

**MINUTES OF A MEETING OF HELSTON TOWN COUNCIL**  
**HELD IN THE GUILDHALL, HELSTON**  
**ON THURSDAY 21<sup>ST</sup> APRIL 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

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

R R Pryor  
M H Thomas

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

**588. Prayers**

The Mayor advised that his Chaplain, Canon David Miller, had given his apologies and prayers were offered by Councillor Thomas.

**589. Apologies**

Apologies for non-attendance were received from Councillor Reynolds who was returning from a meeting out of the County and Councillors J P Radford-Gaby and Mrs Radford-Gaby who were on holiday.

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

RESOLVED – that the Apologies be received and accepted.

**590. Declarations of Interest**

The Mayor and Councillor Mrs Boase declared personal interests in item 4 of the Town Clerk's Report (Agenda item 15) as any expenditure for the civic visits would come from the Mayor's Allowance.

Councillor Mrs Matthew declared a personal interest in item 4 of the Town Clerk's Report (Agenda item 15) as the Secretary of the Plougasnou Twinning Committee.

**591. 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.

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

a) Local Cornwall Councillors

Councillor Robertson outlined his recent activities and made particular mention to:

- the setting up of a charitable trust to run leisure facilities within the County;
- the setting up of a Shadow Health Board to take over from the Cornwall and Isle of Scilly Primary Care Trust;
- the Regional Development Agency being wound up and a Local Enterprise Board being formed;

- receiving £4.9 million of government funding for pot hole repairs; and
- the installation of street lighting along the footpath between Kellaway Parc and Bosnoweth.

Councillor Robertson further advised that he had been pleased to have been present at the demolition of the old Cattle Market building.

Councillor Mrs Haycock gave a report and made particular mention to:

- the reduction of library hours, confirming that there were no planned library closures;
- her involvement with the Cornish Gorsedd advising that the Proclamation had gone well and thanked the Mayor for his involvement;
- a Highways proposal to reduce the speed along Clodgey Lane which was out for consultation; and
- Following up queries raised at the Annual Town Meeting regarding the opening hours of the public Conveniences and the condition of the Castle Green steps.

Councillor Wallis advised that he had been present at the demolition of the old Cattle Market building and, whilst this had been a positive step towards a new building, he had felt some sadness at the loss of a part of the town's history.

Councillor D C Swift advised that the problem of mothers not using the pavements in Kellaway Parc was continuing and asked if Highways could erect a sign at both ends of the road advising them to use the pavements. Councillor Robertson advised that he would speak to Highways.

Councillor Devenish queried what steps had been taken to make the new Local Enterprise Partnership (LEP) more accountable. Councillor Robertson advised that the LEP's were local and only involved one Authority. He further advised that they were public sector led and not a Council committee confirming that he could only speak regarding the public sector part of the LEP. He confirmed that the public sector section was accountable locally as it only covered Cornwall.

Councillor Thomas advised that he was glad funding had been received for pot holes and queried if the money could be spent on gritting the road to prevent the pot holes from occurring. Councillor Robertson advised that Cornwall Council had to account for how the money was spent and confirmed that it had to be used to repair and make the road more resistant and could not be used for gritting. Councillor Robertson further advised that the £4.9 million was only a top up on what Cornwall Council were already spending on road maintenance.

The Mayor advised that the sign giving a time restriction on parking in the lay-by located in Clodgey Lane by the junction with Trengrouse Way had been removed and asked if it could be replaced. Councillor Mrs Haycock agreed to investigate.

#### b) Community Network Manager

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

### **593. Public Participation**

Mr M Upton thanked the Mayor and Mayoress for attending the Helston Theatre production held at the Epworth Hall. Mr Upton then asked Councillor Devenish why he had not declared an interest in the post as detailed under point e) Minute No. 537/2010. Councillor Devenish advised that the interest related to the Mayor's Allowance and as he had decided not to accept the Mayor's Allowance he had no interest to declare. Mr Upton re-iterated his question as he believed Councillor Devenish had misunderstood. Councillor Devenish advised that he did not understand the question as he had been nominated and given a one minute presentation as detailed in the procedure and had also responded to questions from Members of the Public. A detailed discussion then ensued. Mr Upton then queried if Councillor Devenish had taken advice regarding a prejudicial interest. Councillor Devenish advised that he had not had an interest and therefore had no cause to take advice.

Miss H Leonard spoke on behalf of Mr K McGill, who was unable to attend the meeting, to suggest that the Play Committee collaborate with the Accreditation and Participation Team who were concerned with the involvement of young people in a multitude of organisations. Miss Leonard further advised that Mr K McGill, Miss I Maitland and herself were setting up a Helston Youth Committee to be run by young people, supported by a youth worker, which would link with all local youth based organisations. The Committee wished to have a strong link with Helston Town Council to get young people's voices more actively heard.

Mr M Upton thanked the Town Centre Manager for working in partnership with the Epworth Hall to create a display in a vacant shop window advising that he had received great comments. Mr Upton then requested clarification on the difference between a Business Plan and a Town Plan. The Town Clerk advised that the Town Plan was town-wide and covered a multitude of issues whilst the Business Plan would focus on encouraging business and footfall into the town centre. The Town Clerk further advised that the Council were just about to go to print on a questionnaire for the Town Plan and were just waiting for the questions from one of the Focus Groups.

### **594. Minutes**

Councillor Thomas advised that Minute No. 526/2010 should read 'brakes' and not 'breaks'.

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

RESOLVED – that the Minutes of the Town Council meeting held on the 17<sup>th</sup> March 2011 be approved, subject to the above amendment, and signed as a true record.

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

RESOLVED – that the Minutes of the Special Town Council meeting held on 22<sup>nd</sup> March 2011 be approved and signed as a true record.

The Town Clerk advised that he had received an e-mail from Councillor Reynolds regarding the Minutes of the Special Town Council meeting held on 23<sup>rd</sup> March 2011 in which he expressed the opinion that Min. No. 552. 4)/ 2010 should contain more clarification on the voting, including numbers for and against. The Town Clerk advised that the number of votes were not normally recorded in the Minutes and confirmed that Min. No. 552. 4)/ 2010 made it clear that the voting was by a show of hands and that the nomination for Town Mayor was carried on the second vote of the Deputy Mayor. The Town Clerk requested Members confirmation on whether they wished any additional detail to be recorded. Following a brief debate it was proposed by the Mayor, seconded by Councillor Thomas, and

RESOLVED – that the Minutes of the Special Town Council meeting held on 23<sup>rd</sup> March 2011, as set out, be approved and signed as a true record.

**595. 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 17<sup>th</sup> March 2011 and 7<sup>th</sup> April 2011, be received.

**596. Minutes of the Amenities Committee**

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

RESOLVED – that the Minutes of the Amenities Committee meeting held on the 24<sup>th</sup> March 2011, be received and the recommendations approved.

**597. Announcements**

The Town Clerk advised that the Guildhall was being decorated for Flora Day between 7am and 11am on Friday 6<sup>th</sup> May and any volunteers would be welcomed.

The Mayor thanked the Councillors and members of the public who had attended his Charity Spring Dance and advised that he had raised approximately £580.00.

**598. Proposal for Play and Young People Committee**

Councillor Thomas advised that Councillor Mrs Radford-Gaby had given notice of a Motion at the previous Full Council meeting but it had been agreed by the Youth Engagement Working Party that he raise the issue in her absence. Councillor Thomas advised that the amendments to the Play Committee were a way of showing progress whilst better utilising the Committee without creating any additional work load for the office. He requested that the Policy, Finance and Resources Committee be given the opportunity to investigate the matter. It was proposed by Councillor Thomas, seconded by Councillor Mrs Matthew, and

RESOLVED – that the Policy, Finance and Resources Committee consider, at its next meeting, a proposal from the Youth Engagement Working Party to change the title and remit of the Play Committee to the ‘Play and Young People Committee’.

**599. Report of the Town Centre Manager**

Mr R Dennery updated Members on his report advising that Shoe Zone had taken the store’s location within the Conservation Area into consideration and no longer planned to rebrand. The company instead were intending to repair the existing Stead & Simpson frontage. Mr Dennery further advised that the store intended to decorate with greenery for Flora Day.

Mr Dennery then informed Members of the UK Sales statistics and trends in March and gave Members a brief report on the results of the Footfall Survey.

Councillor Devenish asked the Town Centre Manager for his opinion on the effect of the double bank holiday on trade. Mr Dennery advised that there was no information available but his feeling was that Cornwall and Helston should benefit from holiday trade.

Councillor Thomas asked Mr Dennery for his opinion and observations regarding the Continental Market. Mr Dennery advised that he had a list of suggestions that he was due to report to the Amenities Committee.

**600. Harvest Fair**

Councillor Mrs Swift expressed the opinion that this item could not be discussed without input from Councillor J P Radford-Gaby as Chair of the Harvest Fair Committee. On the proposition of Councillor Mrs Swift, seconded by Councillor Thomas, it was unanimously

RESOLVED – that this item be deferred as the Chair of the Harvest Fair Committee was not present.

**601. Report of the Town Clerk**

**(1) Highways Issues**

This item was noted.

**(2) Training**

**(a) Parish Councillors Skills Day**

The Town Clerk advised that he had received positive comments regarding the previous Parish Councillors Skills Day and asked any Members that wished to attend to let him know at their earliest opportunity.

**(b) Cornwall Council Planning Training Programme 2011/12**

Councillor Mrs Matthew spoke as the current Chair of the Planning Committee to encourage Members to attend the Planning Training. The Town Clerk requested that Members let him know which sessions they wished to attend.

**(3) Salt Bins**

Following a detailed debate it was proposed by the Mayor, seconded by Councillor Pryor, and unanimously

RESOLVED – that this issue be deferred to the Policy, Finance and Resources Committee for further investigation after the winter.

**(4) Town Twinning**

**(a) Plougasnou**

Following a detailed debate it was proposed by Councillor Devenish, seconded by Councillor Pryor, that this item be deferred pending further consultation with the Twinning Association on how the Twinning procedure would work and to allow the Twinning Association the opportunity to consult with the people of Helston and to re-word the Twinning Oath.

An amendment was proposed by the Mayor, seconded by Councillor Mrs Matthew, that the Town Council agreed for the Twinning process to continue and deferred the approval of the wording of the Twinning Oath until the Full Council meeting held in May. The Amendment, carried on the second vote of the Mayor, became the Substantive Motion and it was

RESOLVED – that the Town Council agreed for the Twinning process to continue and deferred the approval of the wording of the Twinning Oath until the Full Council meeting held in May.

**(b) Sasso Marconi**

**i) Civic Reception**

Following a detailed debate it was proposed by Councillor Mrs Swift, seconded by Councillor Pryor, and unanimously

RESOLVED – that the Town Council agreed to hold a Civic Reception on Wednesday 4<sup>th</sup> May provided that:

- a) the office staff and caretakers were not involved;
- b) the reception lasted no longer than 1½ hours;
- c) after the event the Twinning Association assist with the set up of the room for the following day; and
- d) the only expenditure was for the provision of a small gift as per the draft town to town protocol.

**ii) Exchange Protocol**

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

RESOLVED – that consideration of the Exchange Protocol be deferred.

**602. Schedule of Accounts for Payment**

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

RESOLVED – that Account Nos. 454-458 from March 2011, and April Account Nos. 1-44 inclusive as listed and set out as an Appendix to these Minutes, be certified for payment in the total sum of £41,694.77.

(Councillor Williams declared an interest in Account No. 8.)

It was agreed that the cheques would be signed by Councillor Mrs Swift and Councillor Devenish after the meeting.

**603. Attendance at Meetings**

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

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

**604. 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.

**605. Exclusion of the Press and Public**

On the proposition of Councillor Mrs Boase, 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 item of business by reason of the confidential nature of the business to be transacted.

**606. 3 Penrose Road, Helston**

Members considered a report by the Town Clerk (circulated prior to the meeting). Following a detailed debate it was proposed by the Mayor, seconded by Councillor Mrs Matthew, and

RESOLVED – that Members followed the advice of the Town Council’s Solicitor and the Proper Officer regarding the Court Order.

It was further proposed by Councillor Mrs Matthew, seconded by Councillor Thomas, and unanimously

RESOLVED – that an updated Market Valuation Report be commissioned from Stratton & Holborow.

It was then proposed by Councillor Devenish, seconded by the Mayor, and unanimously

RESOLVED – that a Special Full Council meeting be held once the updated Market Valuation Report had been received.

**Meeting closed at 9.39pm**

**Confirmed**

**Town Mayor**

Month	March (2)					
Voucher	Payee	Description	Nett Amount	VAT	Total	Cheque Number
	<b><u>Urgent Payments</u></b>					
454	Cornwall Association of Local Councils	Training	350.00	70.00	420.00	109493
455	Martin Luck Group Limited	Stationery	33.45	6.69	40.14	109494
456	Pascoe Building Services Ltd	Boarding-up of 3 Penrose Road	3,987.00	797.40	4,784.40	109495
457	Petty Cash	Postages etc	73.50	1.70	75.20	109496
458	Round the Clock Security Limited	Security of 3 Penrose Road	1,456.00		1,456.00	109497
			<u>5,899.95</u>	<u>875.79</u>	<u>6,775.74</u>	



Month	April		Nett	VAT	Total	Cheque
Voucher	Payee	Description	Amount			Number
<b><u>Urgent Payments</u></b>						
1	Bowcutt, C M	Salary				109498
2	Dawson, C	Salary				109499
3	Dennerly, Mr R	Salary				109500
4	Goss, Mrs S	Salary				109501
5	Johns, Mrs J	Salary				109502
6	Lavelle, Miss PJ	Salary				109503
7	Price, Mrs S	Salary				109504
8	Williams, Mrs D	Salary				109505
<b><u>Barclaycard</u></b>						
9	Fast.co.uk	Broadband	19.92	3.91	23.83	C/Card
10	HM Land Registry	Land Registry search - Coinage Ope Walls	4.35		4.35	C/Card
11	HM Land Registry	Land Registry search - Coinage Ope Walls	4.35		4.35	C/Card
12	Distributor Limited	Replacement ceiling tiles	42.90	8.51	51.41	C/Card
<b><u>Direct Debits</u></b>						
13	BNP Paribas	Photocopier	119.80	23.96	143.76	D/D
14	British Telecom	572063	76.39	15.27	91.66	D/D
15	British Telecom	565761	31.14	6.22	37.36	D/D
16	Cornwall Council	Rates	612.36		612.36	D/D
17	Siemens	Fire Alarm System	121.20	24.24	145.44	D/D
<b><u>Routine Payments</u></b>						
18	Alive Church Systems Ltd	Audio System upgrade	5,333.83	1,066.77	6,400.60	109506
19	Bowcutt, C M	Travel Expenses	67.20		67.20	109507
20	Bowden, W	Cleaning Materials, etc.	44.74	8.95	53.69	109508
21	Concorde Copiers	Photocopying	30.76	6.15	36.91	109509
22	Cornish Linen Service	Mat hire	26.40	5.28	31.68	109510
23	Cornwall Association of Local Councils	Training	15.00	3.00	18.00	109511
24	Cornwall Council	Superannuation				109512
25	Dawson, C	Travel Expenses	71.20		71.20	109513
26	Dennerly, Mr R	Travel Expenses & telephone	51.70		51.70	109514
27	EDF Energy	Electricity	837.10	165.20	1,002.30	109515
28	HM Revenue & Customs	Income Tax & National Insurance				109516
29	Martin Luck Group	Stationery	19.54	3.91	23.45	109517
30	Mole, S.C.C.	Street Stall Superintendent	100.00		100.00	109518
31	National Association of Local Councils	Conference	97.50	19.50	117.00	109519
32	Newsquest Media	Advertisements	71.50	14.30	85.80	109520
33	Pedestrian Market Research Services	Footfall Report for Helston	650.00	130.00	780.00	109521
34	Petty Cash	Postages etc	84.24	11.83	96.07	109522
35	Phone-IT-ICT	Panasonic Telephone	135.00	27.00	162.00	109523
36	Price, Mrs S	Travel Expenses	74.00		74.00	109524
37	Pro-tect Safety Signs	Signage frames	60.50	12.10	72.60	109525
38	Round the Clock Security Ltd	Security Services	2,184.00		2,184.00	109526
39	Steve Dingle Cleaning Ltd	Window Cleaning	120.00	24.00	144.00	109527
40	A D Taylor	Works to noticeboards	160.00		160.00	109528
41	Temporary Fencing Solutions Ltd	Fencing	180.00	36.00	216.00	109529
42	Trevano Marquee & Event Hire	Deposit on Marquee for Harvest Fair	325.82	65.16	390.98	109530
43	Vilking Direct	Stationery	219.14	43.83	262.97	109531
44	WPS Insurance Brokers & Risk Services	Insurance Renewal	7,639.61		7,639.61	109532
		Salary related expenses	13,562.75		13,1562.75	
			<b>33,193.94</b>	<b>1,725.09</b>	<b>34,919.03</b>	

