised that he had received a number of complaints regarding the increase in parking charges from £1.10 to £1.80 and queried if anything could be done. Councillor Wallis advised that this was a decision made by Cabinet and it would not be changed during the current year. Councillor Wallis advised that the first hour's charge remained at 50p whilst many had been increased to £1.00 and the chargeable time had been amended to provide three hours additional free parking. Councillor Wallis further advised that the Parking Advisory Panel would review the responses from the Community Networks and continue to work on the issue.

b) Community Network Manager

The Town Clerk advised that apologies had been received from Mrs Chadwick and confirmed that she had provided a report which had been circulated with the Agenda.

7. Police Matters

The Mayor extended a welcome to WPC Butcher who presented a detailed report which included recent crime figures.

Councillor D C Swift advised that several people he worked with had visited Helston on Flora Day and had expressed concern with the lack of police presence in Coronation Park giving examples of a number of incidents that had taken place during the afternoon. WPC Butcher advised that she would follow up on the issues.

Councillor Thomas queried if the CCTV had been of help to the Police in the past. WPC Butcher advised that on Flora Day they had had a dedicated operator and the CCTV system had been very useful. WPC Butcher then expressed the opinion that CCTV was a great asset when monitored but advised that she would have to carry out some research to determine how many crimes had been detected as a result of its use.

The Mayor thanked the Police for their assistance with the procession at the conclusion of the Mayor Choosing Ceremony.

8. Public Participation

Mr Perry congratulated the Mayor on his re-election and gave his best wishes to the Mayor and Mayoress and the Deputy Mayor and Mayoress expressing the hope that the dispute had ended. Mr Perry then asked Councillor Wallis if signs could be sited on the Porthleven Road to give early warning to vehicles coming down the hill of the 30mph speed limit. Councillor Wallis advised that the signs could not be relocated without a Road Traffic Order and all the signage had been reviewed when the crossing had been installed. In response to queries from Members Councillor Wallis confirmed that he could not install additional signage as it would cost £3,000 for the Road Traffic Order and he did not have the funding available.

Mr Perry advised that he was pleased to see the improvements to the auditorium loop and expressed the opinion that he hoped the microphones would be put to good use.

Mr Hannaford re-iterated the sentiments expressed by Mr Perry regarding the dispute between Members. He then asked the Cornwall Councillors if they could consider a crossing between Turnpike and Winns Road where the children crossed on their way to and from school. Mr Hannaford thanked the Council for allowing a Civic Reception but expressed his disappointment that the expenditure was limited to a gift advising that in his opinion it was not a Civic Reception if the Town Council only hosted the event and expected someone else to do all the work. Mr Hannaford then spoke regarding the draft Plougasnou Twinning Agreement suggesting that wording similar to the Sasso Marconi Agreement should be more acceptable with additional wording to assist the Plougasnou Twinning Association and the Helston & District Town Twinning Association obtain funding.

Councillor Mrs Haycock advised that when she had been on the District Council she had investigated a crossing between Winns Road and Turnpike but had been told that it was too close to the roundabout and so a build-out had been created further down the road.

Councillor Devenish enquired, as a member of the public, if the Mayor, Town Clerk or Town Centre Manager had written to ask for Helston to be included on the route for the Olympic torch relay. The Mayor advised that he intended speaking to Councillor Robertson and would send a letter.

Mr K McGill congratulated the Mayor on his re-election and asked where he could obtain an Agenda prior to the meeting. The Town Clerk advised that he would include him on the mailing list.

Mr Upton requested clarification on the rationale of spending the same per month on an empty building as was spent in a year when the building was in use. The Town Clerk advised that the security measures were a condition of the insurance. Mr Upton then referred to the Town Centre Manager's report which included reference to digital radios confirming that the Helston & District Community Association had twelve digital radios for lease or sale. Mr Upton then requested that Member's review the Standing Order relating to the time limit for public participation due to the increased interest from members of the public. The Mayor advised that he had used his discretion to increase the length of time for public participation due to the number of public present.

9. Minutes

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

RESOLVED – that the Minutes of the Town Council meeting held on the 21st April 2011 be approved and signed as a true record.

Councillors Reynolds, J P Radford-Gaby and Mrs Radford-Gaby abstained from the vote as they had not been present.

10. Minutes of the Planning Committee

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

RESOLVED – that the Minutes of the Planning Committee meetings held on the 21st April and 5th May 2011, be received.

11. Minutes of the Harvest Fair Committee

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

RESOLVED – that the Minutes of the Harvest Fair Committee meeting held on the 24th April 2011, be received.

12. Announcements

The Town Clerk reminded Members to return their information folders for updating.

13. Report of the Town Centre Manager

Members considered the report of the Town Centre Manager (circulated prior to the meeting) and following a brief debate it was proposed by the Mayor, seconded by Councillor Mrs Swift, and

RESOLVED – that a Special Full Council meeting be held to allow the Town Centre Manager to present the draft Helston Town Centre Business Plan to the Council.

In response to a question the Town Clerk advised that the draft Business Plan was to be presented to the Council initially before being presented to businesses at a public meeting.

It was further proposed by Councillor Mrs Matthew, seconded by Councillor Mrs Boase, and

RESOLVED – that the first ‘Heart of Helston’ newsletter be approved for distribution within the Town Centre.

14. Harvest Fair

Members considered a report by the Town Clerk regarding the impact of Harvest Fair on the Town Clerk’s Office (circulated prior to the meeting). Councillor D C Swift requested Councillor J P Radford-Gaby’s opinion as the Chairman of the Harvest Fair Committee. Councillor J P Radford-Gaby advised that he enjoyed Chairing the Harvest Fair Committee but confirmed that it involved a lot of work and he was aware that it had a considerable impact on the Town Clerk’s Office. Councillor J P Radford-Gaby expressed the opinion that Harvest Fair was a minority event which he believed would continue outside of the Council. Councillor Mrs Swift advised that Members also needed to consider the potential workload involved in the devolution of services and partnership working with Cornwall Council. Following a detailed debate it was proposed by the Mayor, seconded by Councillor Mrs Radford-Gaby, and unanimously

RESOLVED – that the organisation of Helston Harvest Fair be returned to the community after Harvest Fair 2011 with the balance of the ear marked reserve being passed onto the new Harvest Fair Organising Committee.

15. Report of the Town Clerk

(1) Annual Audit of Accounts for 2010/11

The Council considered the Annual Report of Mr B E White, the Internal Auditor, including the requisite supporting financial statements which he had prepared in readiness for submission to the District Auditor, all of which documentation having been circulated as Appendix I to the Town Clerk’s Report.

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

RESOLVED – that:

(i) The Statement of Accounts for the financial year ended 31st March 2011 as set out in the Annual Return, be approved, and duly signed on this Council’s behalf by the Mayor and the Town Clerk.

(ii) Section 2 of the Annual Return - the Statement of Assurance, also be approved and, upon completion in the affirmative in all respects, be signed by the Mayor and Town Clerk.

(2) CCTV Monitoring

Following a detailed debate it was proposed by Councillor J P Radford-Gaby, seconded by Councillor Mrs Matthew, and

RESOLVED – that the Town Council join the CCTV Monitoring Scheme with an annual budget of £4,000 for three years financed from the Town Centre Management funding.

Councillor Devenish voted against the Motion.

(3) Safe Places DVD

This item was noted.

(4) Town Twinning

(a) Exchange Protocol

Following a brief debate it was agreed that the Town-Town protocol be amended to read ‘To be financed by the Town Council within its Town Twinning budget, and dealt with by the Mayor’. On the proposition of Councillor Thomas, seconded by Councillor Mrs Radford-Gaby, it was

RESOLVED – that the Town Council adopted the Exchange Protocol as amended.

(b) Plougasnou – Twinning Declaration

Following a brief debate it was proposed by Councillor Thomas, seconded by Councillor J P Radford-Gaby, and unanimously

RESOLVED – that the Town Council accepted the revised Plougasnou Twinning Declaration.

(5) Town Plan Questionnaire

Following a brief debate it was proposed by Councillor Mrs Matthew, seconded by Councillor D C Swift, and unanimously

RESOLVED – that the Town Council approved the Town Plan Questionnaire subject to the Town Clerk seeking confirmation that no additional information would be required due to the change to neighbourhood plans.

The Town Clerk advised that he had obtained quotations for the printing of the questionnaires. On the proposition of Councillor D C Swift, seconded by the Mayor, it was

RESOLVED – that consideration of quotations for printing the Town Plan be deferred as a confidential item.

(6) Helston Museum – Future Direction Meeting

It was proposed by the Mayor, seconded by Councillor Mrs Matthew, and

RESOLVED – that Councillor Mrs Swift attend the meeting regarding Helston Museum together with the Mayor, Town Clerk, and Town Centre Manager.

(7) Cornwall Renewable Energy Conference & Exhibition

This item was noted.

The Mayor declared an interest in the following item.

The Deputy Mayor took the Chair at 8.58pm.

16. Schedule of Accounts for Payment

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

RESOLVED – that Account Nos. 45-93 inclusive as listed and set out as an Appendix to these Minutes, be certified for payment in the total sum of £29,541.59.

(The Mayor declared an interest in Account No. 54. Councillor Williams declared an interest in Account Nos. 58 and 91.)

It was agreed that the cheques would be signed by Councillor Mrs Swift and Councillor Reynolds the following day.

The Mayor resumed the Chair at 9.01pm.

17. Dates and Times of Meetings

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

RESOLVED – that the Calendar of Meetings 2011/12 be received.

18. Trevenen Exhibition

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

RESOLVED – that the Trevenen Exhibition Governors for the ensuing Municipal year continue to be all Members of the Town Council and that meetings be convened as and when necessary.

19. Appointment of Representatives to Committees and Outside Bodies

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

RESOLVED – that representatives be appointed to Committees and Outside Bodies for the ensuing Municipal year as detailed below:-

- a) **Amenities Committee**
Councillors Williams, Mrs Swift, Reynolds, D C Swift, Pryor and Mrs Radford-Gaby
- b) **Harvest Fair Committee**
The Mayor (Councillor R J L Boase) and Councillors Mrs Matthew, Mrs Boase, Thomas, J P Radford-Gaby and Mrs Radford-Gaby
- c) **Planning Committee**
Councillors R J L Boase (Town Mayor), Devenish, Reynolds, Mrs Matthew, Thomas and J P Radford-Gaby
- d) **Policy, Finance and Resources Committee**
The Mayor (Councillor R J L Boase) and Councillors Mrs Swift, Reynolds, Mrs Matthew, Thomas and Mrs Radford-Gaby
- e) **Keep Helston Tidy Working Party**
The Mayor (Councillor R J L Boase) and Councillors D C Swift, Mrs Boase and Mrs Matthew
- f) **Bulwark Group**
Councillor Mrs Boase

- g) **CCTV Group**
Councillor D C Swift (Deputy – Councillor Mrs Radford-Gaby)
- h) **Cornish Gorsedd**
The Mayor (Councillor R J L Boase)
- i) **General Meetings & Executive Committee of the Cornwall Association of Local Councils**
Councillor Mrs Swift (Deputy – Councillor Pryor)
- j) **Helston Community College**
Councillor Mrs Radford-Gaby
- k) **Helston and The Lizard Community Network Panel**
Councillor Mrs Radford-Gaby (Deputy – Councillor Mrs Swift)
- l) **Helston & Lizard Health Board**
Councillor D C Swift (Deputy – Councillor Mrs Boase)
- m) **Helston Street Festival**
Councillor Mrs Boase (Deputy – Councillor Mrs Matthew)
- n) **Helston Welfare Trust: Nominated Trustees**
Councillor Williams (appointed until 5th December 2013)
Councillor Mrs Swift (appointed until 21st May 2013)
Councillor Devenish (appointed until 21st May 2014)
- o) **Local Council Planning Forum**
Councillor Reynolds
- p) **Loe Pool Management Forum**
Councillor Williams
- q) **Mayor’s Parlour Campaign Group**
Councillor Mrs Swift
- r) **Nansloe School Governors**
Councillor Mrs Matthew – appointed until January 2014
- s) **Partners and Communities Together (P.A.C.T.)**
Councillor Devenish
- t) **South Kerrier Alliance**
Councillor Mrs Boase
- u) **Victim Support West Cornwall Advisory Group**
Councillor Reynolds
- v) **West Cornwall Healthwatch Committee**
Councillor Mrs Swift

It was proposed by Councillor Mrs Swift, seconded by Councillor Thomas, and

RESOLVED – that Councillors R J L Boase (Town Mayor), Devenish, Mrs Matthew, Thomas, J P Radford-Gaby and Mrs Radford-Gaby continue as the Play Committee for one further meeting.

20. Items for the next Agenda

Councillor Mrs Swift requested an item on the Agenda for the following meeting to discuss the proliferation of small advertising boards located along the roadsides.

21. Exclusion of the Press and Public

On the proposition of Councillor Pryor, seconded by Councillor D C Swift, 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 items of business by reason of the confidential nature of the business to be transacted.

22. 3 Penrose Road, Helston

The Town Clerk briefed Members on a meeting between himself, Councillor Mrs Swift and Councillor Reynolds held the previous day.

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

RESOLVED – that, in relation to 3 Penrose Road

- (a) the Town Clerk commission an Energy Performance Certificate;
- (b) the Council's solicitor be instructed to prepare a Legal Pack;
- (c) the building be sold by auction, and
- (d) Councillor Mrs Swift, Councillor Reynolds and the Town Clerk be given delegated authority to meet with two identified Agents and appoint one to proceed with the sale.

The Mayor and Councillor Devenish voted against the Motion.

23. Town Plan Questionnaire

Members considered three quotations for the printing of 5,000 Town Plan Questionnaires in addition to the suggestion that the Questionnaires be printed in-house. Following a brief debate it was proposed by Councillor J P Radford-Gaby, seconded by Councillor Mrs Boase, and unanimously

RESOLVED – that the quotation from Cornwall Council be accepted at a cost of £439.41.

Meeting closed at 10.00pm

Confirmed

Town Mayor

Month	May					
Voucher	Payee	Description	Nett Amount	VAT	Total	Cheque Number
	<u>Urgent Payments</u>					
45	E-on	Electricity	32.87	1.64	34.51	109533
	<u>Barclaycard</u>					
46	Nisbets	Catering items	36.32	7.19	43.51	C/Card
47	Fast.co.uk	Broadband	19.92	3.91	23.83	C/Card
48	Amazon	Replacement router	40.34		40.34	C/Card
	<u>Direct Debits</u>					
49	British Telecom	565761	24.84	4.96	29.80	D/D
50	Cornwall Council	Rates	617.00		617.00	D/D
51	Siemens Financial Services Ltd	Fire Alarm lease	121.20	24.24	145.44	D/D
	<u>Routine Payments</u>					
52	Andrew Taylor Association of Town Centre Management	Decoration of basement office Annual membership fee	370.00 362.50		370.00 437.81	109534 109535
54	Blachere Illumination	Christmas Lights	1,370.00	274.00	1,644.00	109536
55	Black Lion Catering	Flora Day Luncheon	748.13	149.62	897.75	109537
56	Bowcutt, C M	Salary				109538
57	Bowden, W	Cleaning Materials, etc.	23.71	4.74	28.45	109539
58	Carpet Connections	Carpet for basement office	659.66	57.60	717.26	109540
59	Concorde Copiers	Photocopying	27.89	5.58	33.47	109541
60	Cornwall Council	Superannuation				109542
61	CNX Web Solutions	Website hosting annual fee	300.00	60.00	360.00	109543
62	Cornwall Association of Local Councils	Annual Subscription	1,311.56	161.08	1,472.64	109544
63	Dawson, C	Salary				109545
64	Dennery, R	Salary				109546
65	Dennery, R	Travel Expenses	31.90		31.90	109547
66	Fur, Feather & Flowers	Bouquet for Mayor Choosing	20.00		20.00	109548
67	Goss, Mrs S	Salary				109549
68	Helston Methodist Church Helston Royal British Legion Club	Hall hire for Town Meeting Mayor Choosing Refreshments Income Tax & National Insurance	56.00 91.36 91.36		56.00 91.36	109550 109551 109552
70	HM Revenue & Customs	Insurance				109552
71	Johns, Mrs J	Salary				109553
72	Keith Ozard Skip Hire Ltd	Skip Dog Show Licence for Harvest Fair	175.00 10.00	35.00	210.00 10.00	109554 109555
73	Kennel Club	Salary				109556
74	Lavelle, Miss P J	Street Stall Superintendent	1,022.00		1,022.00	109557
75	Mole, S.C.C.	Advertisements	136.50	27.30	163.80	109558
76	Newsquest Media	Postages etc	88.31	10.43	98.74	109559
77	Petty Cash	Salary				109560
78	Price, Mrs S	Re-glaze notice board	113.76	22.75	136.51	109561
79	Redruth Glass Centre	Security including Flora Day Road Closures				
80	Round the Clock Security Ltd	Footpath Maintenance & Grass Cutting	3,342.00 319.54	63.90	383.44	109562 109563
81	RTS (Garden Services) Ltd	Flora Day Street Stall refund	232.00		232.00	109564
82	Snowball, Mr J	Water & Sewerage	48.06		48.06	109565
83	South West Water	First Aid Cover for Flora Day	268.06	53.61	321.67	109566
84	St John Ambulance Technical Electrical Engineering Ltd	Additional sockets in basement office	610.00	122.00	732.00	109567

86	Temporary Fencing Solutions Ltd	Security Fencing	128.57	25.71	154.28	109568
87	The Cumbria Clock Company Ltd	Service Meneage Street Clock	115.00	23.00	138.00	109569
88	The Sunlight Service Group Ltd	Mat hire	21.12	4.22	25.34	109570
89	Tregembo, Ms D	Flower Arrangements for Flora Day	80.00		80.00	109571
90	White, B E	Internal Audit Fees	600.00		600.00	109572
91	Williams, Mrs D	Salary				109573
92	Black Lion Catering	Mayor Choosing Refreshments	528.13	105.62	633.75	109574
93	Blue Flame (Cornwall) Ltd	Installation of radiators in basement office	529.33	105.87	635.20	109575
		Salary related expenses	13,479.73		13,479.73	
			<u>28,112.31</u>	<u>1,429.28</u>	<u>29,541.59</u>	